

Proposed Amendments and Clarifications to Event Management Plan, Sunset Festival 2014

Constituting part of our written representation for the licensing committee

Introduction

In light of continuing dialogue between members of the Sunset Festival Management Team and various local authorities, a number of additional considerations have been identified, and although initial responses have been provided individually to the departments that have raised them with us, this document aims to collate all of this information, where it is pertinent to the licensing objectives, providing more detail and supporting evidence where appropriate.

These concerns have been broadly grouped into categories, to allow each point to be addressed without too much repetition.

Concerns About Site Suitability

Flood Risk

We are grateful to Tom Jones for highlighting the fact that our arena area is within Flood Risk Zones 2 and 3, and note that these Flood Risk Maps are produced with planning considerations for developments in mind.

Although our event cannot be considered a permanent development of the type that these Flood Zones designations are geared toward, the types of developments listed that constitute the best description of our proposed activities within these areas are as follows;

In the '**Less Vulnerable**' category:

1. 'Buildings used for *shops; financial, professional and other services; restaurants, cafés and hot food takeaways; offices; general industry, storage and distribution; non-residential institutions* not included in the 'More Vulnerable' class; and *assembly and leisure.*'

In the '**Water-Compatible**' category:

2. *Amenity open space, nature conservation and biodiversity, outdoor sports and recreation and essential facilities* such as changing rooms.

It should also be noted that all of our facilities that fall in-to the '**more vulnerable**' category, such as medical facilities, evacuation routes, and camping / sleeping areas, are all located outside of the arena field and well clear of the identified Flood Risk Zones

Furthermore, according to the same guidance (Technical Guidance to the National Planning Policy Framework 2012, Dept. for Communities and Local Government) the annual risk of flood in zone 3a areas is greater than 1% and less than 5% (at which point it would most likely be designated Zone 3b), This would infer that risk of flooding over one week of the year would be significantly less, especially toward the end of the driest three months of the year.

Indeed the suggestion made that this area is at risk of flooding does not seem congruent with our experience over the previous two events, the first of which had rainfall during the event, or with the Landowners 20+ years of experience farming the land. Certainly the area does become boggy during the winter months, but wholly abnormal weather for the area would have to be observed for a significant period, for such an eventuality to arise during the summer months, when the soil is firm and dry.

An analysis of data available pertaining to the site has been conducted, and the resulting report – which will form a new appendix to the EMP for any subsequent events – not only provides a scientific accounting for the observed ground conditions during previous years, but also demonstrates why we have assessed the flood risk as being low, and shows the measures we will be taking to ensure we are well-informed of any developing risk.

Please see *Site Suitability: Geographical Detail and Analysis*

To accommodate the worst case scenario, our emergency procedures are being firmed up to address evacuation in the case of flooding.

Since the writing of the above document we have received confirmation of the subscription of all members of our senior management, to the Environment Agency's Flood Warning System

Gradient in the Camping Field

The contour lines shown in the OS map do indeed show a significant elevation change across the length of the field designated for camping, though I would argue that it is closer to 25m than the approximation of 30m offered in the list of concerns provided. What may not be immediately apparent is that the gradient steepens greatly at the southernmost edge of the field. Our blue light access routes (indicated by bold orange lines on our site plan) have been directed around this potential obstruction, and parking, motor-homes, and camping areas have been placed in areas of the site where the gradient is shallower, thus reducing the risk of slippage in wet conditions, Traffic Marshals be deployed to ensure that the site-wide speed limit of 5 m.p.h is upheld, and that vehicles are parked in a safe location and perpendicular to the gradient.

As we already advised at the site visit attended by representatives from many local authorities, the emergency access route was pointed out and also shown on the map to go around the areas where the gradient is steepest.

Ambiguous or inconsistent information in our EMP and Supporting Documentation

Our attention has been drawn to a number of issues, Each of these has been corrected in our working copy of the document, a new release of which, containing all necessary amendments, will be published following approval of these measures by the SAG, and Licensing Committee.

Bar Procedures

The reference to bars (plural) on page 11 of the EMP is incorrect, there will be only one bar.

The supporting documentation for alcohol sales are template documents that were supplied by our DPS Paul Bacon they were in turn supplied to Paul by Diligence training in Taunton where he did his BIIAB personal license training.

Bar Staff Briefings will be conducted by the DPS Paul Bacon, in conjunction with the Bar Manager Jason Hutter.

The appearance of 'Challenge 25' in these documents should not be seen as a contradiction to the clear statement in our EMP that a challenge 21 scheme is planned. The documents used by us at the event will stipulate challenge 21, and the templates have already been amended to fulfil this requirement.

The Social Responsibilities Policy Summary is again a template document which has been used successfully at previous events. While certain aspects of it may seem not to relate to this premises specifically, these still constitute the guidelines from which our implementation will be derived.

For example,

The implementation of a non-smoking policy, which is compulsory for all indoor areas, including any sheltered areas attached to or near the bar provided primarily for the consumption of alcohol.

Young persons will not be permitted to enter any area attached to or near the bar provided primarily for the consumption of alcohol.

The bar *will* have tariffs clearly displayed and we *will* be expecting all alcohol to be sold according to standard weights and measures practises.

We define the term 'Professional Bar Staff' as

- A) 'those which are paid by the bar operator for their work'
- B) 'persons subject to interview before hire'
- C) 'people with relevant experience working in a bar'

The details for the bar operation are now confirmed to be as follows:

Geoffrey Hutter – Personal License Holder LN/210000945 / Epping Forest District Council

Angela Day – Personal License Holder LN/210000946 / Epping Forest District Council

Jason Hutter – Bar Manager, and experienced in festival catering, has completed Personal License Award qualification and will have Personal License by the time of our event, license details will follow.

Scans of the licenses mentioned have been forwarded to both the Lesley Carlo at the Police and Tom Jones at the Council and are included in Appendix C of the Event Management Plan.

Concerns over Communication

In addition to the need we have already identified for hard line communication to be installed to the site office, for any noise complaints or reports of festival goers creating a disturbance to be received and acted upon. The police have enquired about how we would contact them should an emergency arise.

Firstly, there is a land-line telephone already installed at the Farmhouse, this is always available to us should an emergency call need to be made. In addition, we will either extend the existing line, or have a new line installed, which facilitates communication directly with the site office. Furthermore our internal radio network will enable us to receive notifications at the site office of any need to contact the emergency services, without time being wasted physically traversing the site to deliver the message.

Prevention of Crime and Disorder

Security

In light of recent information which has become available to us, a decision was made to change the provider of security services we intend to use for Sunset 2014. It became apparent that, in the interests of responsibly upholding our Duty of Care, our previous choice Festival Security Solutions would no longer be an appropriate solution. After consultation with Paul Bacon, and based on previous successful events and professional conduct, we will be using a different company;

Patrick Briggs (Managing director)
pat@ppsecurity.co.uk
Mob: 07940 244040 (24hr)

We look forward to working with Mr Briggs and his team who have an excellent reputation, personal recommendations from several other event organisers including our own DPS, and are known to the relevant local authorities via previous events and the existing working relationships built through professional event management.

Please note that the initial estimate is for a minimum of 6 SIA Security for the main three days of the event with numbers of two or four over the Thursday and Monday, to be set according to expected numbers. Additional Security personnel based in Mid Devon will be available on call / short notice should they be required.

NVQ Stewards

I can confirm that PPE security will also be providing us with a minimum of 6 NVQ trained stewards from PPE who I am hoping to confirm will also be trained fire-marshals and first-aiders. These will be in addition to our crew of volunteer stewards, not all of whom will have this qualification.

Perimeter Access

You have noted the number of ways to gain access to the site, and have indicated that we cannot use stewards for this. To clarify, the stewards role when patrolling perimeter areas is solely to observe and report any unusual activity, together with descriptions of the persons involved, to our security team, whose responsibility it will remain to apprehend any fence-jumpers. Please also note that security numbers have been increased from the level of cover our original provider proposed

Public Safety and Protection of Children from Harm

The River

The Police, who visited and walked around the key locations of the site were keen to make sure our stream was safe and indicated the erection of a fence around areas where access to the river could be gained, to be paramount for public safety. As this was already planned by the land owner, we volunteered to do the job as it fell under our DoC anyway. A work schedule is being drawn up and the volunteers with relevant training and experience to carry out such tasks are currently working out a plan for the best time to do the job – some time in the next month, to be complete before the build phase of the event proper. A formal work schedule will be submitted, of this and other minor works to be undertaken on site – such as litter picking, general maintenance and perimeter repairs.

Contamination from Livestock and Animal Droppings

Noting that the recommended practise guidelines stipulate a minimum period of 28 days in which no livestock are held in the camping and festival areas. We intend to remove livestock from the field 42 days prior to the event, and clear the areas of any visible droppings. Environmental Health have confirmed that these measures are sufficient to satisfy their concerns

Medical Cover and First Aid Provision

Rowan Griffiths, and his team at Four Counties ambulance have confirmed their cover for our event, we are still waiting for copies of their documentation and procedures to forward to you.

In addition I have have received operation plans and quotes from another provider, which we intend to use as a backup, their documentation has been provided in Appendix K, which will be updated with any document we receive from Four Counties Ambulance.

Public Rights of Way

Applications for both the Temporary one way system, and for the temporary closure of the public footpath are currently pending.

Caterers

Catering services are being provided by Outer Regions Cafe, registered to Stroud District Council, (01453754473), Food Hygiene Rating: 4 certificate ref: A22B925 course ref SFHC

Public Liability NMTF membership number 1/161355

Scans of these document will for Appendix G and will be forwarded when available. Copies will also be held on site for inspection.