

SUPPLEMENTARY INFORMATION**Licensing Sub Committee****14 April 2011**

Agenda Item Number	Page	Title	Officer Responsible	Reason Not Included with Original Agenda
2.	(Pages 1 - 78)	Premise License Determination Hearing – Additional Information	Licensing Team Leader	Information submitted after agenda publication

If you need any further information about the meeting please contact Natasha Clark, Legal and Democratic Services natasha.clark@cherwell-dc.gov.uk (01295) 221589

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Environment & Community

D Ian Davies BSc (Hons) DMS Strategic Director Environment & Community

Chris Rothwell BSc (Hons) FInst SRM Head of Community Safety, Urban & Rural Services

Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

To the addressee

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DX 24224 (Banbury)
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Please ask for **Licensing**
Direct Dial 01295 753744

Our ref **PRM0599**
Fax 01295 221878

Your ref
Email licensing@cherwell-dc.gov.uk

07 April 2011

Dear Sir/Madam,

Application for a Premises Licence: The Colonel's Fund Scots Guards

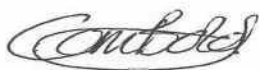
Please find attached additional information received in respect of the above named application.

The information enclosed was received after the end of the consultation period for the application but in accordance with the regulations set out in the Licensing Act 2003 and is therefore deemed supplementary to assist all parties concerned.

1. Supplementary information supplied by the applicant in support of their application, received by the Licensing Authority on 4 April 2011. Please note, a paragraph on Appendix 29 J-1 has been removed as it was not relevant to the application. Some information supplied by the applicant may duplicate information contained within the report of the Licensing Officer.
2. Representation from Jonathan Davis in support of the application. This representation was incorrectly included in the appendix of those opposing the application in the report of the Licensing Officer. Please note that the representation is in support of the application.
3. Correspondence between the applicant and Finmere Parish Council received by the Licensing Authority on 6 April 2011.
4. Correspondence from Major (Retd) AS Heybourn confirming acceptance of measures proposed by the applicants agent, received by the Licensing Authority on 25 March 2011.
5. Correspondence from Mr Joel De Leon regarding his wish to withdraw his name from the petition opposing the application received by the Licensing Authority on 6 April 2011.

Should you have any queries regarding the attached information, please contact me on 01295 753741.

Yours faithfully



Claire Bold
Licensing Team Leader





The Colonel's Fund Scots Guards

Wellington Barracks, Birdcage Walk, London SW1E 6HQ

Tel: 0845 4749528 e-mail: appeal@scotsguardscolonelsfund.com

Mrs Claire Bold
Licensing Team Leader
Cherwell District Council
Bodicote House
Banbury
Oxon OX15 4AA

4th April 2011

Dear Claire

Finmere Concert June 25th

As part of the Hearing, we are enclosing a copy of the Event Plan (version 6) for the above concert, together with its appendices, in support of our case.

Yours sincerely

Charley Grimston
Event Chair

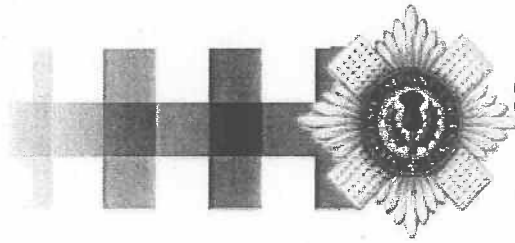
Patron

His Royal Highness The Duke of Kent KG GCMG GCVO ADC

Appeal Committee

Captain Hew Balfour, Captain Kenneth Borton, Captain The Rt Hon Iain Duncan Smith PC MP,
The Rt Hon Lord Fellowses GCB GCVO QSO PC, Lieutenant General Sir John Kiszely KCB MC,
Colonel Alastair Mathews CBE, Captain Charles Mayfield, Major General Michael Scott CB CBE DSO,
Lieutenant Colonel Johnny Stewart

Registered Charity no. 249900



SCOTS GUARDS
THE COLONEL'S FUND

Registered Charity no 249900 | Scottish Charity no 38227

EVENT PLAN

“Colonel’s Fund Picnic in the Park”

Presented by
The Scots Guards Organising Team

The Old Rectory, Finmere

ARMED FORCES DAY

25th June 2011

1. Introduction.....
2. General Information.....
3. Licence Type.....
4. Personal Licence Holder	
5. Event Manager	
6. Safety officer	
7. Other Key Staff	
8. Crowd management, stewarding guide	
9. Passes & permits	
10. Facilities for people with disabilities	
11. Communication	
12. Barriers	
13. Temporary Structures	
14. Stages	
15. Electricity systems	
16. Emergency Lighting circuits	
17. Sound & Noise	
18. Fire Safety	
19. Emergency procedures and major incidents	
Fire in any area	
Bomb Threat	
Suspicious packages	
Serious Crowd disorder	
Inclement weather	
Evacuation	
20. Traffic management	
21. Medical/first aid provision	
22. Lost Children	
23. Sanitary accommodation	
24. Waste Disposal	
25. Fire safety	
26. Sound & Noise	
25. Itinerary	
26. Build schedule	
27. Appendices	
1. Event Risk Assessment	
2. Event method statement	
3. Radio allocation	
4. Electric certificates	
5. Power supply risk assessment	
6. Artistes risk assessment	

1. Introduction

On the 25th June 2011 in the grounds of the Old Rectory Finmere there will be a military band Concert performing on layered stage from 19.30hrs until 21.30hrs. To complement the musical activity animation will be provided by Highland Dancers for certain pieces throughout the performance. This is an acoustic event planned to coincide with National Armed Forces Day. All proceeds will go to Charity.

2. General Information

Name of Event "The Colonel's Fund Picnic in the Park Concert"

Date of Event Saturday 25th June 2011

Venue The Old Rectory, Finmere Oxfordshire

Event times Gate opens 17.00hrs. Performance 19.30hrs till 21.30hrs

Estimated attendance 1000 by pre paid ticket

Audience profile

The audience profile is expected to be mid 30's onwards with family groups including many ex-servicemen.

3. Licence Type. Premises Licence

4. Personal Licence Holder. Not required.

5. Event Manager. David Lloyd

6. Safety Officer. Peter Smith

Safe working practice will be adhered to during the fit up, Event de-rig in accordance with the Health & safety at Work Act 1974. The Management of Health & Safety at Work regulations of 1993 (amended 1999) and the event Safety Guide (purple guide HSG195) and safety guidance for Street Arts, Carnival, procession and large scale performances.

A site survey to identify and mark all hazards within the premises will be conducted and added to the Bog Map.

7. Other Key staff

NAME	LOCATION	RESPONSIBILITY
Mandy Lewis	Stage	Stage Manager
WO2 Watt (RQMS)	Band Tent	Armed Forces Commander

Tony Heybourn	Band Tent	Backstage Manager
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8. Crowd Management and stewarding.

STEWARD	RESPONSIBILITY	COMMENT
David Lloyd	I/c Stewards & Health and Safety Personnel	Involved in the build up to the event.
Peter Smith	2i/c Stewards & Health and Safety Personnel	Involved in the build up to the event.

9. Passes & Permits

There will be artiste, production crew and staff passes. Stewards will check passes on entry to dressing rooms and performance areas.

10. Facilities for people with disabilities

The needs of others in the planning and implementation of this event are a high priority. There will be persons on site with child protection training and CRB checked. Suitable access and egress points will be provided for people with disabilities.

Disabled parking will be available at Gate 1. Outer car park.

Disabled Toilet provided.

12. Communication

Communication will be by two way radio with a command/event management centre with multi channel facility.

The emergency channel shall be kept clear of normal traffic. Should an incident require the Event Manager to talk to a particular location or individual without interruption a channel switch instruction will be issued to the correspondent. On resolution all parties instructed to switch back to normal operation channel.

There will be a PA system for emergency announcements.

13. Barriers. Not required

14. Temporary structures. Planning Permission applied for.

15. Stages

Pro-productions Ltd will provide the staging for the Band and the Dancers and will hand over the certificates to the Event Manager. The provision of stages will be overseen by the Event Manager.

16. Electrical System

A qualified electrician will set up as all electrical systems as necessary and he will be on site throughout the event.

Electrical Points are available from Debdale's garage, the Old Rectory garage and boiler room.

17. Installation Certificates. Not required.

18. Lighting circuits

There is daylight for the whole period of the event. The lavatories will be lit by the mains/generator.

19. Emergency procedures and major incident

Fire in any area

- Move people away from the fire in a calm and polite manner using announcement from PA or loud hailer using script for evacuation.
- Communicate by radio or in person the exact location of the fire to the event manager and safety officer use the code word "JACK FROST" and state location clearly. The event Manager & Safety Officer will call the Fire Service stating the location of the fire.
- Stewards on emergency (red routes) will be informed and if necessary a response team will be dispatched to walk emergency vehicles onto site and assist with crowd control.
- Tackle fire using appropriate methods ONLY if it is safe to do so and you have received fire safety training. DO NOT TAKE RISKS
- The event safety team will assess the implication on the continuation of the event and log of the incident will be made.
- NO SMOKING ON SITE
- In the event of a major incident primacy will be passed to the emergency services.

BOMB THREAT

Upon receipt of a bomb threat communicate directly to the event manager and safety officer using the code word "WARREN" and give exact location or nature of threat. Try to remember wording, background noise, accent, coded messages. Event Manager and safety officer will liaise directly with the police, assess the risk and determine what immediate action should be taken.

Suspicious packages

If a suspicious package is reported, pass this information to the Event Manager and safety officer stating exact location. Stewards will be deployed to clear the immediate area while risk assessed.

Evacuation may be necessary, police will be called and stewards will assist.

Crowd disorder

Stewards will inform Event manger. If necessary police will be called giving nature and location of disorder.

Inclement weather.

The Event Manager will assess weather conditions with regard to crowd safety, site structures and electricity. In the event of inclement weather appropriate action to ensure crowd/artiste safety will be implemented. This may include cancellation of the event if there are severe weather conditions. Inclement weather will also be monitored during the build phase. Special arrangements for working at height are in place.

Evacuation

It may be necessary to evacuate the whole or part of the site. The Event manager and Safety officer in consultation with the management team and emergency services will make this decision. Emergency services will take primacy. Stewards will be briefed and an announcement will be made and repeated over the PA and loud hailer systems using the following script:

ATTENTION PLEASE> ATTENTION PLEASE. FOR YOUR OWN SAFETY IT IS NECESSARY TO EVACUTE (NAME AREA TO BE CLEARED).

IT MAY BE NECESSARY TO INSTRUCT PEOPLE NOT TO RETURN TO THEIR VEHICLES AND TO LEAVE ON FOOT TO AN AREA DESIGNATED AND DIRECTED BY STEWARDS.

It may be necessary not to use one or more of the egress routes, this will be announced during evacuation address.

Stewards will calmly and politely assist in the evacuation. The area will be checked and handed over to emergency services. And a log will be made of the incident. The site is not large and the crowd numbers are not great. It should be possible to calmly evacuate a crowd of 1000 in approximately 10 minutes.

Staff rendezvous points

The RV for staff will be the backstage are, if this is not possible the off duty area

Emergency services OUTER RV POINT – the Airfield Roundabout A421 and A4421.
Emergency services INNER RV POINT – Main Gate

20. Traffic Management

Please refer to traffic management plan attached

21. Medical First Aid provision

Two first aiders on foot, supplier to be confirmed.

22. Lost Children - Information & Welfare

All children lost on site will NOT be removed from site by any person. Identified stewards will wait with the child and make local enquires to ascertain the whereabouts of the responsible adult. In the event of the adult not being identified or suspicion over the identity of the adult the Event Manager and Safety Officer will be informed and a decision to inform the police made. The child will be taken to the Event Command/control post.

Policy for stewards: (in accordance with the Children's Act 1989)

If you are approached by a parent/guardian

- Reassure parent/guardian and inform them of procedure
- Ask for a detailed description; name, age, height, build, clothing, distinguishing features, area last seen, circumstances, time
- Ascertain if child with any person relative, friend, group
- Ascertain where family/group has been during event

If you are approached by lost child

- Reassure the child, tell them your name and who you are
- Ask the child their name and family name if possible
- Report child to the Event Manager and safety Officer but do not give out details over any insecure radio network. If in doubt request switch to emergency channel. Use code word "MOTHER GOOSE"
- Find out where child last saw parent/guardian
- Remain with the child in the area you find them. If not collected after a reasonable time take to the Event Control/command post. **DO NOT REMOVE THE CHILD FROM THE SITE.**
- **Do not give out any description or child name in any public announcement.**
- **Remember child protection, use common sense and do not put yourself at risk of accusation. Do not take child to an area where you will be alone with the child, request additional steward to assist making sure there are two people dealing with one child. Do not use any inappropriate language or behaviour in the presence of the child.**

Refreshments & food – An evening meal in the form of a stand up buffet will be provided for Artistes, Production Crew, Staff from 1700 – 1900 hours.

Bottled water for the staff will be available throughout the event.

DO NOT FORGET TO REPORT A CHILD HAS BEEN RE-UNITED WITH A PARENT GUARDIAN SUDDENLY TURN UP.

23. Sanitary accommodation

Event will provide two multi sex port-a- loos as located on the site plan. These are two 4 + 2 and an invalid loo. Backstage personnel's facilities will be at the bungalow.

24. **Waste disposal.** See admin instructions.
Dustbins with liners will be provided on site.

A litter inspection and collection will take place on Sunday 26th June.

Removal of Waste produced by the Event

Will be undertaken by contractors and production crew

Normal Refuse from the site foot print

The event will not disrupt the normal refuse collection service in the area of the foot print.

25. Fire Safety

The Fire Service has been alerted to the event. *Their reference 628/00/010/BB/JH*

A Full Fire risk assessment has to be made see– Regulatory reform (Fire Safety) Order 2005

Natural fire breaks are to be identified.

Appropriate fire extinguishers will be distributed around the site and all stewards briefed with their location.

26. Sound & Noise

Noise abatement and pollution (Noise Pollution Act)

- Neighbours have been informed
- Local residents have been informed
- Local Parish Council Consultation meeting held –presentation given to all interested parties
- Reasonable steps taken to prevent excessive noise on entry and departure. No rowdy or boisterous conversation expected on departure.
- Non amplified stage
- Noise NOT expected to exceed what might be considered reasonable and would NOT demonstrably effect quality of Life and will NOT be regular and pre longed. No exposure to any un-pleasant, damaging, or irritating noise above a certain level –harmful to human, wildlife or the environment in some way.
- None of the planned music has repetitive thumping or pulsating beats associated with amplified “rave” or festival music.
- The time parameters are restricted to a 90 minute window, does not start early or go on excessively into the night.
- Information on web site and in ticket pack that includes resident sympathy instructions: Not to sound car horns un-necessarily at anytime, enter and leave quietly.

All reasonable steps have been taken to inform neighbours what the event entails.

27. Itinerary

Structures up on 24th June

Structures down on 26th June

28. Build Schedule

See Design statement.

29. Appendices

- a. Event Risk Assessment
- b. Blank
- c. First Aid Score Sheet
- d. Ticket instructions
- e. Blank
- f. Fire Authority Comments
- g. Design Statement
- h. Traffic Plan v4
- i. Traffic Plan Endorsement Nos 1 & 2.
- j. J Davis e-mail – disinformation
- k. Rob Lowther e-mail to CG – Fly tipping
- l. C Grimston letter dated 20th March
- m. Mobile Toilet Hire
- n. CG e-mail to R Lowther – agreement to recommend conditions
- o. Anti-social behaviour consultation response
- p. Sylvia Nash e-mail to CG – Local Charity
- q. Map – Bog map
- r. Map – Stewards map
- s. Map – detailed plan map
- t. Map – road map (to follow)
- u. Admin Instructions (in draft)

30. Public Liability Insurance.

All potential claims are to be reported to the control tent before the event closes.

Risk Assessment

Operation description
Persons at risk

Protection to 3rd Parties
Audience, Artistes, production Crew, volunteers

Assessment date:
Location: Old rectory Finmere

Appendix
29 A.-1

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
	Injury to visitor	2	3		8	2	3
Injury to contractors	3	3	10	3	3	9	Competence assessment conducted by appointed contractors in compliance with activity engaged. Contractors to ensure adequate skills, training and relevant experience to carry out work. Contractors to carry own personal liability insurance, safe system of work, sufficient risk assessment of own activity.
Injury to Artiste	2	3	4	2	3	4	Pre event H&S briefing to identified Artiste managers- Director Music, Pipe Major, Dance Principal. Pre performance brief - Arrangements in place for emergency evacuation, assembly points, location of welfare and FA facilities. No go areas – surrounding boundaries.
Injury to volunteer/production crew	2	3	4	2	3	5	Pre performance H&S briefing. Arrangements in place for emergency evacuation, assembly points, location of welfare and FA facilities. No go areas – surrounding boundaries. Copy of event plan, individual role/responsibility brief.
Slips/trips/falls							Plan route, avoid obstacles, ensure safe access/egress, do not run, and carry excessively heavy loads. Comply with instructions of stewards. Cables run in tidy manner. First Aid on site.
Electrocution	4	1	4				Only current PAT tested equipment to be used. Check any electrical item for damage prior to use. Keep electrical equipment clean and dry.

Severity (S)	Multiply likelihood and severity	Likelihood (L)
Catastrophic=5		Likely=5
Death=4		Probable=4
Major Injury=3		Possible=3
Minor Injury=2		Unlikely=2

Risk Ratings=

Risk Ratings (R)	
20 - 25	Very High Risk
12 - 20	High Risk
8 - 11	Medium Risk
1 - 7	Low Risk

29A-2

Risk Assessment
 Assessment date:
 Location: Old rectory Finmere
 Operation description: Protection to 3rd Parties
 Persons at risk: Audience, Artistes, production Crew, volunteers

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK			Re-assessment		
	S	L	R	S	L	R	S	L	R
Fire	4	3	11	No smoking on site. Suitable Fire extinguishers to be available. No naked flames to be used by audience, artistes or crew. Waste disposal facilities provided.			4	3	11
Overhead structure	4	3	8	Constructed in accordance with industry standards. Quality assurance conducted by designated contractor.			4	4	8
Temporary structure	4	3	8	Constructed in accordance with industry standards. Quality assurance conducted by designated contractor.			4	3	8
Traffic Collisions	4	3	7	Access/egress routes signed and controlled by stewards. Hi-vis vests to be worn at all times.			4	3	7
Broken down vehicles	1	3	3	Responsibility of owner/keeper.			1	3	3
Personal possessions and stored items				Audience to retain all personal items, not to leave any item unattended. No unauthorised access to backstage areas.					

Severity (S)	Likelihood (L)	Risk Ratings (R)
Catastrophic=5	Likely=5	20 - 25 Very High Risk
Death=4	Probable=4	12 - 20 High Risk
Major Injury=3	Possible=3	8 - 11 Medium Risk
Minor Injury=2	Unlikely=2	1 - 7 Low Risk

Risk Ratings =

29A-3

Risk Assessment

Assessment date:
Location: Old rectory Finmere

Operation description
Persons at risk
Protection to 3rd Parties
Audience, Artistes, production Crew, volunteers

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Pedestrian traffic	4	2	7	Access/egress routes signed and controlled by stewards. Hi-vis vests to be worn at all times. Information pack supplied with pre-paid ticket. First Aid on site.	4	3	8
Parking of vehicles	2	3	7	Vehicles directed by stewards and parked IN/OUT TIDAL FLOW. Hi-vis vests worn at all times. Information pack supplied with pre paid ticket. No validation of tickets, information given at any choke point.	3	3	8
Crowd Control/Evacuation	5	3	10	Pre event brief and operation order supplied to all key personnel, stewards and production crew. Hi-vis vests to be worn at all times. Announcement via PA system. Loud Hailer announcement. Audience information pack with pre-paid ticket.	5	3	10
Bomb Scare/explosion	5	1	15	Pre event brief and operation order supplied to all key personnel. Orderly and calm evacuation of all or part of site via Steward instruction. PA Announcements. Loud Hailer. Inform Emergency services.	5	1	15
Suspicious package	5	1	12	Determine why suspicious. Inform Event Manager & Safety Officer. Clear immediate area if necessary.	5	1	12
Environmental Hazard	1	1	1	No toxic/contamination substances associated with event. No risk to the water table or drains or watercourses. Waste collection points, litter clearance as part of post event break down, de-rig.	1	1	1

Severity (S)	Likelihood (L)
Catastrophic=5	Likely=5
Death=4	Probable=4
Major Injury=3	Possible=3
Minor Injury=2	Unlikely=2
No Injury=1	Very Unlikely=1

Risk Ratings=

Risk Ratings (R)
20 - 25
12 - 20
8 - 11
1 - 7

29/4

Risk Assessment

Assessment date:
Location: Old rectory Finmere

Operation description
Persons at risk

Protection to 3rd Parties
Audience, Artistes, production Crew, volunteers

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Lifting/pulling/pushing	3	3	12	Only work within your capabilities, lift with straight back and knees bent looking straight ahead, taking strain on legs. Seek assistance. Do not lift, pull, push alone.	3	3	11
Staging	3	3	12	Contractor to erect safe proven structure in accordance with requirement. Ensure ballast and weighting adequate. Surface of stage clean, dry free of any snags. Artistes familiarise themselves with stage and surface. First Aid on site. No un-authorised access to the stage.	4	4	12
Production catering	3	3	9	All catering staff to obey site rules and established working practices associated with H&S in outside catering environment. First Aid on site.	3	3	9
Spontaneous illness (any person)	4	3	7	Report immediately to Event Manager, Safety Officer. First Aid attendance. Emergency services informed via 999 emergency call network where necessary.	4	3	7
Lost or Found Child	1	3	8	Instructions carried out as per Event management operation order provided to all management, production crew, stewards.	1	3	8

Severity (S)	Likelihood (L)
Catastrophic=5	Likely=5
Death=4	Probable=4
Major Injury=3	Possible=3
Minor Injury=2	Unlikely=2
No Injury=1	Very Unlikely=1

Risk Ratings=

Risk Ratings (R)
20 - 25
12 - 20
8 - 11
1 - 7

29-1-5

Risk Assessment

Operation description
Persons at risk

Assessment date:
Location: Old rectory Finnere

HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Lifting/pulling/pushing	3	3	12	Only work within your capabilities, lift with straight back and knees bent looking straight ahead, taking strain on legs. Seek assistance. Do not lift, pull, push alone.	3	3	10
Staging	3	3	12	Contractor to erect safe proven structure in accordance with requirement. Ensure ballast and weighting adequate. Surface of stage clean, dry free of any snags. Artistes familiarise themselves with stage and surface. First Aid on site. No un-authorised access to the stage.	3	3	10
Production catering	3	3	9	All catering staff to obey site rules and established working practices associated with H&S in outside catering environment. First Aid on site.	3	3	9
Spontaneous illness (any person)	4	3	7	Report immediately to Event Manager, Safety Officer. First Aid attendance. Emergency services informed via 999 emergency call network where necessary.	4	3	7
Backstage area	1	3	7	All cabling to be secured and marked with Hi Vis tape where installed on any walk or gangway. No un-authorised access. Stage Manager appointed.	1	3	7
Dancers/Musicians – risk of slip/twist/fall	2	3	7	To undertake pre event warm up. Not to visit un-authorised areas. Remain in stage wing holding areas or changing facility on direction of producer/stage manager. Pre event production schedule briefing.	2	3	7

FIRST AID RISK ASSESSMENT 29c-1

Had a quote from another service provider? Compare it with ours >> QUOTE COMPARE << We will try to beat it!

Home - Company - First Aid Cover - Contact Us - Vacancies - Fleet - Pts - Links - Area - Risk Assessment - Email



Risk Assessment Tool

The following form is for guidance only. Medical Despatch will carry out a full risk assessment, free of charge, on request and provide an appropriate quote based on the industry recognised formula provided by The Health And Safety Executive - The Event Safety Guide. HMSO.

By using the form below you may obtain an estimated Risk Assessment total which will give an indication as to the level of cover required. Choose the options that best matches your event from each of the following sections A - K.

Risk:	Details:
(A) Type of Event	Sports Event Track and Field <input type="checkbox"/>
	Equestrian Event <input type="checkbox"/>
	Boxing/Martial Arts <input type="checkbox"/>
	Classical Performance <input checked="" type="checkbox"/>
	Public Exhibition <input type="checkbox"/>
	Pop/Rock Concert <input type="checkbox"/>
	Dance Event <input type="checkbox"/>
	Agricultural/County Show <input type="checkbox"/>
	Marine <input type="checkbox"/>
	Motorcycle Display <input type="checkbox"/>
	Aviation <input type="checkbox"/>
	Motor sport <input type="checkbox"/>
	State Occasions <input type="checkbox"/>
	VIP visits/summit <input type="checkbox"/>
	Music Festival <input type="checkbox"/>
Bonfire/Pyrotechnic display <input type="checkbox"/>	
New Year Celebration <input type="checkbox"/>	
(B) Venue/Location of Event	Indoor <input type="checkbox"/>
	Stadium <input type="checkbox"/>
	Outdoor in confined location e.g. park <input checked="" type="checkbox"/>
	Other Outdoor, e.g. festival <input type="checkbox"/>
	Widespread public location in streets <input type="checkbox"/>
	Temporary outdoor structures <input type="checkbox"/>
(C) Standing/Seated	Includes overnight camping <input type="checkbox"/>
	Seated <input type="checkbox"/>
(D) Audience profile	Mixed <input checked="" type="checkbox"/>
	Standing <input type="checkbox"/>
(E) Past history	Full mix, in family groups <input checked="" type="checkbox"/>
	Full mix, not in family groups <input type="checkbox"/>
	Predominately young adults <input type="checkbox"/>
	Predominately children and teenagers <input type="checkbox"/>
	Predominately elderly <input type="checkbox"/>
(F) Expected numbers	Good data, low casualty rate previously (Less than 1%) <input checked="" type="checkbox"/>
	Good data, medium casualty rate previously (1%-2%) <input type="checkbox"/>
	Good data, high casualty rate previously (more than 2%) <input type="checkbox"/>
	First event, no data <input type="checkbox"/>
(F) Expected numbers	Less than 1000 <input checked="" type="checkbox"/>
	Less than 3000 <input type="checkbox"/>
	Less than 5000 <input type="checkbox"/>
	Less than 10,000 <input type="checkbox"/>
	Less than 20,000 <input type="checkbox"/>

	Less than 30,000	<input type="checkbox"/>
	Less than 40,000	<input type="checkbox"/>
	Less than 60,000	<input type="checkbox"/>
	Less than 80,000	<input type="checkbox"/>
	Less than 100,000	<input type="checkbox"/>
	Less than 200,000	<input type="checkbox"/>
	Less than 300,000	<input type="checkbox"/>
(G) Expected queuing	Less than 4 hours	<input checked="" type="checkbox"/>
	More than 4 hours	<input type="checkbox"/>
	More than 12 hours	<input type="checkbox"/>
(H) Time of year (outdoor events)	Summer	<input checked="" type="checkbox"/>
	Autumn	<input type="checkbox"/>
	Winter	<input type="checkbox"/>
	Spring	<input type="checkbox"/>
(I) Proximity to definitive care (A&E)	Less than 30 mins by road	<input checked="" type="checkbox"/>
	More than 30 mins by road	<input type="checkbox"/>
(J) Profile of definitive care	Choice of A&E departments	<input checked="" type="checkbox"/>
	Large A&E departments	<input type="checkbox"/>
	Small A&E departments	<input type="checkbox"/>
(K) Additional hazard's	Carnival	<input type="checkbox"/>
	Helicopters	<input type="checkbox"/>
	Motor Sports	<input type="checkbox"/>
	Parachute Display	<input type="checkbox"/>
	Street Theatre	<input type="checkbox"/>

290-2

Your Score: 12

SCORE	AMBULANCE	FIRST AIDERS	AMBULANCE PERSONNEL	NURSE	DOCTOR	NHS AMBULANCE OFFICER	SUPPORT UNIT
10-20	0	2-4	0	0	0	0	0
21-25	1	6	2	0	0	Visit	0
26-30	1	8	2	0	0	Visit	0
31-35	2	12	8	2	1	1	0
36-40	3	20	10	4	2	1	1
41-50	4	40	12	6	3	2	1
51-60	4	60	12	8	4	2	1

“PICNIC IN THE PARK” BAND CONCERT
SATURDAY 25TH JUNE 2011
ARMED FORCES DAY

Appendix
29d-1

FINMERE, BICESTER, OXFORDSHIRE MK18 4AR

The Regimental Band of the Scots Guards, the Association Pipes and Drums and the Caledonian Aschula Highland Dancers will perform in Finmere, near Bicester on Saturday 25th June 2011 in an open air concert in the private grounds of the Old Rectory which features a Capability Brown garden.

To buy an electronic ticket click here or read on for Box Office information.

To send a flyer with the details to a friend, click here

TIMINGS

Doors open at 5pm
Concert begins at 7.30pm
Concert finishes at 9.30pm
Doors close at 10pm.

TICKETS

Inner Circle. Tickets are £30 with a discount of 10% for groups of 10 or more adults. Children under 16 are admitted free when accompanied by an adult and will not be admitted on their own.
Chairs are provided for the concert for inner circle ticket holders.

Outer circle. Tickets are £15 with a discount of 10% for groups of 10 or more adults. Children under 16 are admitted free when accompanied by an adult and will not be admitted on their own.

No chairs are provided for the concert for inner circle ticket holders.

No tickets are available for sale on the gate.

Box Offices

Tickets are available from:

Buckingham. Dukes Music Shop

Brackley. The Old Hall Bookshop

Bicester. Bicester Music

Banbury. One Man Band

In the case of a query, please telephone 0844 756 1642 and leave a message.

29d-2

WHAT TO BRING WITH YOU

Your picnic. No alcohol is on sale at the venue

Picnic chairs or rugs

Wet weather gear

Inner circle – some shelter is available

Outer circle – bring your Gazebo or other wet weather gear

Cash. For programmes, CDs etc

PARKING

Stewards will direct you to the car and bus parks.

No parking is to be contemplated on any of the village roads or verges.

Any car that breaks down or becomes immovable is the responsibility of the owner to remove.

LITTER AND NOISE

Please note the concert is being held in the private grounds of the Old Rectory in the village of Finmere.

You are asked to take your litter away with you.

At the end of the show, you are asked to leave the village quietly and not to make any disturbance such as hooting your horn.

TRANSPORT

By road. Via M40 J10 (and the A43 north) is about 8 miles from Finmere
Via M1 J15 (and the A43 south) is about 15 miles from Finmere

By rail. Bicester North mainline station (from Marylebone or Birmingham) is about 7 miles from Finmere

By bus. Private bus parties are accepted and parking is available for buses. There is no public bus service.

To buy an electronic ticket click here.

To send a flyer with the details to a friend, click here

DESIGN STATEMENT

Project:
Proposed Scots Guards Colonels Concert at The Old Rectory, Finmere

Event Date:
25th June 2011

Client:
Mr Charley Grimston and The Scots Guards

Project No:
G.3841.B

Date:
March 2011

Design Statement

Proposed Scots Guards Colonels Concert at The Old Rectory, Finmere

This Design Statement is submitted to provide appropriate information to Cherwell District Council to assist in the assessment for the proposed one day charity fund raising event at The Old Rectory, Finmere on 25th June 2011. It is considered good practice to use design and access statements as an aid to applications.

The Design Statement has been prepared with regard to latest national published guidance:

- *Design & Access Statements Explained* (UDG, 2008);
- *Design and access statements: How to write, read and use them* (CABE, 2006); and,
- Department for Communities and Local Government Circular 01/2006: *Guidance on Changes to the Development Control System*, paragraphs 56 to 110.)

Recent Guidance states:

"A design statement ... shows how the applicant has analysed the site and its setting, and formulated and applied design principles to achieve good, inclusive design for buildings and public spaces; and how the developer or designer has consulted or will consult on the issues. The statement's scope and level of detail are determined by the nature of the development, the site and its context. The statement has a specific job to do in explaining the background thinking that led to the planning proposal being drawn up. It is not just a description of the planning proposal." (UDG, 2008)

A SITE DEVELOPMENT CONTEXT

1.0 Site and context

- A site plan is located at Appendix 2.
- The site is 9.2 hectares in area and is within the District of Cherwell and on the border of Buckinghamshire. It is a village situated in a rural location, similar in size, appearance and demographic to many surrounding Bucks, Northamptonshire and Oxfordshire villages. Local services are limited.
- The application site currently contains the applicants' dwelling house and grounds, including agricultural land.
- The application is for a temporary change of use of the dwelling house land to accommodate a 1 day public fundraising event which will be ticketed. The event will require 1 day to set up and 1 day to strike.
- Under the General Permitted Development Order Part 4, the agricultural land does not strictly speaking require permission for these proposals. However, due to some of the temporary structures sitting within the curtilage of a building (the applicants dwelling house) a temporary change of use is required.
- Movement and access: The site itself has vehicular access from several points on the east and the west boundaries.
- The site is approximately 7 miles drive from Bicester and 5 miles from Buckingham.
- There are no public rights of way or footpaths across the site.

2.0 Purpose of the proposal:

- This application seeks to gain temporary permission for change of use on the land for a fundraising event
- Temporary buildings include a marquee 12m x 15m, a further marquee measuring 12m x 6m and containing the bandstand with 2 internal platforms, a toilet block measuring 25' x 7.5'.

3.0 Consultation

- Consultation has been carried out with Cherwell District Council and the local police.
- Mr Bob Duxbury at Cherwell DC Planning Department requested that a planning permission would be required when the premises licence was applied for.

4.0 Addressing Flood risk

- Under PPS25 - Development and Flood Risk, this site is not considered to be at risk of flooding.
- The Environment Agency assign this site outside of Flood Risk Zones 2 & 3 and therefore a flood risk analysis is not required for this application.

5.0 Minimising the impact of noise

- The very essence of the event: a pipe band and a brass band, means that there will be noise. This is dealt with under the Premises Licence which has been made under separate cover. However, within the short period of time of the activity (see attached plan of events) there will be noise levels above that normally acceptable.
- The organisers have taken all reasonable steps to mitigate concerns to the affected neighbours. They will be informed of all timescales of the event, including end times. The event will be held within sociable time parameters.
- All reasonable steps to prevent excessive noise on departure will be made and we do not expect any rowdy conversations or boisterous behaviour.

Version 4
Appendix 29 h

Traffic Plan: Scots Guards Colonels Concert

Event Date: 25th June 2011

Venue: The Old Rectory, Finmere, Oxfordshire

**Prepared by:
Event Management Team**

Index

- 1 Overview**
 - 1.1 The Proposed Event
 - 1.2 Site Description and Access Points
 - 1.3 Overview of Road Layout in Proximity to the Site

- 2 Event Traffic**
 - 2.1 Expected Traffic Levels and Arrival Times
 - 2.2 Access Routes
 - 2.3 Vehicle Labelling System
 - 2.4 Pre and Post Event Traffic

- 3 Ingress Operations**
 - 3.1 Disabled
 - 3.2 Campervans
 - 3.3 Rail and Ride
 - 3.4 Coach Packages
 - 3.5 Motorbikes
 - 3.6 VIP, Production and Artist
 - 3.7 Crew Parking
 - 3.8 Pick Up and Drop Off/ Taxi Operation

- 4 Ingress Routes**
 - 4.1 Public North
 - 4.2 Public East
 - 4.3 Public South
 - 4.4 Public West
 - 4.5 Special Access Routes for Reserved Parking or Coaches
 - 4.6 Emergency Services Routes
 - 4.7 Pedestrian Routes
 - 4.8 Local Access Routes

- 5 Egress Operation**
 - 5.1 Egress Routes during Peak Ingress
 - 5.2 Post Event Egress Routes
 - 5.3 Any Special Arrangements Required

- 6 Ticket Accreditation Checks and Sales**
 - 6.1 Public Vehicle and Occupant Checks
 - 6.2 VIP Vehicle and Occupant Checks
 - 6.3 Pedestrian Checks

- 7 Pedestrian Safety and Access**
 - 7.1 Pedestrian Routes on Site

296-2

- 8 Car Parking Operation**
 - 8.1 Description of Areas and Access
 - 8.2 Car Park Capacities
 - 8.3 Parking Plan

- 9 Emergency Services**
 - 9.1 Police
 - 9.2 Fire
 - 9.3 Medical
 - 9.4 Access Routes

- 10 Lighting**
 - 10.1 Car Parks
 - 10.2 Access Points
 - 10.3 Pedestrian Routes

- 11 Maintaining Routes To and from Site**
 - 11.1 Vehicle Recovery and Tow-Away
 - 11.2 Road Cleaning

- 12 Traffic Management**
 - 12.1 Local Highways
 - 12.2 Highways Agency
 - 12.3 TTROs – Road Closures, One Way, and Speed Restrictions
 - 12.4 No Waiting Restrictions
 - 12.5 Cone Plans

- 13 Signage Plan**
 - 13.1 Route Signage

- 14 Contingency Planning**
 - 14.1 Parking Areas
 - 14.2 Parking Access
 - 14.3 Routes Outside the Site

- 15 Notes**
 - 15.1 Health and Safety

- 16 Appendices**
 - 16.1 Plans of Site including Maps of Routes
 - 16.2 Traffic Movement Survey

296-3

1 Overview

The Colonels Concert is a "one off" unique event to be held in the gardens and grounds of the Old Rectory, Finmere, Oxfordshire the home of Charley and Katherine Grimston. It is marketed as a high end village fete affair with some very impressive acts on the bill. To allow the event team to consolidate the event and work within the geographical, physical and event licensing parameters a limit of 1,100 attendees, crew and performers has been self-imposed. The Concert which will take the form of a static musical concert performance from the Regimental Band of the Scots Guards, Pipes & Drums of the Scots Guards Association and the Caledonia Achushla Highland dance Company. This is a non profit making event and all proceeds will go to the Colonel's Fund Scots Guards (Registered Charity no 249000) within the confines of a public military event and includes fund raising activity for other local charities.

Tickets will be pre-sold and the promotional material will state that the tickets will not be sold on the gate.

The Concert Management Team will provide a Traffic Management plan, stewarding in the car parks, on site ticket validation, combined with key off site Traffic Management points outlined in this document.

1.1 Proposed Event

The event will operate within the current license which allows for 1,100 visitors, artists, and staff. This is a 1 day event and the audience will be limited 1000 maximum on the Saturday. The balance will consist of staff, crew, artists, production, and anyone else involved with the running of the event.

1.2 Site Description and Access Points

294-4

The Old Rectory is a former 18th Century parsonage sitting within a landscaped garden and rustic meadow bounded by identifiable perimeter fencing and hedgerows. The house sits within the village of Finmere, Oxfordshire.

Access is available from Valley Road

1.3 Overview of Road Layout in Proximity to the Site

Although ringed by main "A" roads, A4421 and A421. The site is not serviced directly by any through routes. This is an advantage as the local traffic around the site is minimal. The closest motorway intersection is junction 10 M40 accessed via the A43.

2 Event Traffic

2.1 Expected Traffic Levels and Arrival Times

There will be very little increased traffic levels in the local area associated with the build up and breakdown of the event site.

Increases in traffic will be expected on public ingress and egress at the site for the following times:-

Saturday 25th June

Concert Staff

10:00 till 14.00 – Light traffic associated with arrival of performers and production crew for the day's event.

10.00am till 12.00pm 15 vehicles

12.00pm till 2.00pm 30 vehicles

Audience

296-5

16.30 till 19.00hrs – Arrival of spectators. Our estimate is that 900 persons will arrive in 375 cars approximately with 100 coming from the village not in cars.

9.30pm till 10.15 pm – Departure of spectators

Traffic levels outside of these times will be marginally more than would be expected without the event. The levels expected will not, however, have any significant impact on the road network.

The total number of vehicles expected on the site of the Old Rectory is estimated to be 170 including 125 in the Outer Car Park.

The remainder of the expected number of cars will park in the Inner Car Park and the overflow car park. We estimate the car parking spaces for visitors amount to 900 including the Outer Car Park.

2.2 Access Routes Site

VIP and disabled visitors can access the site at GATE 1.

Production and Artist traffic will access the site via GATE 1.

Pedestrian event guests will have access to the site using GATE 1 except for those in the overflow car park who will access via Gate 2.

Pedestrians will be allowed to use any of the access routes. However due to the site layout, the majority will be expected through GATE 1.

The Outer Car park will be filled via Gate 1 with cars parking facing back the way they arrived. Vehicle access through Gate 1 will be carefully controlled by the stewards to avoid bottlenecks. Stewards will have radio communications and there will be a central command post with multiple communication facilities situated near Gate 1.

296-6

Any coaches arriving for the event will be required to use the same route as cars and will be directed to a drop off point outside the Fimmere Primary School and then proceed out of the village to Westbury A422 and return to park in a designated hard standing at Woodman's Yard via Westbury, Water Stratford and Tingewick.

2.3 Vehicle Labelling System

There will be 5 vehicle labels issued for the event; one for each of the following

Production
Artist
Crew
Residents
VIP

These will be used to ensure vehicles accessing the site are using the correct access routes, and also to identify vehicles with special access permissions.

2.4 Pre/Post Event Traffic

The site will be open for build of the event from 0900hrs 22nd June and will complete its final day of strike on the 27th June.

Due to the nature of this music event, the only large vehicles to arrive on site will be the marquee hire Company and the temporary staging vehicles that will be arriving on site in an orderly fashion and will be directed to THE OLD RECTORY. It should be noted however that these vehicles will arrive prior to Saturday 25th June and will disembark their goods away from the roads. The production office will have overall traffic management responsibility.

There will be organised arrivals of the equipment during the week preceding the event and, due to the limited number of suppliers vehicles, this should have minimal impact on the surrounding road network and local resident access to the village.

296-7

3 Ingress Operations

3.1 Disabled

Visitors requiring accessible parking for the event will be directed to GATE 1.

3.2 Campervans

Campervans are not anticipated and **no camping will be allowed**. Should any of the audience arrive in a campervan for the purpose of this event the vehicle will be treated as a motor car.

3.3 Rail and Ride

There are no anticipated rail and ride arrangements.

3.4 Coach Packages

At present, there are no plans to sell or offer any coach packages.

3.5 Motorbikes

Motorbikes will be required to access the site in the same manner as all other public traffic. There is currently no provision for any hard-standing car parking for motorbikes anywhere on the site. They will, therefore, be parked with the public vehicles.

3.6 VIP, Production and Artist

296-8

VIPs will obtain access via GATE 1 with a VIP car pass. From here they will be directed to a reserved parking area. Access to the VIP, hospitality & backstage areas will take place on foot.

Production and Artist vehicles will be allowed access from any entrance prior to the site opening to the public, thereafter they will be directed to use GATE 1. Production and artist parking and compound will be situated at GATE 1. Entry will be strictly by pass only.

3.7 Crew Parking

Crew will only be able to access the site from GATE 1. Only essential tradesman/technical vehicles will be permitted to park on site. Access will be granted with a Crew vehicle pass.

3.8 Pickup and Drop Off and Taxi Operation

There is no provision for pick up and drop off, taxi operation or designated rank.

3.9 Residents

There is no vehicular access into the site for residents of the village before, during or after the public performance. It is essential that disruption to normal domestic activity within the curtilages of the village is kept to an absolute minimum. There is no charge for parking and off road parking is provided at the INNER CAR PARK situated at the junction of VALLEY Road/THE OLD BUCKINGHAM ROAD & THE OUTER CAR PARK situated on site and accessed from Mere Road and Valley Road. Approach routes as designated to the venue for vehicle and pedestrian entrances will be monitored.

4 Access Routes

4.1 Public North

None – Re directed to TINGEWICK

296-8

4.2 Public East

Via roundabout on A421 to the Inner Car Park.

4.3 Public South

A421

4.4 Public West

From WESTBURY to INNER AND/OR OUTER CAR PARK

4.5 Special Access Routes for Reserved Parking or Coaches

None required

4.6 Emergency Services Routes

St John Ambulance or similar will be in attendance.

MAIN GATE is the dedicated emergency access route. No other traffic will be using this entrance and the road will be marshalled by Stewards. The Stewards will be in radio contact, and will be able to clear the entrance of traffic very quickly if an emergency vehicle needed unrestricted access.

4.7 Pedestrian Routes

Pedestrians will be allowed access to the site from any of the gates other than the MAIN ENTRANCE.

Pedestrians will leave the Inner Car Park and proceed to the site using two routes. One uses the footpath between the Banbury Road and Fulwell Road, thence walking to Gate 1 along Fulwell Road and Valley Road using verges and pavements.

The other pedestrian route is to use Valley Road, joining it at the south end and proceeding to Gate 1.

296-9

The Inner Car Park is scheduled for 250 cars and 2.4 persons per car. During the period from 1700 – 1915 hours, by using both pedestrian routes, this means 2.4 persons groups leaving the Inner Car Park every minute.

The Outer Car Park is on land adjacent to the viewing area so no village roads will be used to access the site. These persons will go direct to the south east corner of the viewing area. For the Outer Car Park there is an option to open a second entrance to the viewing area at its South West corner.

The overflow car park persons will approach Gate 2 on foot via Buckinghamshire and Mere Lane.

One hundred villagers are expected to attend who will walk from their homes using routes known to them.

Summary

Car Park	Cars	Persons	
Inner	250	600	
Outer	125	300	
Overflow	0	0	
Villagers	0	100	
Total	375	1,000	

Pedestrians will be ticket checked well inside GATE 1 at the funnelled pedestrian entry point at the SOUTH EAST corner of the viewing field from whence Stewards will direct guests to walk towards the house. Stewards will be on hand within the perimeter of the audience viewing area.

Entrance will be by pre sold ticket.

4.8 Local Access Routes

296-10

Event traffic

5 Egress Operation

5.1 Egress Routes During Peak Ingress

Egress routes for the site will be via VALLEY ROAD. Stewards will as far as is reasonably practicable ensure the safety of any pedestrians along that route, and also ensure that they can clear the route should it be required for any emergency service.

5.2 Post Event Egress Routes

The egress route will be via GATE 1 for the OUTER CARPARK & the FIELD GATES from the INNER CARPARK onto the A4421

5.3 Any Special Arrangements Required

Production/Artist vehicle passes will be issued to any persons deemed to require one.
Production & Crew will not leave site

6 Tickets Accreditation, Checks and Sales

6.1 Public Vehicle and Occupant Checks

There will be no personal ticket checks whilst visitors remain in their vehicles. This is to ensure that there is minimal queuing of traffic.

6.2 VIP Vehicle and Occupant Checks

VIP vehicles will be directed to access the site via GATE 1. They will then access the VIP car park within the Paddock.

29h-11

6.3 Pedestrian checks

The majority of pedestrians are expected to access the site via GATE 1. Tickets will be checked well inside at the South East Corner of the viewing field.

7 Pedestrian Safety/Access

Clearly sign posted and designated. Stewards in fluorescent tabards in attendance

7.1 Pedestrian Routes on Site

Clearly sign posted and designated. Stewards in attendance
5 MPH speed limit

8 Car Parking Operation

8.1 Description of Areas and Access

INNER CAR PARK, OUTER CAR PARK, CONTINGENCY PARKING &
WOODMAN'S YARD

8.2 Capacities of Car Parks

There will be capacity for up to 900 vehicles to include any disabled vehicle or VIP requirements at the INNER & OUTER CAR PARKS and overflow. This is significantly more than the number of cars expected (375).

The INNER CAR PARK has capacity for 300 vehicles. The OUTER CAR PARK has a capacity of 125 vehicles.

296-12

With the expectation that there will be approx 375 audience vehicles on site, there are 525 excess parking spaces available compared to the maximum number of vehicles expected.

8.3 Parking Plan

Public access to the site will be open from 1700 on Saturday 25th June 2011.

There will be sufficient stewards to park the various sections of vehicles simultaneously to avoid queues affecting the local road network.

9 Emergency Services

9.1 Police

Details of police provisions on site in terms of traffic management or any special arrangements in place – **To follow**

9.2 Fire

Details of the fire service operation for access and special requirements in terms of the traffic plan – To Follow (No on site presence anticipated, Fire Service to be informed and supplied with copy of TMP)

9.3 Medical

Details of requirements in terms of Ambulance movement and including any emergency casualty evacuation – To Follow (St. John Ambulance presence on site throughout public performance).

9.4 Access routes

296-13

The emergency services are expected to use MAIN GATE as an emergency access route. This route is wide enough and will be monitored throughout the time the site is open to the public by Stewards.

Access for medical services into the viewing Area will be on foot

Air Ambulance Emergency Landing Zone – The Village Cricket Field.

10 Lighting

10.1 Car Parks

Car parks will not be lit. It is anticipated all public vehicles will be clear of the site by dusk. Vehicle parking is at the owners' risk.

10.2 Access Points

All access points from the public highway to the car parks, and from the car parks to the venue will be lit clearly marked but not lit. In out-lying areas Stewards will carry torches.

10.3 Pedestrian Routes

Pedestrian routes will not be lit. In areas where pedestrians and vehicles are expected to be in close proximity to each other, there will be increased stewarding.

11 Maintaining Routes to and from Site

11.1 Vehicle Recovery and Tow Away

296-14

No service will be provided by the organisers. All staff will have the ability to contact the AA or RAC, should it be required, and will be asked to be as helpful as possible in these situations. Any costs incurred will, however, be borne by whomsoever requires the services provided.

11.2 Road Cleaning

In the event of inclement weather, where there is an accumulation of earth and mud from the car parks and event site on the public highways that is so great that it poses a hazard to other road users, provisions for road clearance will be made.

12 Traffic Management

12.1 Local Highways

Due to the nature of the event and the volume of traffic, there is no TM required.

12.2 Highways Agency

Due to the nature of the event and the volume of traffic, there is no TM required.

12.3 Temporary Traffic Regulation Orders - Road closures, One Way, Speed Restrictions

Due to the nature of the event and the volume of traffic, there is no TM required.

12.4 No Waiting Restrictions

Due to the nature of the event and the volume of traffic, there is no requirement for TM and there will be no restriction on local residents parking outside their homes. Stewards will discourage event guests parking on the highway and direct vehicles to one of the designated car parks. All guests will receive tickets and accompanying information that includes local community considerations and directions to designated

296-15

parking areas. Stewards will be briefed not to interfere with local domestic traffic and activity.

12.5 Cone Plans

Will be limited to the immediate approaches to the designated GATES where assessed as necessary.

13 Signage Plan

Main ROADS – A421, WATER STRATFORD, TINGEWICK

13.1 Route Signage

MAIN GATE, GATE 1, WOODMAN'S YARD, JNT VALLEY ROAD/MERE ROAD, BANBURY/BUCKINGHAM ROAD, RED LION PH.

14 Contingency Planning

14.1 Parking Areas

There is ample room for parking on anticipated numbers of pedestrian to vehicle ratio. Should the weather adversely affect the parking area, the boundaries of the car park can be extended to overflow parking on TINGEWICK ROAD.

14.2 Parking Access

The car parks will be laid out in such a manner as to ensure that the cars can access the car parks in the most inclement weather. They will drive to the parking areas.

14.3 Routes Outside the Site

Any diversion routes which would be operable would involve directing traffic from one signed inbound route to another.

296-16

There is no requirement for diversion routes through the village.

15 Notes

15.1 Health and safety

Details of any relevant health and safety documents – Event Risk Assessment

16 Appendix

16.1 Plans of Site

16.2 Traffic Movement Survey

Traffic Movement and Flow Survey

A survey of traffic movement was taken at Gate 1 on Saturday 19th March between 1615 hours and 1815 hours. The results of actual vehicle movements are below.

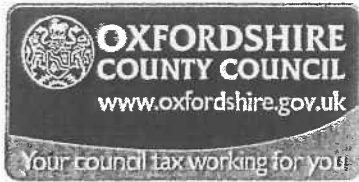
	North up Valley Road	South down Valley Road	East along Mere Road	Total Cars
1 st 30 Minutes	19	10	6	35
2 nd 30 Minutes	13	7	2	22
3 rd 30 Minutes	7	3	2	12
4 th 30 Minutes	16	13	2	31
Total Cars	55	33	12	100

1. During this two hour period, groups of villagers were walking down the middle of the road across the junction without any concern. The largest group numbered 7 persons was at 1825 hours travelling North up Valley Road before returning some time later.
2. Not all vehicles passed Gate 1 although they were included in the survey.
3. Average vehicle speeds were low.
4. There were no agricultural vehicles or commercial vehicles other than a Light Commercial Van. This is included in the figures above.
5. Weather conditions were dry with full visibility.

Conclusions

1. There is likely to be less than 1 vehicle movement of non-concert traffic per minute at Gate 1 during the Ingress period.
2. Villagers are well used to walking down the middle of the roads without fear from vehicles.

296-17



Oxfordshire County Council
Fire and Rescue Service
West Cherwell Area Office
Cope Road
Banbury
Oxon OX16 2EY

Appendix 29f

A W Foster
Wellington Barracks
Birdcage walk
London
SW1E 6HQ

Telephone: 01295 759030
Fax: 01295 275451

Malcolm Jones
Fire Risk Manager - West Cherwell

My Reference
628/000/010/BB/JH

Your Reference

Date
19th March 2011

This matter is being dealt with by Brian Butler

Direct Line 01295 759033

Email: brian.butler@oxfordshire.gov.uk

Dear Sir/Madam

**Licensing Act 2003
No Adverse Comments from Fire Authority**

Name of Applicant	The Scotts Guards
Premises / Location	The Old Rectory Finmere Buckingham
Type of Licence	Application for a premises license

Based upon the information you have provided in connection with your application for a premises licence for the above named premises, and on the understanding that a full risk assessment (see paragraph below) will be/has been undertaken and any necessary actions carried out to resolve any identified shortcomings, **it is confirmed that the Oxfordshire Fire and Rescue Service have no adverse comments to make.**

In the meantime you are reminded that it is your responsibility to ensure an adequate degree of fire safety in your premises to ensure appropriate and reasonable levels of public safety.

Your attention is drawn to the legal requirement contained in the Regulatory Reform (Fire Safety) Order 2005 (see attached note) for the responsible person to make a suitable and sufficient assessment of the risks to which relevant persons are exposed.

Should you wish to discuss this matter, please do not hesitate to contact the Officer indicated.

Yours faithfully

Station Manager Brian Butler



INVESTOR IN PEOPLE



TRAFFIC PLAN VERSION 4
ENDORSEMENT TO PARA 16.2

Appendix 29 i - 1

SUB PARA 5 "SURVEY"

The following should be inserted:

5. No horses, mounted or dismounted passed by Gate 1 or the junction of Mere Road or Valley Road.

Traffic Movement and Flow Survey

A survey of traffic movement was taken at Gate 1 on Saturday 2nd April between 2125 hrs and 2225 hrs being the first Saturday of British Summer Time.

	North Up Valley Road	South down Valley Road	East along Mere Road	Total Cars
1 st 30 Minutes	3	4	4	11
2 nd 30 Minutes	6	5	2	13
Total	9	9	6	24

1. Visibility excellent
2. Road conditions Dry
3. Temperature +11C
4. Average vehicle speeds marginally greater than the first survey
5. No Agricultural Vehicles, Horses, Dogs or Commercial Vehicles passed Gate 1 during the survey period.

Charley Grimston

From: JONATHAN DAVIS [jonathan973davis@btinternet.com]
Sent: 31 March 2011 20:25
To: jj deleon
Cc: Charley Grimston
Subject: Re: Ref: PRM0599
Follow Up Flag: Follow up
Flag Status: Red

Appendix 29j-1

Hi JJ,

Thanks for the email.

Its too late to send it for consideration by the local council but I have copied in Mr Grimson, the local organiser, who may be able to use it during the planning meeting in Banbury. I suspect there were quite a few residents who were misled into signing the petition.

Jonathan Davis
 077 3895 3410

From: jj deleon <bumschewgum@yahoo.com>
To: licensing@cherwill-dc.gov.uk
Cc: jonathan973davis@btinternet.com; DINF-FtGds-SG-RegtAdjt@mod.uk; tilehouseplants@fsmail.net
Sent: Thursday, 31 March, 2011 18:40:50
Subject: Ref: PRM0599

Dear Sir/Madam,

I would like to remove my name from the petition for the event that will be held on the 25th of Jun in Finmere. When I was presented with the petition I was only told of the parking situation and about a concert. The removal of my name from the petition is due to receiving all of the information of what the event entails including the plans set in place. My spouse (unpresent at time of visit by rep leading petition) and I would like for the event to take place to its planned extent. If there are any other actions I need to perform in order to make this request complete please contact me by email. Thank you.

Joel De Leon
 9 Chinalls Close

Charley Grimston

From: Rob Lowther [Rob.Lowther@Cherwell-DC.gov.uk]
Sent: 23 November 2010 10:01
To: Charley Grimston
Subject: Dumping of waste on land at Finmere
Follow Up Flag: Follow up
Flag Status: Completed

Appendix 29 k-1

Mr Grimston,

I have now had the advice of my colleague the Environmental Protection Manager regarding your concerns over waste being deposited on your land from properties in Town Close. Mr Harmons' view is that he would be prepared to consider the activity as fly tipping and would deal with reports accordingly. Mr Harmon can be conatcted on 01295 221624.

Rob Lowther
ASB Manager

This e-mail (including any attachments) may be confidential and may contain legally privileged information. You should not disclose its contents to any other person. If you are not the intended recipient, please notify the sender immediately.

Whilst the Council has taken every reasonable precaution to minimise the risk of computer software viruses, it cannot accept liability for any damage which you may sustain as a result of such viruses. You should carry out your own virus checks before opening the e-mail(and/or any attachments).

Unless expressly stated otherwise, the contents of this e-mail represent only the views of the sender and does not impose any legal obligation upon the Council or commit the Council to any course of action.

Let mention

**CNC House
Valley Road
Finnere
Buckingham MK18 4AR**

Appendix 29C-1

Cherwell District Council
Bodicote House
Banbury
Oxon
OX15 4AA

20th March 2011

Dear Sirs

Armed Forces Day Band Concert Finnere
Saturday 25th June 2011

I write in support of the above event which has been sanctioned by the Ministry of Defence as a Public/Military Event to take place on Armed Forces Day 2011.

I understand the license application:

1. is for a single event on 25th June 2011 and that no application has been made for a further event.
2. is being made by an organisation that holds events like these in different parts of the UK from time to time and that there is no history of public nuisance, crime and disorder, diminution of public safety and that children are prevented from harmful acts.
3. is for charity and not for profit.
4. is small by the applicant's normal standards.
5. does not include the sale of alcohol.
6. is for an event on private land.
7. is being made on Armed Forces Day and that this is the only event in Oxfordshire on that day. There are a range of community led events throughout the country on this day.
8. is for an upper limit of 1,000 people and is easily contained in the area provided.

Furthermore, I understand that the serving and retired personnel of the applicant have approaching and possibly exceeding one thousand years of experience of upholding standards in public life, maintaining law and order and working in a controlled environment. Furthermore, uniformed soldiers will be present throughout the event and during the concert.

From discussions with interested visitors and their associations, an event on Armed Forces day will attract serving and retired servicemen and women whose attire will typically be formal (jacket, shirt with collar and tie, medals, regimental badges). They are used to discipline, to orders, to obeying the rules and the law, and to doing what they are asked to do thus reinforcing the four licensing objectives.

The tickets will be sold to named individuals, mostly through ex servicemen's organisations such as the Royal British Legion. Children under the age of 16 will only be allowed when accompanied by an adult again supporting the Children from Harm objective.

It is hoped that many children will attend and that schools will be encouraged to send pupils (particularly from their music departments) so that they can understand better how music benefits society and even aspire to a career in music. This should assist Oxfordshire County Council in their educational objectives.

Previous concerts

September 2010 Finmere

To date there have been no complaints about public nuisance (particularly noise levels), public safety in the village during or following an evening charity concert for St Michaels and All Angels Finmere given by the Stowe School Big Band and the Scots Guards Association Pipes and Drums in September 2010. This is the same Pipe Band that is playing on June 25th.

On that occasion, cars parked at the Old Rectory fields and other members of the audience not in cars walked home along the roads. The format of the evening was the same having no licence for the sale of alcohol and bring your own food and wine. There were no stewards or instructions on how to behave at the event or afterwards on the way home.

The whole organisation and administration of this Armed Forces Day event will be run by serving and retired personnel of high rank, well trained for their job function on the day/evening through their military service and briefed for the occasion to perform to the operating standards required for the premises including understanding drugs policies, the age restrictions in force, preventing public nuisance, preventing crime and disorder.

Other charities

Provision for other charities to supply tea, coffee and home made cakes has been made in the original application.

St Michael and All Angels, Finmere will be supplying tea and cakes from the Church for the benefit of the audience and have been offered space on the site as well.

Connections to the Household Division

296-2

The concert will maintain a long association with the Guards as there is a First World War battle cross of Captain Symes Thomson, Grenadier Guards, killed in action in 1914, hanging in the tower. Captain Symes Thomson was brought up in the village.

In terms of specific proposals for the four licensing objectives:

Prevention of Crime and Disorder

1. There is no alcohol on sale as mentioned elsewhere.
2. Children under 16 must be accompanied by an adult.
3. There are several people present on the site with CRB clearance.
4. No-one will be able to leave the site with alcohol in empty containers or with empty bottles.
5. Bottle and refuse bins will be provided in prominent locations to allow visitors to deposit rubbish and empty bottles in suitable containers.
6. The maximum number of persons allowed at the site will be eleven hundred.
7. During the performance, seating will be provided for three hundred people near the stage with the remainder bringing their own.
8. The premises will support local crime prevention initiatives and there will be serving policemen on site. The Police Superintendent in Bicester has been briefed and a request has been made for a uniformed Special Constable and / or a Police Community Support Officer presence.
9. The premises will open at 1700 hours. The performance starts at 1930 and finishes during daylight at 2130 hours. All attendees should have dispersed from the village by 2215 hours.
10. The music programme being played, being mainly military, does not encourage the unruly type of person to attend/misbehave and enjoyment of this type of music traditionally has not increased with alcohol consumption.
11. Drugs. This type of event is unlikely to encourage attendance by recreational drug users or the suppliers of illegal substances as defined under the Misuse of Drugs Act 1971. In the event of a casual disclosure a report will be made to the authorities in compliance with Common Law.
12. Local licensed premises will be informed of the event and Neighbourhood Watch co-ordinators will be informed via the "ringmaster" System that the event is taking place.
13. Supervisors.
Supervisors:
 - a. Will prevent the admission (which is by pre-sold ticket) and ensure the departure from the premises of anyone believed to be drunk or disorderly, without causing further disorder.
 - b. Will search and exclude those suspected of carrying illegal drugs or offensive weapons.
 - c. Will maintain order along with the police mentioned above.
 - d. Will be connected to the Control Room by short range radio with mobile telephone as a back up.
 - e. Who are designated as traffic supervisors will wear "High Visibility Clothing"
 - f. Will all receive clear verbal and written orders delivered in an operational military manner and will have a clear understanding of their responsibilities.

296-3

14. There will be no erotic dancing, striptease or nudity. There will be no invited audience participation in the Highland Dancing nor will there be any physical contact with performing dancers.
15. There is no onsite camping or accommodation.
16. Adequate arrangements will be made for disabled people to view the performance from flat ground and to be close the invalid toilet facilities.
17. Access for emergency vehicles is described in the transport plan.
18. First Aid will be provided by the Red Cross/St John's Ambulance or similar.

Public Safety

1. As this is an outside event, adequate exits exist for disabled people to leave the site. Refer to the map of the event.
2. Emergency entrances are described in the Traffic Management Plan
3. Emergency lighting. The event takes place in daylight four days after the longest day. There is no provision for emergency lighting other than that held on the site First Aid vehicle.
4. First Aid Provision. St John or the Red Cross or similar will be onsite throughout the event opening hours (1700 to 2200). Emergency medivac route, access and heli landing pad have been identified. The Police, Ambulance and Fire Service have been notified and the Traffic Plan including site map provided.
5. Number of attendees. There is an audience limit of 1,000.
6. Seating. 300 will buy a seat with their ticket and the remainder will be notified that they should bring their own. The 700 will be organised by a team of ex servicemen and women of high rank and great experience including in organisation, management, health and safety, fire risk assessment, diplomacy, crowd control, nuisance abatement and the taking and giving of orders.
7. Guests will be well organised, well disbursed, aware of the controlled environment they are in and will be expected to behave from the start until departure in an orderly, acceptable fashion.

Public Nuisance

Noise and Vibration

1. The music programme starts at 1930 and ends at 2130.
2. The premises are arranged to minimise the risk of noise nuisance to nearby properties. The Pipes and Drums played from the same physical location in September 2010 in Finmere's church charity fund raiser. There were no reports or complaints to the Parochial Church Council or to the Parish Council or to Cherwell District Council of any public nuisance from the noise of the band or any other aspect.
3. There will be a PA system for the Director of Music to describe the tunes being played. This will not be used after 10pm unless an emergency has arisen.
4. All the music will be harmonious acoustic music with no amplification.

Queue management and dispersal procedures

291-4

1. All queue management and dispersal procedures will be managed in such a way that prevents noisy or rowdy behaviour and this will minimise disturbance or nuisance to neighbours.
2. There will be no sales of tickets on site advertised. Checking of tickets will be done after the cars have parked and will be at the South East corner of the viewing field some 75 m from Gate 1.
3. All visitors will be instructed to leave the site immediately the performance ends and not be permitted to stay. This will be done through the exercise of pro-active measures so as to cause the minimum disturbance or nuisance to neighbours and to make the minimum impact upon the neighbourhood in relation to potential nuisance, antisocial behaviour, crime and disorder.
4. Stewards will enforce good behaviour where necessary.
5. The absence of purchased alcohol will substantially reduce the risk of unruly behaviour.
6. Serving soldiers are subject to military discipline at public military events and in any event would not wish to lower their unit's reputation. Retired service people's behaviour follows the same pattern.
7. All ticket holders will be provided with an information pack that will include provisions for litter disposal, pedestrian movement within the village, notice to leave quietly, not to sound vehicle horns and actions in the event of wet weather.
8. There is a comprehensive traffic management plan. This is with Cherwell DC.
9. Vehicle breakdown on the Highway. Provisions for recovery will be made by the vehicle owner via National/Local breakdown services. Where safe to do so, any broken down vehicle causing an obstruction within the limits of the village will be manually moved with the agreement of the vehicle keeper. Any vehicle broken down on a Highway (BDV) will be dealt with via the police fast roads policy and breakdown services.

Hours

1. The musical performance ends at 2130. The music programme has been arranged by one of the UK's top seven serving military conductors who will conduct the evening. The programme is timed for 45 minutes with a 30 minute break followed by a further 45 minutes.
2. Guests will be away from the confines of the village by 2215.

Noxious smells.

1. This is an outdoors event with no suppliers of fast food on the premises and none will be asked to provide a fast food service in the village.
2. No cooking will be allowed on the site by guests.

Litter clearance

1. Rubbish collection points have already been mentioned.
2. Stewards on the viewing site will conduct rubbish patrols all evening to ensure there is no flying litter.

296-5

3. Site rubbish clearance including the village streets will take place on Sunday 26th.

Light Pollution

1. There will be no glare from artificial light.

Protection of Children from Harm

1. Restricting access to adult entertainment. Not applicable as none of the entertainment content places any child at risk of morale danger or corruption.
2. Provision of children's areas. Not applicable as this is a dry event and children under 16 will be accompanied by an adult.
3. Criminal Records Bureau checks of staff looking after children. There is no provision as children are accompanied. Lost children will be taken to Event Control. There will be holders of current CRB licenses on site, licensed for Oxfordshire Education Authority and Independent Schools.
4. Proof of age card. Not applicable as no alcohol can be purchased on site.
5. Prevention of access to gaming machines. None on site.
6. Limit on the hours during which children can be present on site. Not applicable, the event is taking place within reasonable social and domestic hours.
7. Requirement to be accompanied by an adult. No child under 16 years will be allowed on site.

Yours sincerely

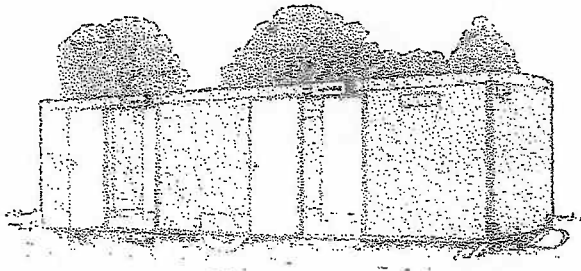
Charley Grimston

291-6

Approx 29 m

MOBILE TOILET HIRE

J.A. Laughton,
Wood Farm, Tackley, Oxon. OX5 3EN
Tel: 01869 331541
Mobile: 07836 350213
email: Laughtonloos@aol.com
Vat Reg No 685 6588 67



AGREEMENT TO HIRE

Name of Hirer:	Cownel: Fund Scots Guards	Date:	15th February, 2011
Address:	C/o CNC House Finmere, Buckingham. MK18 4AR	Order No:	

UNITS

Size:	2 x 4+2 recycling toilet units @ £500.00/unit	£	
	1 x disabled access poly unit @ £100.00, 1 x generator @ £80.00	£	
	1 x attendant	£	1180.00
Sundries:	Hand towels, toilet rolls, soap	£	inc.
	Vat @ 20%	£	236.00
Delivery to Site & Collection from site		£	inc.
Installation on site		£	inc.

We accept the conditions of hire set out below and agree to hire the above mentioned units for a hire period From 24.06.11 to 26.06.11 at the rate stated above plus the delivery and collection/installation costs stated above and the said hire rates and costs shall be payable within seven days of demand.

Please Note Conditions of Hire:

1. Unless units are returned in the condition as supplied then a charge will be made for making good the units.
2. The insurance of the units for legal responsibilities public liability loss hire damage or theft (and if the Hirer is to arrange the transport of the units) for cover against these risks while in the course of transport is the responsibility of the hirer. Value of units £42,000.
3. Two copies of Hire Agreement to be sent to the Hirer, one copy signed by the Hirer to be returned to the address at top of Hire Agreement.
4. The Hirer shall not affix anything to the unit/s.
5. The Hirer will take reasonable precautions to ensure the protection and safety of the unit/s whilst in his hire.

For and on behalf of the Hirer:	Order and Agreement acknowledged and accepted on behalf of J. A. Laughton, Mobile Toilet Hirer.
Contact Tel. No <u>01280-824051</u>	Position <u>PAINTER</u>
Position <u>CHAIR</u>	Signed <u>J. A. Laughton</u>
Signed <u>[Signature]</u>	
Site Address: <u>CNC House Finmere Buckingham MK18 4AR</u>	

Charley Grimston

From: Charley Grimston
Sent: 01 April 2011 14:27
To: 'Rob Lowther'
Cc: 'Tony Heybourn'; 'Andrew Bacchus'; 'Peter & Irene Le Marchand'; 'Duffy Steve'
Subject: RE: Emailing: rl 03 theoldrectory22.doc

Attachments: rl 03 theoldrectory22.doc



rl 03
drectory22.doc (:

Dear Rob

I refer to your Anti-social Behaviour Units Licensing Consultation Report dated 22nd March 2011 as attached to your e-mail of 22nd March 2011.

On behalf of the Scots Guards Colonel's Fund, we agree the recommended conditions.

Kind regards

Charley Grimston

Event Chair
Scots Guards Colonel's Fund
Finmere
Armed Forces Day
25th June 2011

-----Original Message-----

From: Rob Lowther [mailto:Rob.Lowther@Cherwell-DC.gov.uk]
Sent: 22 March 2011 16:55
To: Licensing; Charley Grimston
Subject: Emailing: rl 03 theoldrectory22.doc

<<rl 03 theoldrectory22.doc>> My updated comments are contained within rl 03 theoldrectory22.doc.

Rob Lowther
ASB Manager

The message is ready to be sent with the following file or link attachments:

rl 03 theoldrectory22.doc

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

This e-mail (including any attachments) may be confidential and may contain legally privileged information. You should not disclose its contents to any other person. If you

**Cherwell District Council
Safer Communities and Community Development
Anti-social Behaviour Units Licensing Consultation Response.**

Licensing Act 2003: Application for a premises license.

Premises:

The Old Rectory Finmere Buckingham MK18 4AR

Comments:

Further to my comments and observations of 07 March 2011 and attached as (i) on 21 March 2011 I received Email from the applicant with three attachments. The Email is attached as (ii) and the attachments are attached as (iii) – (v). These documents are described as follows:-

- (iii) Transcript of a presentation to Finmere Parish Council on 11 March 2011 made by Steve Duffy Esq. on behalf of the applicant.
- (iv) Revised Traffic Management Plan (not version marked)
- (v) Letter supporting the application from the applicant.

In my initial assessment of this application I expressed the view that concern had been expressed locally in relation to the volume of traffic the event would attract to the village of Finmere. I made the recommendation that the event should be ticketed in advance with no tickets being available for purchase on the day of the event. This recommendation was made with a view to removing the need for ticket checks and sales to be made at the point of arrival and there by speeding up the passage to vehicles from the highway on to the event site.

The applicants have accepted this recommendation and the requirement should be conditional to any premises license granted.

The term 'day visitors' has been removed from the traffic management plan.

The location of the 'Coach Drop Off Point' mentioned in the previous version of the Traffic Management Plan has been defined as being 'outside Finmere Primary School' with vehicles being directed to leave the village via Westbury. The location chosen has sufficient space to accommodate a coach without interfering with the traffic flow along Mere Road. The applicants do however indicate that the event will not be sold on a package basis however there is nothing to prevent a group of individuals or indeed a company purchasing event tickets and arranging to travel to the event by coach. I would therefore recommend that a condition be attached to any premises license issued such that:

The access routes to the site shall be stewarded in such a manner that, without interfering with the flow of traffic, any coaches arriving at the site will be directed to the designated drop off point to unload before being directed away from Finmere to the approved coach parking area.

At the end of the evening any groups arriving by coach shall be marshalled within the event site before being directed to join their transport collectively.

Concern was expressed over the ability of Mere Lane to handle two way traffic and the applicant indicates in his Email that Mere Lane and 'Gate 2' will not now be used for event traffic.

Having considered the routing for both vehicles and pedestrian traffic described within the amended traffic management plan a revised site plan is needed clearly showing the routes to be used by both types of traffic. If a premises license is granted then a condition must be included as follows:

A definitive scaled and gridded site plan shall be prepared showing pedestrian and vehicle access routes to and from the site and within the event site. The plan must be submitted to the Licensing Authority for approval 56 days prior to the event taking place.

The capacities of the two car parks have been revised and based on the applicants' occupancy figures there will be sufficient space to accommodate the anticipated audiences' vehicles.

To ensure that all agencies are aware of the event, its location and profile the applicant shall be required to attend a Safety Advisory Group Meeting, 56 days prior to the event.

This requirement should be a condition of any premises license issued.

Rob Lowther
Anti Social Behaviour Manager
22 March 2011

A copy of this report is sent to the applicant(s) or their agents and to the Licensing Authority for the Cherwell District Council Area. Should you wish to discuss the contents of this report and its recommendations please contact Rob Lowther on 01295 221623 or rob.lowther@cherwell-dc.gov.uk.

PLEASE CONFIRM IN WRITING THAT YOU HAVE RECEIVED THIS DOCUMENT, THAT YOU AGREE THE RECOMMENDED CONDITIONS OR THAT YOU INTEND TO CHALLENGE THE RESOPONSIBLE AUTHORITIES RECOMENDATION
Correspondence must be addressed to Safer Communities, Urban & Rural, The Licensing Authority, Cherwell District Council, Bodicote House, Bodicote Banbury OX15 4AA

291-2

Charley Grimston

From: Sylvia Nash [sylvianash751@yahoo.co.uk]
Sent: 22 December 2010 16:29
To: Charley Grimston
Subject: RE: Art Festival

Appendix 29 p-1

Dear Charley,

I absolutely understand what you are saying. Of course you could not change the date of your eve and on this occasion it seems that it is the church who draws the short straw but we must be aware that the school support in the village is also our long term support.

Sadly I can't see another solution on this occasion.

Best wishes,

Sylvia

--- On Wed, 22/12/10, Charley Grimston <Charley.Grimston@cncasset.co.uk> wrote:

From: Charley Grimston <Charley.Grimston@cncasset.co.uk>
 Subject: RE: Art Festival
 To: "Sylvia Nash" <sylvianash751@yahoo.co.uk>
 Cc: "chris.hargraves@psaconnect.com" <chris.hargraves@psaconnect.com>
 Date: Wednesday, 22 December, 2010, 16:07

Dear Sylvia

Thank you for your e-mail.

I am surprised by your decision which I hope you can reverse.

If we have say 500 people to the Band Concert event (and could well be more), then it is simply crazy not to have the church open with the Arts and Crafts. The Band Concert is an evening affair with doors open at about 630pm. Having one of the top world wide military brass bands in Finmere is a one off and will never be repeated.

Think what a buzz there will be with the whole village teaming with people from this village, from neighbouring villages and many coming from 50 – 75 miles away.

FOFSA is a short affair timewise and they will benefit from all the activities. Incidentally, FOFSA rang here and asked for the Concert date to be moved.

On your new proposal the only likely loser is the Church.

29 P-2

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CNC Asset Limited is authorised and regulated by the Financial Services Authority (FSA Firm Reference Number 306207)

Registered Company details:

CNC Asset Ltd, CNC House, Finmere, Buckingham, MK18 4AR. (Registration number 3743847)

From: Sylvia Nash [mailto:sylvianash751@yahoo.co.uk]
Sent: 22 December 2010 15:44
To: Charley Grimston
Subject: Art Festival

Dear Charley,

I have spoken today to the chairperson of FOFSA, the school PTA and it seems that our church event would be in direct competition with their June Fair. Your military event of course would be no problem to them. In view of the fact that this is their major fund raiser for the year and they have been holding their fete for a long time, I think we could move our event leaving the weekend of 25th to you and the school.

Searching for a bright side to all this, we will be able to support your event instead of being busy serving tea at the church.

Wishing you and all your family a very Happy Christmas and a prosperous New Year.

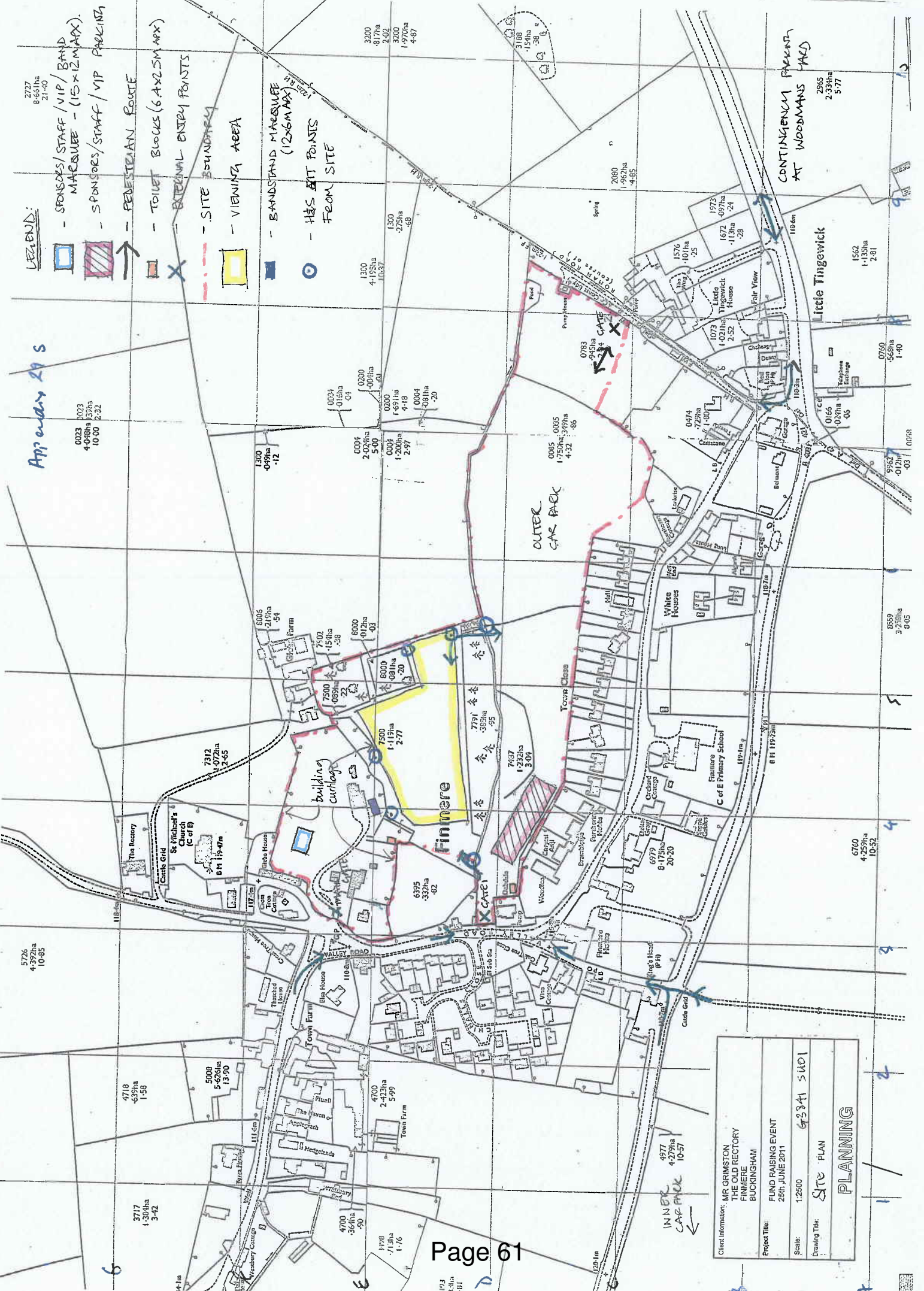
Regards,

Sylvia

Appendix 2A S

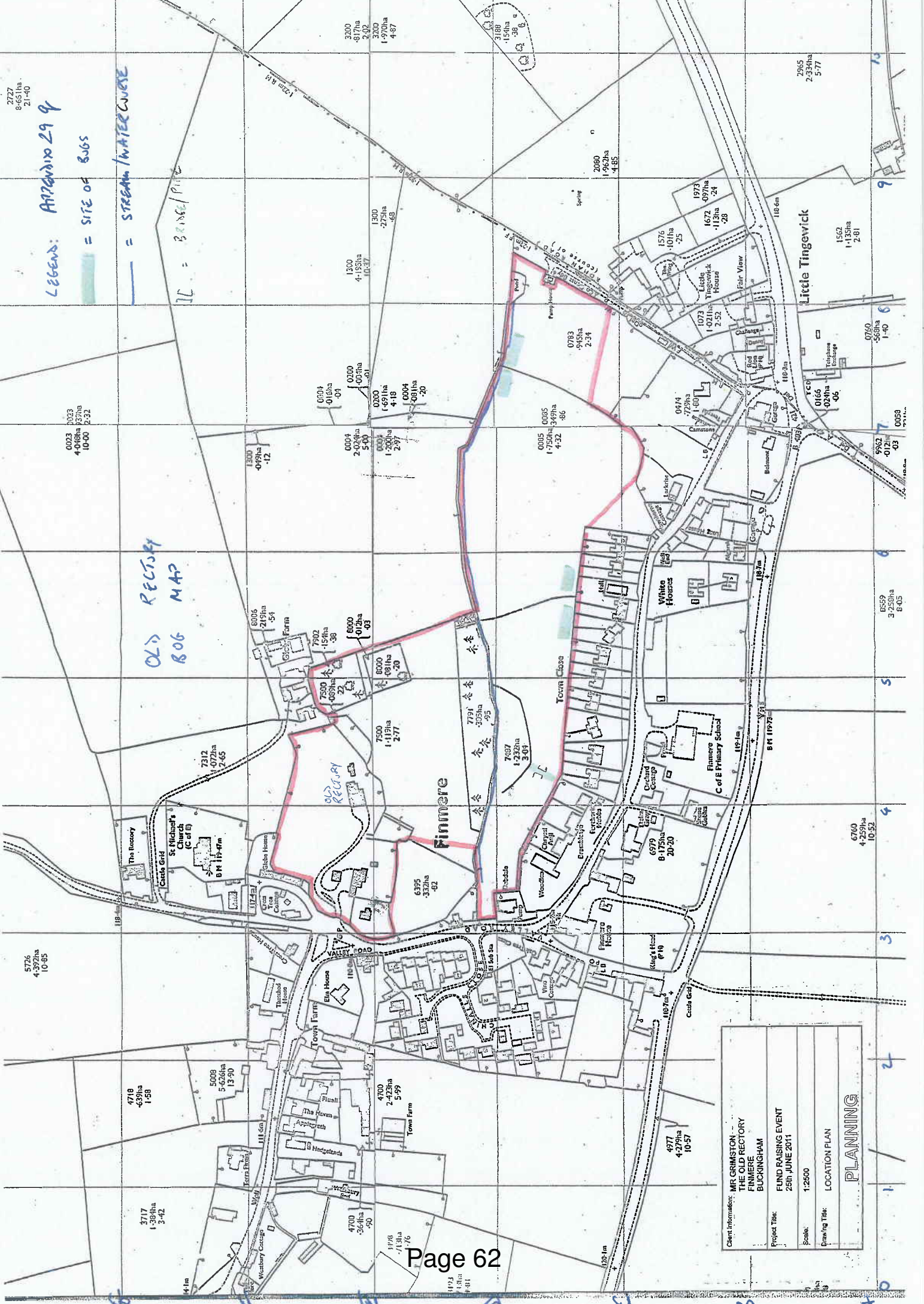
LEGEND:

- SPONSORS/STAFF/VIP/BAND MAREUVE - (15x12 MAX)
- SPONSORS/STAFF/VIP PARKING
- PEDESTRIAN ROUTE
- TOILET BLOCKS (6x12.5M MAX)
- EXTERNAL ENTRY POINTS
- SITE BOUNDARY
- VIEWING AREA
- BANDSTAND MAREUVE (12x6 MAX)
- HAS EXIT POINTS FROM SITE



Client Information:	MR GRIMSTON THE OLD RECTORY FINMERE BUCKINGHAM
Project Title:	FUND RAISING EVENT 28th JUNE 2011
Scale:	1:2500
Drawing Title:	Site PLAN
	63341 SW01
	PLANNING

6 5 4 3 2 1 A



2727
 8465 lha
 21-40
LEGEND:
 = SITE OF BUGS
 = STREAM/WATER COURSE
 = BRIDGE/PIT

OLD RECTORY
 BOG MAP

OLD RECTORY

Client Information:	MRF GRIMSTON: THE OLD RECTORY FIMMERE BUCKINGHAM
Project Title:	FUND RAISING EVENT 25th JUNE 2011
Scale:	1:2500
Drawing Title:	LOCATION PLAN PLANNING

Appendix 29

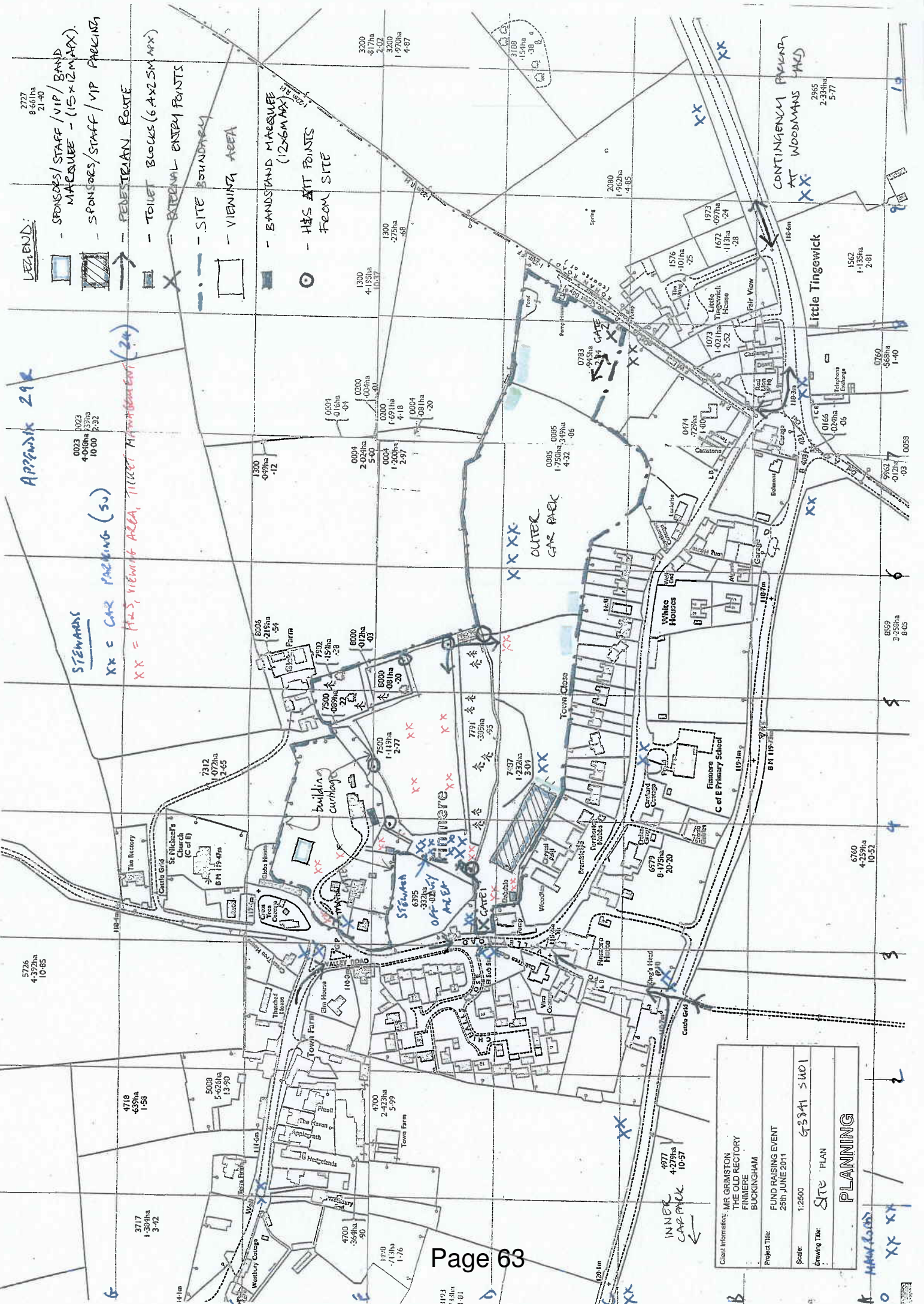
LEGEND:

- SPONSORS/STAFF/VIP/BAND MAESQUEE - (15x12 MAX)
- SPONSORS/STAFF/VIP PARKING
- PEDESTRIAN ROUTE
- TOILET BLOCKS (6 AX2.5M MAX)
- EXTERNAL ENTRY POINTS
- SITE BOUNDARY
- VIEWING AREA
- BANDSTAND MAESQUEE (12x6 MAX)
- HAS BIT POINTS FROM SITE

STEWARDS

XX = CAR PARKING (50)

XX = HAS VIEWING AREA, TOILET MAINTENANCE (24)



Client Information:	Mrs GRIMSTON THE OLD RECTORY FINMERE BUCKINGHAM
Project Title:	FUND RAISING EVENT 25th JUNE 2011
Scale:	1:2500
Drawing Title:	63341 SWD1 SITE PLAN
PLANNING	

XX XX / 2

Administrative Instructions for 25th June (as at 9th March)

PRIOR TO THE DAY

Programme

1. Artwork – Jackie Plattner
2. Printers – Geerings or ? ?
3. Design
 - some black and white pages for sponsor adverts,
 - size,
 - front cover,
 - inside cover pages,
 - back cover
4. Articles on the Colonels Fund, the Regiment, 1SG, F Coy, Regtl Band, DOM CV, Berks, Bucks and Oxon SGA branch, Association Pipes and Drums, Dancers, Re-enactment New French Old English. Freedom of Wantage.
5. Organising Committee credits – do we need this?
6. Salute Taker CV
7. Other credits for pro bono work.
8. Sponsor adverts
9. Map/layout of the event (artwork)
10. Numbered copies for the raffle
11. Agree Sale price and show on the cover.
12. Timings
13. Print run
14. Wordsmith to edit etc.
15. Photographs

Tickets

1. Box Offices
 - Contact details
2. Ticket Management
 - Supply and resupply
 - Cash collection
3. Controlling ticket numbers sold
4. Co-ordinating with Google account
5. Complimentary tickets
 - Car park attendants
 - Other pro bono work
6. Printing of tickets
 - Ray Walker
 - Description on tickets (bring cash)
7. Ticket sales on the day
 - by whom
 - briefed by whom
8. Sponsors tickets

Public Relations

1. Invite for TV and Press to the event
2. Briefing Paper for Press prior to the event
3. PRO?

Ticket Administration and Donations

1. Ticket sales via box offices and google mail. Strict numbering control required.
2. Donations can come from TGC, SGA and the outside world.
 - Need for routine method of thanking.

Major Items to order/arrange

- Marquee and chairs (deposit paid)
- Band and Dancers Staging (quote is acceptable)
- Loos (quote is acceptable)
- Public Liability Insurance(quote is acceptable)
- Planning Permission to erect temporary buildings
- Communications equipment
- Paramedics

Preparation for the event (Prior to the Day)

1. Site organisation and preparation
 - Risk assessment
 - Bridge strengthening
 - Signage/Site marking
 - Lone piper H & S
2. Timings for contractors
 - marquee
 - Loos
 - Staging
 - Other charity tents (tea and buns)
3. Radios
4. Traffic / parking people
5. Microphone system for a)Whoever to say few words b) Wounded SG speaker
c) Main Sponsor ?
6. Preparation of names for sponsors' chairs (front and back)
7. If Meeters and Greeters are not F Coy then 'chaperones' to have some form identifying kit (sashes of dicing possible ?)
8. Headed Colonel's Fund paper

Inner Circle organisation

1. Plan to show:
 - a. Dry weather seating for
 - Sponsors

- VIPs, Dignitaries
- Salute Taker
- b. Wet Weather seating
 - as above
- 2. F Coy to show to seats
- 3. RQMS briefing.

ON THE DAY

Sponsors (on the day)

1. Tickets/ Car Park Passes
2. Joining Instructions
3. Reception committee/Chaperone:
 - Chairman of fund
 - Event organising team + Social Committee
 - Pipe Major
 - DOM
 - RQMS
 - BSM
 - Allocation to sponsor
4. Seating arrangements and plan
5. Numbers for catering
6. Party Bag
 - who makes up
 - who brings
 - where stored
 - who places on seat
 - which seats
7. Signage plan Up and Down
8. End of show organisation
9. Follow up if necessary

Event Committee (on the day)

1. Joining instructions for the day
2. Car Passes
3. Seating
4. Numbers for caterer.
5. Lapel Badges
 - what is preferred name
 - Who makes up
 - Plastic sleeves
6. Raffle drawn by whom?
7. Few words during the interval (by whom)
8. Wash up after the event and lessons learnt

RHQ team (on the day)

1-5 as per Event Committee

6. Shop items

- organised by whom
- sold by whom
- How many salesmen

Salute Taker (on the day)

1. Timings
2. Car pass and ticket
3. Briefing
4. Seating
5. Chaperone

Outer circle management/Car parks (on the day)

1. Placing of wet weather gear and gazebos
2. Reminders about fire hazard
3. Under control of David Lloyd ex WO1 RE
4. Radio comms
5. Briefing of stewards
6. Control Room
7. Sponsor Names/VIPs/Organising Committee names

Staff and Band Co-ordinating Instructions

1. Changing facilities for
 - Band
 - Pipes and Drums
 - Re-enactment
 - Dancers (Bungalow)
 - F Coy
 - DOM (house)
2. Catering for:
 - Band
 - Pipes and Drums
 - Re-enactment
 - Dancers
 - F Coy
 - Caterer already booked (to supply food, kfs and plates)
 - Village Hall or marquee?
3. Timings
 - Arrival
 - Feed times
 - Departure

4 Tuning facilities

5. Lone Piper

- Guide to reach roof
- H & S
- Lighting

6. Travel and parking

7. Beer for the musicians

- supplied by Fullers
- under control of RQMS?

Catering (Non Band)

1. Numbers

- Sponsors
- Salute Taker
- Director of Music
- Event Committee
- Pipe Major
- Colonel's Fund Chairman
- RQMS
- PRO
-

2. Booking the caterer/Waitrose

- Cost
- Drink?
- Waitresses

3. Special needs for food and drink (what drink)

Preparation for the event (on the day)

1. Wet/Dry weather

- latest decision by 2pm to enable chairs to be put out

2. Chairs

- supplier? (Marquee or Bicester?)
- Put out by?

3. Sponsor packages

4. Programmes

- delivered to Finmere
- Satchel for sales

5. St John Ambulance

6. Director of Music PA System

F Coy (or other SG party)

- F Coy joining instructions and briefing

29-06

- Changing facilities
- Under control of L/Sgt and C/Sgt?

Health and Safety

- Paramedics

Claire Bold

From: JONATHAN DAVIS [jonathan973davis@btinternet.com]
Sent: 19 March 2011 17:24
To: Licensing
Subject: Fw: SCOTS GUARD BAND CONCERT (FINMERE): 25 JUN 11

Jonathan Davis
077 3895 3410

----- Forwarded Message -----

From: JONATHAN DAVIS <jonathan973davis@btinternet.com>
To: licensing@cherwell-dc-gov.uk
Sent: Saturday, 19 March, 2011 17:22:59
Subject: Fw: SCOTS GUARD BAND CONCERT (FINMERE): 25 JUN 11

Dear Sir or Madam,

I should like to express my support for the proposed Scots Guards Band concert to be held in Finmere on Saturday 25 June 2011.

On hearing of the proposed concert I sought out the organiser, Mr Grimston, and went to meet him, I had not met him before. We talked through his plans and I raised some of the concerns that I had heard being aired by those against the project.

I specifically discussed: parking, traffic, litter, noise and drunkenness. Mr Grimston answered all my questions openly and honestly. Where my concerns were valid he agreed to address them.

Parking / traffic. Mr Grimston has organised offsite, edge of village parking within easy walk of the venue. Vehicular movement through the village will be limited to VIP and sponsor vehicles. There is alternative vehicular access which does not involve driving through the village. It is my understanding that this will be used for the majority of vehicles that need to access the actual venue. Edge of village parking has been organised with access that, again, does not require driving through the village. It is also my understanding that the parking facilities will be well signposted and marshalled by members of the Scots Guards who are giving up their time free of charge.

Litter. I pointed out that there were concerns about people dropping litter walking to and from the venue. The organiser accepted this and agreed to put in place a team of litter pickers.

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Litter. I pointed out that there were concerns about people dropping litter walking to and from the venue. The organiser accepted this and agreed to put in place a team of litter pickers.

Noise. The concert starts at 7.30pm and is scheduled to end at 9.30pm. Whilst the band can be loud there is no amplification so what noise there is should not be intrusive at all during the concert. There should be no noise at all after 9.30.

Drunkenness. I put this to Mr Grimston. I am satisfied that the type of audience attracted to a Regimental Band Concert is not likely to be the type to get very drunk and cause trouble. The target market is mature people and families who want to be entertained by one of the best Regimental Bands in the world accompanied by all the pomp and circumstance that comes with a concert by a band from the Household Division.

I could not attend the meeting held last week as I was not at home but have received mixed feedback concerning the events that took place which included a circular from Finmere Parish Council where it states 'at a well attended public meeting...' and door to door canvassing by those against the concert.

I take issue with these actions on two grounds:

1. The well attended meeting consisted of approx 40 villagers. The 1991 census shows a population of approx 300. There has been considerable development in the village since then; it would be reasonable to estimate the total population to be approx 500.

The attendance at the meeting probably represents less than 10% of those living in the village. Despite wide circulation advising of the meeting the turnout at shows a very large majority in the village have no strong feelings about the concert.

2. I had a representative of the 'no' campaign call on my door today. A few simple questions showed that he was completely unaware of the facts, the information given was both inaccurate and alarmist.

When I asked about parking the response was that he thought the fields identified by Mr Grimston were unavailable. He spoke about 500 cars driving through, and parking in, the village. The representative then asked me to sign a petition which I declined to do.

My concern is that if the representative of the 'no' campaign was so poorly informed and villagers based their decision on the information he provided, the petition is fundamentally flawed and is not a true reflection of the feeling of the villagers.

I can see no reason for opposing this event and urge you to allow it to go ahead. It will be an outstanding event on behalf of a truly worth while cause.

If you would like to discuss this with me, please feel free to contact on my mobile.

Yours sincerely,

Jonathan Davis
077 3895 3410

Claire Bold

From: Claire Bold on behalf of Licensing
Sent: 06 April 2011 10:31
To: Claire Bold
Subject: FW: Letter from Finmere PC to Scots Guards
Follow Up Flag: Follow up
Flag Status: Red
Attachments: 2011 03 15 Letter to the Regimental Adjutant.doc

Claire Bold
Licensing Team Leader

01295 753741
07971 302794

claire.bold@cherwell-dc.gov.uk

www.cherwell.gov.uk

From: Mike Kerford-Byrnes [<mailto:mkb@hill-leys.com>]
Sent: 05 April 2011 23:55
To: Licensing
Subject: Letter from Finmere PC to Scots Guards

Please find attached a copy of a letter sent by Finmere PC on behalf of Finmere residents to the Regimental Adjutant of the Scots Guards. It reflects the views expressed at the village meeting.

Mike Kerford-Byrnes
Chairman, Finmere Parish Council

Hill Leys
Finmere
Buckingham MK18 4AJ
21 March 2011
Tel: 01 280 847 033

e-mail: mkb@hill-leys.com

The Regimental Adjutant
The Colonel's Fund Scots Guards
Wellington Barracks
Birdcage Walk
London SW1E 6HQ

Dear Sir

Proposed Charity event at Finmere – 25 June 2011

At a village meeting held on Friday 11 March 2011 to discuss the above, there was total support for the charity and its aims.

However, there was a feeling of grave concern as to how the village infrastructure could cope with the consequences of such an event, given its location in the middle of our very rural village.

Access to the actual site is limited and there would be major problems if all vehicles were to be parked on-site. The traffic management plan showed that arrangements had been made to address this by accommodating the majority of vehicles in fields at the periphery of the village, but it emerged at the meeting that their capacity was significantly less than originally described, leading to the likelihood of a significant number of vehicles being unable to park on prescribed sites. This will lead to uncontrolled parking around the village with attendant safety and manoeuvrability issues. At that time of the year, the harvest of winter-sown crops is in full swing and it is vital that the route through the village is open for agricultural traffic.

For the vehicles that would be parking on the site, the access is via a very narrow, unadopted and largely unpaved road (Mere Lane). There will be risks of damage to the visiting vehicles. Furthermore, they will have the ability to damage still further such road surface as is present. As the road is unadopted, the responsibility and cost of its repair would fall to the residents of Mere Lane. The village felt that this was an unfair burden to impose on those unrelated to the event.

It also emerged that the exit from the site of the audience and all of the vehicles was to be via a gate into the centre of the village. Whilst arrival times are likely to be staggered, the departure will all occur in a short period, late into the evening, and will be far from

silent. In addition, given the likelihood of uncontrolled parking, there would be significant movement of a large number of visitors trying to locate their vehicles in a poorly lit village at or after dusk. Again this would not be silent.

Finally the arrangements for coaches has changed, We acknowledge that you are not offering coach packages, but accept that interested parties may organise coaches among themselves. There can be no estimates of how many coaches will arrive. The designated set-down and pickup point is now the lay-by at the village school. This can accommodate one coach at a time. Again the staggering of arrival times may ease the problems, but the departure will be very difficult to manage if there are several coaches all wishing to simultaneously embark from the single pick-up point at or after dusk.

It is therefore with great regret that we ask you to consider relocating the event to a location that is much more capable of handling the arrival and departure of such a large number of people at your very worthy event.

Yours Faithfully

M. Kerford-Byrnes
Chairman, Finmere Parish Council

**Meadowside. Rissington Road, Bourton-on-the-Water
Gloucestershire, GL542DZ**

Telephone/Fax Number: 01451 822119

E mail: Heybourn@btinternet.com

Urban and Rural Services (Licensing)
Cherwell District Council
Bodicote House
Bodicote
Banbury
Oxfordshire
OX15 4AA



24th March 2011

Dear Sir or Madam

Re: REGIMENTAL BAND CONCERT FINMERE 25TH JUNE

I refer to the letter written by Charley Grimston on 20th March and sent by e-mail on 21st March in support of the above event.

I can now confirm that the Event Committee has agreed to all the measures in the paragraphs in his letter on Prevention of Crime and Disorder, Public Safety, Public Nuisance and Prevention of Children from Harm being incorporated into the Premises License Application at the discretion of Cherwell District Council.

Yours faithfully

A handwritten signature in black ink, appearing to read "Tony Heybourn".

AS Heybourn
Major (Retd)
Event Liaison Officer

Note - I apologise that this letter is not on Scots Guards Colonel's Fund headed paper, but as I will not be in London again before next Wednesday I have no access to this paper at present.

Received via email 25/03/11. CB.
Page 77

Claire Bold

From: jj deleon [bumschewgum@yahoo.com]
Sent: 06 April 2011 20:11
To: Claire Bold
Subject: Ref: PRM0599

Dear Sir/Madam,

I would like to remove my name from the petition for the event that will be held on the 25th of Jun in Finmere. When I was presented with the petition I was only told of a possible problem with parking that may be caused to having a concert of some kind. The removal of my name from the petition is due to recieving all of the information in a packet from the council which included what the event entailed including the plans set in place. If I had been provided with all of those details initially I would have not signed as I am sure that others were also misled in the village and would not have signed as well. My spouse (unpresent at time of visit by rep leading petition) and I would like for the event to take place to its planned extent. If there are any other actions I need to perform in order to make this request complete please contact me by email. Thank you.

Joel De Leon
9 Chinalls Close