

Over Conference and Community Centre

The Doles Over Cambridge CB24 5NW

Phone: 01954 206600

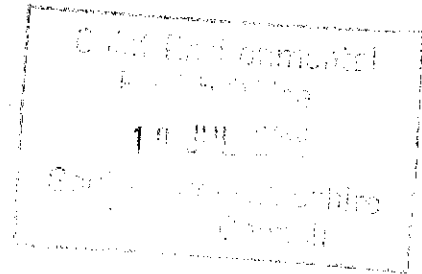
Email: info@thecentreatover.co.uk

www.thecentreatover.co.uk

South Cambs District Council
Licensing Section
South Cambs Hall
Cambourne Business Park
Cambourne
CB23 6EA

8th July 2015

Dear Sir/Madam



Please find enclosed the representation document on behalf of Over Community Centre in relation to the review of the premises licence.

Yours Sincerely

Sean Watkiss
General Manager



Representation document for Over Community Centre following the application for a review of Premises Licence.

This document outlines the management controls and measures in place at Over Community Centre to minimise the effect the Centre has on local residents.

The Centre's Management Team of the last ten years recognise its responsibility and role in meeting the licensing objectives in respect to:

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance ; and
- The protection of children from harm

Throughout this time we are unaware of any other formal complaints from local residents in relation to any of the licensing objectives.

Throughout the last year the Centre's Management team have happily complied and worked with Environmental Health and Licensing Officers of South Cambridgeshire District Council although it has to be noted that contact/conversations with the complainant have been difficult.

The management team are broadly aware of the changes to the licensing Act 2003 by the Live Music Act 2012 and the Licensing Act 2003 order 2013 but have continued with the same policies throughout the last ten years.

Opened in June 1999 Over Community Centre aims to provide, manage and develop a Community facility for all ages and interests for the residents of Over and neighbouring villages.

Current users include Over Players, WI, Zumba Classes , Over Badminton Club, Aerobics, Over Gardening Club, Cambridgeshire Young Farmers, Clayland farmers, Bingo, Guide Association, Scouts, Puddleducks Pre school, Friendship Club, Over Carpet Bowls, Royal British Legion, Over Primary School, Over Riding Club, New Road Play Group and Ladies Badminton.

The Centre continues to also be used for a variety of events and functions throughout the year including Childrens Birthday Parties, Birthday Parties, Presentation evenings, Christening's, Fundraising events and Wedding Receptions.

Appendix A outlines events throughout 2014/2015.

The column headed Function Bookings 2014/2015 lists the events where the Centre's facilities have been hired for use and the hirer arranges any entertainment. The right hand column lists the events arranged by the Centre and is responsible for the entertainment.

On booking each hirer receives from the Centre a schedule of service requirements and terms and conditions of hire.

Appendix B

Please note points 6 and 19

6. The Hirer shall ensure that the minimum of noise is made on arrival and departure

19. Noise Control Equipment is operational within the hall. Instructions regarding use must be adhered to. Non compliance will result in a power cut off.

A further notice is permanently situated by the front door asking customers to leave the premises quietly to avoid disturbing local residents.

Sound Monitor

The Main Hall has been fitted with a sound monitor for the past 14 years. The equipment monitors sound levels and cuts the power when sound levels are too high for the preset levels. This level was reduced in February 2015 following consultation with officers of South Cambridgeshire District Council and agreement of all parties. The Centre was happy to facilitate this by arranging for a disco to attend and meet the associate costs involved

Staffing

A Duty Manager is present at each event to monitor the Front Doors and periodically check the perimeter of the site to assess the noise levels. Additionally the front doors are monitored by CCTV and can be viewed by staff in the bar. For some events SIA approved door supervisors are employed.

Finance

The Centre is self financing and a non profit organisation and relies on the income generated through hiring its facilities/rooms to offset its operating costs as normally additional staff are employed. It also allows the Centre to hold events for the Community e.g. free pensioners Christmas lunch, Firework event, fun day and summer holiday programme.

**OVER COMMUNITY ENTERPRISES LTD
SCHEDULE OF SERVICE REQUIREMENTS**

Contact Name:

Booking Reference:

Telephone Number:

Event Date:

Start Time:

Finish Time:

Title of Event:

| AREA REQUIRED | Y/N | | | |
|---------------------------|------------|--|---------------------|---------------|
| Main Hall | | | Disco/Band | |
| Seminar Room | | | Bar Closing Time | |
| Conservatory | | | Security | |
| Kitchen | | | | |
| Hall Lining | | | | |
| Corkage | | | | |
| Table Cloths | | | | |
| Other (Specify) | | | | |
| | | | | |
| Catering Required | | | | |
| | | | | |
| SUMMARY OF CHARGES | | | DEPOSIT PAID | YES/NO |
| Room Hire | | | | |
| Lining | | | | |
| Security | | | | |
| Additional | | | | |
| VAT @ 20% | | | | |
| Total | | | | |

ADDITIONAL REQUIREMENTS/NOTES

I confirm that the above details are correct and I have read and understood the Terms and Conditions of Hire.

Signed Date On behalf of Over Community Enterprises Ltd

Signed Date

OVER COMMUNITY ENTERPRISES LIMITED (OCE)

TERMS AND CONDITIONS OF HIRE

The term **HIRER** shall mean an individual Hirer or, where the Hirer is an organisation, the authorised representative.

1. The **Hirer** will be responsible during the period of the hiring for supervision of the facilities, the fabric and the contents, their care, safety from damage however slight or change of any sort. The Hirer will be responsible during the period of the hiring for the behaviour of all persons using the facilities whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. The **Hirer** shall not use the facilities for any purpose other than that described in the Hiring Agreement.
3. The **Hirer** shall ensure that nothing is done on or in relation to the facilities in contravention of the law relating to gaming, betting and lotteries.
4. The **Hirer** shall if preparing, serving or selling food observes all relevant food health and hygiene legislation and regulations.
5. The **Hirer** shall indemnify OCE Limited for the cost of repair (or replacement where appropriate) of any damage done to any part of the property including the curtilage thereof or the contents of the building that may occur during the period of the hiring as a result of the hiring.
6. The **Hirer** shall ensure that the minimum of noise is made on arrival and departure.
7. In the event of the Over Community Centre or any part thereof being rendered unfit for the use for which it has been hired **OCE** shall not be liable to the Hirer for any resulting loss or damage whatsoever.
8. **OCE** reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election in which case the Hirer will be entitled to a refund of any deposit already paid.
9. A Booking deposit of 20% of the Total Hire fee is to be paid when the Booking is made.
10. If you cancel your booking, either wholly or in part, you **MUST** notify the General Manager immediately in writing. In such event, you will forfeit the deposit, and if the cancellation is less than 28 days before the event, full payment will be required.
11. Booking from a person under the age of 18 cannot be accepted. **OCE** or its agents may refuse to accept bookings from any person who appears to be under the age of 18 and may ask for proof of their age and identity.
12. **OCE** does not give any warranty as to the fitness of the hall for any purpose.

- 13.** No responsibility will be accepted for loss of time or expenses, which occur as a result of any defect, or failure of the property, its equipment or its electrical or other services. Each occurrence should be reported immediately so that remedial steps can be taken.
- 14. Your Responsibility (i)** You have charge of the hall during the hire period or any extensions of that period. It is YOUR duty to observe that safe practices are kept at all times. All doors must be kept unobstructed and immediately available for use during the whole time the hall is under your control. Lights over Emergency Exits must be on at all times. Any and every accident or incident affecting the hall or its equipment must be reported as soon as possible after the event. You are responsible for any damage caused to the building or to any equipment, however caused.

(ii) You are responsible for the behaviour of the persons attending and must ensure that there are sufficient adult supervisors to control the event.
- 15.** Any Complaint about the Centre's agents or employees or other hirers must be put in writing to the General Manager and must not be put or addressed to individuals.
- 16.** All Vehicles and their accessories and contents are left at your own risk and persons attending your function should be aware of this.
- 17.** OCE will not be held responsible for any damage caused to any third party save as may result from their own negligence and hirers should ensure that they have effected all necessary third party liability cover.
- 18.** All alcohol and beverages consumed on the premises must be supplied by OCE unless special arrangements are made.
- 19.** Noise Control Equipment is operational within the hall. Instructions regarding use must be adhered to. Non-compliance will result in a power cut off.
- 20. Exclusions.** The Management of OCE reserves the right to refuse admission to any person.

Function Booking 2014 - 2015

Booked Event

Centre Event

April

5th 21st Birthday Party
6th Christening
Children's Party
7th Funeral Wake
13th Puddleducks Fundraising Event
Children's Party
26th Sam Pudney – Singer
Children's Party
27th Scouts – St Georges Day
Celebration

May

3rd Children's Party
10th Children's Party
11th Jazz Afternoon
16th Wedding Reception
17th Children's Party
18th Bowls Competition
65th Birthday Party
24th Over Sports Presentation Dinner
25th Children's Party
28th Funeral Wake
31st 40th Birthday Party – White Room

June

1st Children's Party
7th Wedding Reception
8th Over Colts – Thai Dinner
Fundraiser
14th 40th Birthday Party
Fun Day/Fete
(Back Ground Music 1-4)
21st Puddleducks Sports Day
Birthday Party – White Room
22nd Wedding Anniversary – White
Room
Children's Party
29th Bridal Show

July

2nd Primary School Production
3rd Primary School Production
5th Children's Party
9th Cambs Scouts Presentation
Evening
12th 50th Birthday Party
13th Children's Party
19th 30th Birthday Party
26th Wedding Reception

August

9th Silver Wedding Anniversary
16th British Legion Flower Show
17th Christening
30th Wedding Reception – White Room

September

5th Cambs Cricket Presentation
19th WI Quiz
21st Over Jazz Club
27th Silver Wedding Anniversary
Children's Party

October

4th British Legion - Standards Bearers Competition Big Ten Band
5th Carpet Bowls Competition
Children's Party
11th British Legion – 1940's Afternoon
Tea
Children's Party
12th MG Owners Club
Children's Party
17th Funeral Wake
Over Players Old Time Music Hall
18th Naming Ceremony
19th Children's Party
24th New Road Preschool – Band Night
25th Wedding Reception

| | | |
|------------------|------------------|--|
| 26 th | Children's Party | |
| 31 st | | Childrens Halloween Disco (3pm- 5pm) |

November

| | | |
|------------------|---|--|
| 1 st | Children's Party | Firework Display Childrens Disco (5.30pm – 7pm) |
| 2 nd | Children's Party | |
| 7 th | Baptist Church/World Vision Event | |
| 8 th | New Road – Autumn Fair Fishing Club Quiz Night | |
| 9 th | Children's Party | |
| 11 th | Riding Club Fundraiser | |
| 12 th | Young Farmers AGM + Disco | |
| 13 th | British Legion – Wine Tasting | |
| 15 th | 40 th Birthday Party Children's Party | |
| 16 th | Children's Party | |
| 21 st | Over Vets Quiz Night | |
| 22 nd | 2's Company | |
| 23 rd | Children's Party | |
| 25 th | Children's Party | |
| 28 th | Cabaret Evening | |
| 29 th | Cabaret Evening | |
| 30 th | Puddleducks Christmas Fair | |

December

| | | |
|-----------------------------------|--|---|
| 6 th -13 th | Over Players Panto | |
| 6 th | Surprise 40 th Party – White Room Children's Party | |
| 14 th | Children's Party | |
| 17 th | | OAP Christmas Lunch (School Choir 2-3pm) |
| 18 th | Puddleducks Nativity Play Children's Christmas Disco Cams Mammal Group | |
| 19 th | | Christmas Party Night |
| 21 st | Children's Party | |
| 29 th | Children's Party | |

31st

New Years Eve Party

January

4th Children's Party
16th 21st Birthday Party
18th Children's Party x 2
24th Children's Party x 2
25th Children's Party
26th Funeral Wake
31st Evening of Mediumship
Children's Party

February

3rd Funeral Wake
6th Music Festival
7th Music Festival
Children's Party
14th Birthday Party
15th Carpet Bowls Competition
18th Children's Party
20th Funeral Wake
21st MG Snowdrop Run
Charity Fundraiser – 80's Night
28th Birthday Party
18th Birthday Party – White Room
Children's Party

March

1st Children's Party
6th Wedding Reception – White Room
Singers & Drummers Concert
7th Children's Party x 3
14th Guide Association – Show
21st Primary School – Race Night
Diamond Wedding – White Room
Children's Party x 2
28th 40th Birthday Party
29th Carpet Bowls Competition

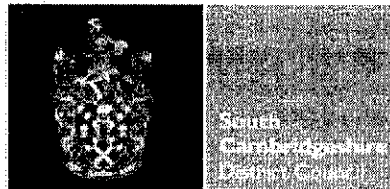
Function Booking 2015 - 2016

| | Booked Event | Centre Event |
|-------------------------|---|---|
| April | | |
| 4th | Wedding Reception | |
| 12 th | Childs Party | |
| 19th | Over Jazz | |
| 19 th | Band Practice | |
| 22 nd | Band Practice | |
| 23 rd | Funeral Wake | |
| 24 th | Childs Party | |
| 25 th | Day Centre Fundraiser | |
| May | | |
| 1st | Retirement Party | |
| 2 nd | Children's Party | |
| 3 rd | Band Practice | |
| 6 th | Funeral Wake | |
| 9th | Over Sports End of season party Children's Party | |
| 25 th | Acorn Labels – Fundraiser | |
| 23 rd – 30th | Over Players Show | |
| June | | |
| 7 th | Children's Party x 2 Band Practice | |
| 12th | Carnival Committee Fundraiser | |
| 13th | Football Tournament | Fun Day/Fete (Back Ground Music 1-4) |
| 14th | Children's Party Band Practice | |
| 20th | Sam Pudney – Singer | |
| 21st | Children's Party Band Practice | |
| 26th | Funeral Wake | |
| 27th | 30 th Birthday Party | |
| 28th | Vintage Fair Children's Party | |

| | | |
|------------------|---|--|
| July | | |
| 4 th | Puddleducks Sports Day | |
| 5 th | Dance Presentation | |
| 6 th | Primary School Production | |
| 7 th | Primary School Production | |
| 11 th | Engagement Party 40 th Birthday Party – White Room | |
| 12 th | Children's Party x 2 | |
| 19 th | Over Colts Presentation Children's Party | |
| 25 th | Birthday Party | |
| 31 st | Baby Shower | |
| | | |
| August | | |
| 1 st | Birthday Party – White Room 21 st Birthday Party | |
| 8 th | 70 th Birthday Party | |
| 15 th | British Legion Flower Show | |
| 16 th | BBQ Party | |
| 22 nd | Anniversary Party – White Room | |
| 31 st | 90 th Birthday Party – White Room | |
| | | |
| September | | |
| 5 th | 50 th Birthday Party | |
| 11 th | Over Players Fundraiser | |
| 12 th | 60 th Wedding Anniversary | |
| 19 th | Wedding Reception | |
| 26 th | Dance workshop | |
| | | |
| October | | |
| 3 rd | British Legion - Standards Bearers Competition 40 th Wedding Anniversary | |
| 10 th | British Legion – 1940's Afternoon Tea | |
| 17 th | Fishing Club Quiz | |
| 18 th | MG Owners Club | |
| 24 th | Cambs Young Farmers | |
| 31 st | | Childrens Halloween Disco (3pm- 5pm) |
| | | |

| | | |
|-----------------------------------|---|--|
| November | | |
| 1 st | Vintage Fair | |
| 7 th | | Firework Display Childrens Disco (5.30pm – 7pm) |
| 8 th | Carpet Bowls Competition | |
| 14 th | Wedding Reception | |
| 18 th | Young Farmers AGM & Quiz | |
| 21 st | New Road Craft Fair Over Day Centre – 80's Night | |
| 27 th | Cabaret Evening | |
| 28 th | Cabaret Evening | |
| 29 th | Puddleducks Christmas Fair | |
| | | |
| | | |
| December | | |
| 5 th -12 th | Over Players Panto | |
| 16 th | | OAP Christmas Lunch (School Choir 2-3pm) |
| 18 th | | Christmas Party Night |
| 31 st | | New Years Eve Party |
| | | |

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA
t : 03450 450 063, f: 01954 713248
e: licensing@scambs.gov.uk
www.scambs.gov.uk



Mr S A Baker
9 James Wadsworth Close
Over
Cambridge
CB24 5AA

July 13, 2015

Dear Mr Baker

Premises Licence

SCDCPL0230

Commences: **January 5, 2015**

Expires: **INDEFINITE**

Please find enclosed your premises licence under the Licensing Act 2003.

The License summary should be displayed in such a way as to be clearly visible to members of the public.

If you have any further queries please contact this office as shown above

Yours sincerely

Susan Walford

Operations Manager Env health & Licensing
dutvenvhealth@scambs.gov.uk

Representation – Licensing Act 2013

My Name is Nick Atkins and I am employed as an Environmental Health officer (EHO) for South Cambridgeshire District Council. One of my duties is to investigate and assess noise related complaints received from individuals and businesses.

In making this representation I am assessing the information that I have reviewed against the Licensing objective of Public Nuisance.

As part of the requested review by Mr Christian I have assessed the information collated in respect of the recordings made by Mr Christian on the SCDC's calibrated noise monitoring equipment, which was installed at his property during noise complaint investigations conducted between Nov/Dec 2014 and Feb/March 2015.

It is my view that the recordings taken in Nov/Dec indicated an intermittent disturbance was being created but the likely occurrence of a statutory noise nuisance was not substantiated. However, it was considered appropriate to look at mediating and resolving any minor outstanding issues informally, in accordance with the Council's enforcement policy. This process was conducted by my colleague Russell Watkins EHO (who has since left SCDC) supported by one of our licensing officers (J.Stallabrass). From the information available, I understand the premises have an electronic noise limiting device installed and following the investigation, was set at a level appropriate for activities in the main hall. This level was agreed by the Community Centre Manager and Mr Christian.

I have further reviewed the noise recordings taken in Feb/March 2015 and note that the noise recordings made appear to demonstrate the volume of music has been reduced to a level that were virtually inaudible.

In presenting this representation I am not commenting on whether the premises breached licensing conditions, as I have no evidence to support or refute this allegation.

In my opinion as an EHO, from the recordings taken in February 2015, there is no evidence to substantiate the allegations the management of the community centre are acting in a manner that is contrary to the licensing objective of preventing Public nuisance, when live or recorded amplified music is played at the premises.

Nick Atkins
Environmental Health Officer

10th July 2015

Jennings Maggie

From: Stuart Bell <sjbell1@talk21.com>
Sent: 01 July 2015 23:01
To: Licensing
Cc: 'TOPs Committee'; info@thecentreatover.co.uk
Subject: Licensing Act 2003 - Request for Review of Premises Licence at Over Community Centre, 16 The Doles, Over, Cambridgeshire, CB24 5NW
Attachments: APPENDIX B - Over Community Centre Interested Body Representation.docx

Dear Sir / Madam

We are aware that the above matter is due to be considered by your Council and we are writing in support of a continuation of the Premises Licence for Over Community Centre in our role as an 'Interested Party'.

The Over Players are the local amateur dramatic society within Over and as a result of our events, we draw members and audiences from a large area across Cambridgeshire and further afield. We have been in existence since 1984 and until 1999, our performances were staged in St. Mary's Church Hall located within the village.

As you will probably be aware, during the 1990's the local community across the village recognised that due to the lack of community facilities within the Parish and the continued growth of the village, that community efforts would need to be mobilised to secure the facilities that we have indeed been lucky to benefit from since 1999. Major Lottery funding was secured for this project, as well as the vital support from both South Cambridgeshire District Council and our own Over Parish Council. Indeed, our own group were involved in the overall design of the premises with the then Management Committee, to ensure the venue's overall viability to host live performances and it was the hard work of the local community that resulted in the building of Over Community Centre and the vast array of services it offers to our community across all age ranges.

The Centre opened in May 1999 and indeed, the Over Players were the first organisation to hold a live performance at the venue within a week of the official opening. Since that time, this has been our performing venue of virtually all our performances, including our Annual Pantomime, Spring Shows and other incidental performances. Together with these, as an organisation that is an integral part of village life, we are also aware of other live performances and music-based events held at the Centre which generate noise. All these are vital to ensure that the village enjoys a wide-range of community-based events that contribute significantly to the wellbeing of village life and to ensure that the village continues to thrive as a local community with the Community Centre at the heart of village life.

We are of course disappointed that there has been a resident making complaint regarding noise nuisance and we are very mindful of volume levels during our performances, particularly relating to music which for our performances, is interspersed with dialogue during performances rather than a continuous based music event. While as a group we do not condone noise nuisance and do not believe we are contributing to it, we would like this review to consider the nature of Over Community Centre. It is a community-based facility serving Over and the surrounding community. It has been serving that community continuously since 1999 and we are not aware that any complaint over the past 16 years has resulted in a formal review of the Premises Licence as now being undertaken. Again we stress that while we do not condone noise nuisance, a breach of conditions or indeed prolonged nuisance of any kind, the nature of the events at a Centre like the one that Over enjoys, will generate a degree of disturbance depending on an individual's interpretation of what constitutes 'nuisance'.

In conclusion, while we agree that no event held at the Community Centre must exceed noise level standards for this type of premises, likewise we support the continuance of a Premises Licence for Over Community Centre in the strongest possible terms. As we have outlined, the Centre is right at the heart of village life, it serves all age-groups across the parish and it continues to deliver exactly the range of events for which it was originally conceived and constructed. It has co-existed with the local community since 1999 and the Management Committee acts as a 'good neighbour' with surrounding residents and there is no reason why this should not remain by the continued grant of a Premises Licence permitting the continued range of activities that the Centre currently hosts, together with any

reasonable Conditions that the Licensing Panel considers appropriate whilst maintaining the ability to host the wide range of events currently enjoyed.

As requested by your Guidance, please also find attached the duly completed Appendix B. Likewise at your request, we have served this Representation on Over Community Centre by copy of this email.

Yours faithfully

STUART BELL
Chairman – The Over Players

The Licensing Section
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
CAMBOURNE
Cambridgeshire
CB23 6EA

Stuart

Stuart Bell, 17 Church Close, Great Stukeley, HUNTINGDON, Cambridgeshire, PE28 4AP
Tel. No. 01480 533142. Mobile No. 07429 737801
Email – sjbell1@talk21.com

THE LICENSING ACT 2003
REPRESENTATION FORM FOR "INTERESTED PERSON" / "BODY"
 (living in the 'vicinity' of the premises detailed below)
 Please continue on a separate sheet if required

| | |
|---|--|
| Your name / Company name | MR STUART BELL / THE OVER PLAYERS |
| (Name of Body you represent) Please tick one: <input checked="" type="checkbox"/> | |
| i) a person living in the vicinity of the premises <input type="checkbox"/> ii) a body representing persons who live in that vicinity <input checked="" type="checkbox"/> iii) a person involved in a business in the vicinity of the premises <input type="checkbox"/> iv) a body representing persons involved in these businesses <input type="checkbox"/> | |
| Postal Address (inc post code) | 17 Church Close Great Stukeley HUNTINGDON, PE28 4AP |
| Contact telephone number: | 01480 533 142 |
| Mobile Number: | - |
| Email address: | sjbell1@talk21.com |
| | |

| | |
|--|--|
| Name of Premises you are making a representation about: | OVER COMMUNITY CENTRE |
| Address of the premises you are making a representation about: | 16 THE DOLES, OVER, CAMBRIDGESHIRE, CB24 5NW |

| |
|---|
| The prevention of crime and disorder - Our representation is not being made in relation to this objective. |
| The prevention of public nuisance – Our representation is made in relation to alleged public nuisance relating to noise and is covered in the email to which this Appendix B is attached. |
| Public Safety - Our representation is not being made in relation to this objective. |
| Protection of Children from Harm - Our representation is not being made in relation to this objective. |

The term 'vicinity' is used in the Licensing Act 2003, in particular with reference to those 'interested parties' (see definition in guidance attached) who may lodge objections to

applications for premises licences and who may make representations concerning existing premises licences. Unfortunately the Act does not define the term 'vicinity' but the licensing authority will determine each case on its individual merit.

If the licensing authority considers that relevant representations are made the licensing team will consider arranging a mediation meeting between the relevant parties (if all agree) to try and reach a settlement. If this informal process is unsuccessful a hearing before the Licensing Sub Committee will follow, unless the interested parties withdraw their representations.

All representations in their entirety, including your name and address will be disclosed to the applicant for the premises licence.



Signed

Date – 30th June 2015

STUART BELL – Chairman, The Over Players

Please return this form along with any additional sheets to:

The Licensing Section
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Telephone: 01954 713132/713024

Email: licensing@scambs.gov.uk

This form should be returned along with any additional information you may feel relevant within the Statutory Period, which is 28 days from the day after the day on which the application was given to the licensing authority by the Applicant.

In the case of a request for review, a copy of your letter must be served on the Premises Licence Holder as well as to the Licensing Authority

However, because of the tight timescales involved, and to assist in the determination of the application process, any representations should be forwarded to the licensing authority AS SOON AS POSSIBLE and preferably within 14 days of notification of the application.

If in any doubt, please contact the Licensing section on the above telephone number.

THE LICENSING ACT 2003
 REPRESENTATION FORM FOR "INTERESTED PERSON" / "BODY"
 (living in the 'vicinity' of the premises detailed below)
 Please continue on a separate sheet if required

| | |
|---|---|
| Your name / Company name | OVER DAY CENTRE |
| (Name of Body you represent) Please tick one: <input checked="" type="checkbox"/> | |
| i) a person living in the vicinity of the premises <input type="checkbox"/> ii) a body representing persons who live in that vicinity <input checked="" type="checkbox"/> iii) a person involved in a business in the vicinity of the premises <input type="checkbox"/> iv) a body representing persons involved in these businesses <input type="checkbox"/> | |
| Postal Address (inc post code) | 1 DRINGAS CLOSE OVER CAMBRIDGE CB24 5NZ |
| Contact telephone number: | 01954 231807 |
| Mobile Number: | 07773 711470 |
| Email address: | office@overdaycentre.co.uk |

| | |
|--|--|
| Name of Premises you are making a representation about: | OVER COMMUNITY CENTRE |
| Address of the premises you are making a representation about: | 16 THE DOLES OVER CAMBRIDGE CB24 5NW |

| | |
|--------------------------------------|--|
| The prevention of crime and disorder | |
|--------------------------------------|--|

| | |
|-----------------------------------|---|
| The prevention of public nuisance | WE HAVE HAD SEVERAL MUSIC EVENTS, AS FUNDRAISING ACTIVITIES, AT THE COMMUNITY CENTRE. DURING THESE EVENTS THE EQUIPMENT WHICH MONITORS THE NOISE LEVELS HAS BEEN USED. WE HAVE NOT NOTICED ANY UNACCEPTABLE NOISE FROM PEOPLE LEAVING THESE EVENTS. ALSO NO COMPLAINT ABOUT EXCESSIVE NOISE HAVE BEEN RECEIVED BY OUR ORGANISATION. |
|-----------------------------------|---|

| | |
|---------------|--|
| Public Safety | |
|---------------|--|

Protection of Children from Harm

The term 'vicinity' is used in the Licensing Act 2003, in particular with reference to those 'interested parties' (see definition in guidance attached) who may lodge objections to applications for premises licences and who may make representations concerning existing premises licences. Unfortunately the Act does not define the term 'vicinity' but the licensing authority will determine each case on its individual merit.

If the licensing authority considers that relevant representations are made the licensing team will consider arranging a mediation meeting between the relevant parties (if all agree) to try and reach a settlement. If this informal process is unsuccessful a hearing before the Licensing Sub Committee will follow, unless the interested parties withdraw their representations.

All representations in their entirety, including your name and address will be disclosed to the applicant for the premises licence.

Signed *Sarah Peck* Date *22-6-15*

SARAH PECK, DAY CENTRE MANAGER
Please print name *OVER DAY CENTRE*

Please return this form along with any additional sheets to:

The Licensing Section
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Telephone: 01954 713132/713024

Email: licensing@scambs.gov.uk

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THE LICENSING ACT 2003
REPRESENTATION FORM FOR "INTERESTED PERSON" / "BODY"
 (living in the 'vicinity' of the premises detailed below)
 Please continue on a separate sheet if required

| | |
|--|-------------------------------|
| Your name / Company name | [REDACTED] |
| (Name of Body you represent) Please tick one: <input checked="" type="checkbox"/> | |
| i) a person living in the vicinity of the premises <input type="checkbox"/> ii) a body representing persons who live in that vicinity <input type="checkbox"/> iii) a person involved in a business in the vicinity of the premises <input type="checkbox"/> iv) a body representing persons involved in these businesses <input type="checkbox"/> | |
| Postal Address (inc post code) | [REDACTED] Over CB245NB |
| Contact telephone number: | [REDACTED] |
| Mobile Number: | [REDACTED] |
| Email address: | [REDACTED] |

| | |
|--|--------------------------------|
| Name of Premises you are making a representation about: | Over Community Centre |
| Address of the premises you are making a representation about: | The Doles Over Cambridge |

| | |
|---|------------|
| The prevention of crime and disorder n/a | [REDACTED] |
|---|------------|

| |
|--|
| The prevention of public nuisance I support this centre as much as possible and have never yet found it to be a public nuisance. The staff are very approachable and are always alert to the effects that noise might have on their closest neighbour to the point of taking events inside the building if they think that it might cause offence. I am given to understand that the event causing a problem was the 'Fun Day' on the 20 th June when, because it was raining, the activities were taken inside the building and the only action outside was children on two activities and the only 'outside noise' was said children laughing while playing and while I appreciate that some don't like that noise, it's a sad day when that has to be regarded as a nuisance. |
|--|

| |
|----------------------|
| Public Safety n/a |
|----------------------|

Protection of Children from Harm
n/a

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All representations in their entirety, including your name and address will be disclosed to the applicant for the premises licence.

Signed
.....22/06/2015.....

Date

.....
Please print name

Please return this form along with any additional sheets to:

The Licensing Section
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Telephone: 01954 713132/713024

Email: licensing@scambs.gov.uk

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|--|-------------|
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| Postal Address (inc post code) | [REDACTED] |
| Contact telephone number: | [REDACTED] |
| Mobile Number: | 07999919999 |
| Email address: | [REDACTED] |

| | |
|--|-----------------------------|
| Name of Premises you are making a representation about: | Over community centre |
| Address of the premises you are making a representation about: | Over community centre, over |

The prevention of crime and disorder
 The community centre always employs a lot of staff to ensure the smooth running of the business. I have often been in there and the place is empty but there's always seems to be at least 5 staff on site.
 All the staff are very reliable and responsible. The place has a real family atmosphere.

The prevention of public nuisance
 There is no juke box in the community centre. They always keep all the doors shut to prevent noise. The staff will always crack down on any nuisance behaviour although I have only ever seen children being a little naughty.

Public Safety
 They always issue you with plastic glasses if you intend to drink on the patio. They do not encourage drinking outside of their patio. They always keep an eye out for my children. Even if we are just at the park and not in the community center they will always let us use the toilets. The staff would never serve anyone who they think had drank too much.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Protection of Children from Harm

They look out for all the children. They always give my children free water. The children are welcomed but responsibly. It is a real family place and I cant believe that this is being questioned.

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Signed Date 23/06/15

.....
Please print name

Please return this form along with any additional sheets to:

The Licensing Section
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Telephone: 01954 713132/713024

Email: licensing@scambs.gov.uk

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—

THE LICENSING ACT 2003
REPRESENTATION FORM FOR "INTERESTED PERSON" / "BODY"
 (living in the 'vicinity' of the premises detailed below)
 Please continue on a separate sheet if required

| | |
|--|--------------------------------------|
| Your name / Company name | [REDACTED] |
| (Name of Body you represent) Please tick one: <input checked="" type="checkbox"/> | |
| i) a person living in the vicinity of the premises <input type="checkbox"/> ii) a body representing persons who live in that vicinity <input type="checkbox"/> iii) a person involved in a business in the vicinity of the premises <input type="checkbox"/> iv) a body representing persons involved in these businesses <input type="checkbox"/> | |
| Postal Address (inc post code) | [REDACTED] Over, Cambridge, CB24 5ND |
| Contact telephone number: | [REDACTED] |
| Mobile Number: | [REDACTED] |
| Email address: | [REDACTED] |

| | |
|--|--|
| Name of Premises you are making a representation about: | Over Community Centre |
| Address of the premises you are making a representation about: | Over Community Centre, 16 The Doles, Over, Cambridge, CB24 5NW |

| |
|--------------------------------------|
| The prevention of crime and disorder |
|--------------------------------------|

| |
|---|
| <p>The prevention of public nuisance</p> <p>I am writing in regards to the above. I have been informed that the Premises Licence is under review due to a complaint regarding Noise Levels from this facility. Can you confirm that this is the case and, if so, the grounds under which this review has been initiated? As a village resident living on the High Street within close proximity to the Centre I felt compelled to write to defend this excellent village space.</p> <p>The Community Centre in my opinion does everything it can to limit the noise emanating from the various functions that it supports. This is in the forms of being strict in turning off music promptly at the end of the night in line with it's licensing agreement. Staff (and visitors) closing exit doors and internal fire/safety doors if inadvertently left open. Functions held outside never go on later than allowed, even the noisy Bonfire/Fireworks night which would continue with or without the license. It is a community facility and most locals enjoy the noise from the superb Community Centre events.</p> <p>This Community Asset is a stalwart of the Village Community and a very key location for various groups, sports and societies, not to mention the Puddleducks Pre-School which is located here. The facilities are used for charity functions, parties and events, as well as the usual drinking and socialising centre that is a welcome offering to not only the villagers of Over but also the surrounding villages who frequent this establishment and are envious of our excellent Centre.</p> |
|---|

The Centre is the focal point of local Sports including the various different football teams. The play area and skate park are also a very important focus of village life and these would no doubt fall into disrepair or ruin if the Community Centre was not continuing as it does now.

In a time where local facilities are being closed, removing many options for the children and youths from the villages and pubs are closing at a high rate, reducing the number of meeting places for many outside of the towns and cities, I feel the Community Centre should not only continue and be supported but actually be subsidised to keep the village facilities available for the majority of the residents who use, patronise and enjoy the multifarious activities provided by this fantastic village asset.

I hope that sense prevails and the majority are listened to rather than a knee jerk reaction to a sensitive minority leads to the loss of this benefit to village life.

Public Safety

Protection of Children from Harm

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All representations in their entirety, including your name and address will be disclosed to the applicant for the premises licence.

Signed Date: 22nd June 2015.....

.....
Please print name

Please return this form along with any additional sheets to:

The Licensing Section
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Telephone: 01954 713132/713024

Email: licensing@scambs.gov.uk

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██████████
██████████
██████████

**THE LICENSING ACT 2003
 REPRESENTATION FORM FOR "INTERESTED PERSON" / "BODY"
 (living in the 'vicinity' of the premises detailed below)
 Please continue on a separate sheet if required**

| | |
|--|--------------------------------------|
| Your name / Company name | [REDACTED] |
| (Name of Body you represent) Please tick one: <input checked="" type="checkbox"/> i) a person living in the vicinity of the premises <input checked="" type="checkbox"/> ii) a body representing persons who live in that vicinity <input type="checkbox"/> iii) a person involved in a business in the vicinity of the premises <input type="checkbox"/> iv) a body representing persons involved in these businesses <input type="checkbox"/> | |
| Postal Address (inc post code) | [REDACTED] OVER CAMBS CB24 5QD |
| Contact telephone number: | |
| Mobile Number: | [REDACTED] |
| Email address: | [REDACTED] |

| | |
|--|-----------------------|
| Name of Premises you are making a representation about: | OVER COMMUNITY CENTRE |
| Address of the premises you are making a representation about: | THE DOLES OVER |

The prevention of crime and disorder

[REDACTED]

The prevention of public nuisance

External doors closed, staff asking customers to keep the noise down when leaving the premises and respect others.

Public Safety

Protection of Children from Harm

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Signed  Date 22-06-15


Please print name

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Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Telephone: 01954 713132/713024

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| | |
|--|----------------------------------|
| Your name / Company name | [REDACTED] |
| (Name of Body you represent) Please tick one: i) a person living in the vicinity of the premises <input type="checkbox"/> : <input checked="" type="checkbox"/> | |
| Postal Address (inc post code) | [REDACTED] Over, Cambridge, Cb24 |
| Contact telephone number: | [REDACTED] |
| Mobile Number: | [REDACTED] |
| Email address: | [REDACTED] |

| | |
|--|---------------------------|
| Name of Premises you are making a representation about: | Over Community Centre |
| Address of the premises you are making a representation about: | The Doles, Over Cambridge |

| | |
|--------------------------------------|--|
| The prevention of crime and disorder | |
| The prevention of public nuisance | <p>We directly neighbour the Community Centre and I gather the license is under review on account of a complaint. I can represent the Centre in so much that the license granted does not result in any public nuisance to us in any way – neither from the Centre activities – nor from people using it.</p> <p>It is my understanding that my neighbour – who has tried to rally support from us in his complaint about the Centre (unsuccessfully) may have given you the false impression that the reason no nuisance is caused to us is due to our being deaf. I can tell you categorically that this is not the case. We do hear activity from the Centre – laughter, football games, children playing and the occasional music event. None of this is to the extent of causing nuisance. Music is never unreasonably loud and events always finish at a reasonable time and in our view, the license is treated responsibly.</p> <p>If the license were to be revoked, the activities at the Centre would suffer and residents of the village would be denied a wonderful facility.</p> |

Public Safety

[REDACTED]

Protection of Children from Harm

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Signed [REDACTED] Date ...13/7/15.....

[REDACTED]

.....
Please print name

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Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

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| Postal Address (inc post code) | [REDACTED] Over, Cambridge, Cb24 5UB |
| Contact telephone number: | [REDACTED] |
| Mobile Number: | [REDACTED] |
| Email address: | [REDACTED] |

| | |
|--|---------------------------|
| Name of Premises you are making a representation about: | Over Community Centre |
| Address of the premises you are making a representation about: | The Doles, Over Cambridge |

The prevention of crime and disorder

The prevention of public nuisance

As residents living in the vicinity of Over Community Centre, we are happy to say the use of their license causes no public nuisance in any form to us either from the activities the Centre undertakes nor from the people using the facility. Although we (**very occasionally**) hear activity from the Centre, it is never unreasonably loud and ~~always ends at a reasonable time~~. In our view, they manage the facility and their license considerately and responsibly. If their license were to be taken away, the Centre would struggle to function in its other community activities and ~~e would~~ lose a very valuable facility that the entire village can enjoy.

I would also like to comment that I think it is a shame that Over residents are having to make representation using a legal process of which I am unfamiliar for the Centre to retain its license as a result of a serial complainer who seems to take objection to any event at the Centre regardless of whether or not it involves the sale of alcohol - I.e. Family Fun Days, conferences, exercise classes and children's parties.

I know working in public service means you have to take complaints seriously, but I do also feel there should be measure for vindictive complainers.

| |
|----------------------------------|
| Public Safety |
| Protection of Children from Harm |

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Signed
Date ...13/7/15.....

K
.....
Please print name

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| Postal Address (inc post code) | [REDACTED] OVER CAMBRIDGE CB24 5QB |
| Contact telephone number: | [REDACTED] |
| Mobile Number: | [REDACTED] |
| Email address: | [REDACTED] |
| Name of Premises you are making a representation about: | OVER COMMUNITY CENTRE |
| Address of the premises you are making a representation about: | 16 THE DOLES OVER CAMBRIDGE CB24 5NW |
| The prevention of crime and disorder | |
| The prevention of public nuisance I LIVE IN THE AREA OF THE COMMUNITY CENTRE AND I HAVEN'T EXPERIENCE ANY ANTISOCIAL BEHAVIOUR OR NOISE THAT IS TOO EXCESSIVE. | |
| Public Safety | |

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Protection of Children from Harm

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Signed Date 14/7/15

.....
Please print name

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South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

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██████████
██████████