

Committee: Licensing Sub Committee
Date: Tuesday 12 August 2014
Time: 2.30 pm
Venue John Paul II Centre, Webb Court, Causeway, Bicester.
OX26 6AW

Membership

Councillor Fred Blackwell Councillor Diana Edwards
Councillor Michael Gibbard

AGENDA

1. Constitution of the Sub Committee

The Membership of the Sub-Committee for this meeting will be Councillors Fred Blackwell, Diana Edwards and Michael Gibbard

Please contact Dave Parry (01327 322365) to tender apologies.

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

Note: Any Member with a disclosable pecuniary interest will not be able to participate in the hearing, and should therefore notify the Head of Law and Governance in advance so that arrangements may be made for an alternate Member to attend.

3. Premises Licenses Determination Hearing - Homegrown Festival, Chesterton

Report of Head of Community Services

Purpose of report

The report provides an outline of an application for the grant of a Premises Licence in relation to Homegrown Festival, Chesterton, and details the representations received from Responsible Authorities and Interested Parties that has resulted in the need for a hearing to determine the application.

Recommendations

There is no recommendation. In considering the representations received and what is appropriate for the promotion of the licensing objectives, the options open to the Sub-Committee are, in broad terms:

- 1.1 approve the application for the grant of a premises licence as submitted
- 1.2 reject the application for the grant of premises licence in whole or part
- 1.3 place conditions on the grant of premises licence and/or require changes to the details of the permissions sought.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to

democracy@cherwellandsouthnorthants.gov.uk or 01327 322365 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by

Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Dave Parry, Democratic and Elections
dave.parry@cherwellandsouthnorthants.gov.uk, 01327 322365

Sue Smith
Chief Executive

Published on Monday 4 August 2014

This page is intentionally left blank

Cherwell District Council

Licensing Sub-Committee

12 August 2014

Premise Licence Determination Hearing

Report of Chris Rothwell, Head of Community Services

This report is public

Purpose of report

To provide an outline of an application to for the grant of a Premises Licence in relation to Homegrown Festival, Chesterton and detail the representations received from Responsible Authorities and Interested Parties that has resulted in the need for a hearing to determine the application.

1.0 Recommendations

There is no recommendation. In considering the representations received and what is appropriate for the promotion of the licensing objectives, the options open to the Sub-Committee are, in broad terms:

- 1.1 approve the application for the grant of a premises licence as submitted
- 1.2 reject the application for the grant of premises licence in whole or part
- 1.3 place conditions on the grant of premises licence and/or require changes to the details of the permissions sought.

2.0 Introduction

- 2.1 On 20 June 2014, the Licensing Authority received an application for the grant of a premises licence to permit regulated entertainment, provision of late night refreshment and sale by retail of alcohol at the Homegrown Music Festival ion Chesterton on 15, 16 & 17 August 2014.
- 2.2 The Licensing Act 2003 provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

2.3 The licensing objectives are:

- The prevention of crime and disorder.
- The protection of public safety.
- The prevention of public nuisance.
- The protection of children from harm.

2.4 The Guidance issued under Section 182 of the Licensing Act 2003 states:

Each objective is of equal importance. It is important to note that there are no other licensing objectives, so that these four objectives are paramount considerations at all times. But the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- *the necessary protection of local residents, whose lives can be blighted by disturbance and anti-social behaviour associated with the behaviour of some people visiting licensed premises of entertainment;*
- *the introduction of better and more proportionate regulation to give business greater freedom and flexibility to meet customers' expectations;*
- *greater choice for consumers, including tourists, about where, when and how they spend their leisure time;*
- *the encouragement of more family friendly premises where younger children can be free to go with the family;*
- *the further development within communities of our rich culture of live music, dancing and theatre, both in rural areas and in our towns and cities.*

2.5 For the Licensing Authority to accept a representation as relevant, it must firstly address one or all of the four licensing objectives and the likely effect of the grant of the premises licence upon the promotion of those objectives. The licensing authority must then determine whether or not the representation may be deemed frivolous, vexatious or repetitious and that they have been received within the relevant timescales. The licensing authority can take whole or part of a representation and deem it as relevant, therefore excluding the irrelevant part from the proceedings.

2.6 During the consultation period the Licensing Authority received representations from a number of Responsible Authorities and Interested Parties in the vicinity of the premises. Full details of all relevant representations received are included at paragraph 3 of this report.

3.0 Report Details

3.1 The applicant has proposed to provide the following regulated activities for the days and times specified:

Live Music and Recorded Music; Performance of Dance;

Friday and Saturday from 14:00 to 23:00, outdoors
Sunday from 11:00 until 22:00, outdoors

Anything of a similar description to Live or Recorded Music or Performance of Dance;

Friday from 14:00 to midnight, outdoors
Saturday from 11:00 to midnight, outdoors
Sunday from 11:00 until 22:00, outdoors

Late Night Refreshment;

Friday and Saturday from 23:00 to midnight, outdoors

Sale (by retail) of Alcohol;

Friday from 14:00 to midnight, outdoors
Saturday from 11:00 to midnight, outdoors
Sunday from 11:00 until 23:00, outdoors

For consumption on the premises only

3.2 The applicant has proposed the following opening hours for the premises:

Friday from 14:00 to 01:00 the following morning
Saturday from 09:00 to 01:00 the following morning
Sunday from 09:00 to midnight

Background:

- 3.3 A full copy of the application, including plans of the location to be licensed submitted by the applicant is attached at Appendix 1.
- 3.4 Throughout the application process, the applicant engaged in Safety Advisory Groups and sought the advice of the relevant responsible authorities, including the Fire Service, Oxfordshire County Council Highways and Thames Valley Police as well as Cherwell District Council's Licensing, Public Protection and Anti Social Behaviour Teams. As a result, the applicant made several modifications to the initial application. The final Operating Schedule, Emergency Plan and Site and Route plans are attached to this report as Appendices 2-8.
- 3.5 During the consultation period, a total of 5 representations were received in respect of this application. Four of these responses were from Interested Parties living in the vicinity of the proposed festival site and the Parish Council. They raised concerns regarding public safety and the potential for public nuisance. The objections are attached to this report at Appendices 13-16.
- 3.6 On 7 July, the Licensing Department received a call from a trustee at Bicester Sports Association which neighbours the land proposed to be licensed for the Homegrown Festival. They raised concerns that the application had incorrectly

been advertised and that the pres notice had stated the end of consultation as 18 November 2014, rather than 18 July 2014. As a result, the applicant was contacted and agreed to restart the consultation for a further 28 day period, ending on 4 August 2014.

- 3.7 On 8 July 2014, the Licensing Authority received a response to the application from Oxfordshire Fire and Rescue Service advising they had no objections to the application. A copy of the correspondence is attached at Appendix 9.
- 3.8 On 30 July, a response was received from the Anti Social Behaviour Team Manager at Cherwell District Council. A number of actions were agreed between the applicant and the Anti Social Behaviour Team and there correspondence is detailed at Appendices 10 and 11.
- 3.9 On 31 July 2014 an objection to the application was received from Thames Valley Police on the grounds of potential crime and disorder and concerns over public safety. The applicant addressed some of the Police's concerns but at the time of writing this report, Thames Valley Police had not withdrawn their objection. Details of the objection are attached to this report at Appendix 12.

4.0 Conclusion and Reasons for Recommendations

4..1 The Licensing Act 2003 states that all licensing matters must promote the four Licensing Objectives, they are:

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

4..2 Representations received have stated concerns in relation to potential issues in respect of the prevention of crime and disorder and the prevention of public nuisance.

4..3 Details of how the applicant intends to promote the four licensing objectives is given below:

Objective	Applicants response
General	<ul style="list-style-type: none"> • The premises licence is to be in force for 15, 16, &17 August 2014 only. • Close liaison with the local Police and following guidelines issued by any such authority • Fully registered SIA Security company will be operating at all times when the festival is operating, a minimum of 8 during the 'open times' and 2 will be patrolling the areas outside these hours • Full staff and volunteer training on how to spot issues, how to report and how to control as itemised in the Event Management Plan • Personal license holder and DPS will be present on site the whole time of the festival, plus a deputy who also has personal license • Initial full briefing and allocation of responsibilities to be held on 2

	<p>occasions before the event and regular morning meetings between staff will be held and updates reiteration of all these objectives</p> <ul style="list-style-type: none"> • We will revise and present to the Safety and Advisory Group a revision for the Event Management Plan for next year at least 3 months prior to the event and make any amendments requires
<p>Prevention of crime & disorder</p>	<ul style="list-style-type: none"> • Anti-Drugs (Police approved) will be clearly displayed at the entrance and throughout the festival areas, including the car parks and camping areas and inside the toilet blocks • No Alcohol allowed to be brought in to the licensed area, absolutely no glass bottles/glasses and the like allowed on the site – camping area only will be allowed • Bag searches on entry will only be carried out by professional and licensed personnel, male and female SIA qualified staff only • Regular uniformed and non-uniformed security personnel will patrol the festival areas that may attract unsavoury issues, such as toilets • A clear and legible notice outside the licensed area indicating the normal hours under the terms of the premises licence during which licensable activities are permitted. • Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed, anti-pick pocket notices
<p>Prevention of public nuisance</p>	<ul style="list-style-type: none"> • Any person who appears to be intoxicated will be refused to be served and where necessary asked to leave/be escorted from the festival site, if the SIA staff believe there may be issues with that person(s) then they will take the decision whether to call the Police on 101 if required • There are no residential properties close to the entrance to the event, however; <ul style="list-style-type: none"> ○ Prominent, clear and legible notices and signs will be displayed at main exit requesting the public to respect the needs of nearby residents and to leave the premises and area quietly. • Deliveries of materials necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents. • The Event Organiser will ensure that staff who arrive early morning or depart late at night when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents. • A local company has been appointed to provide a mini bus shuttle service every 15 to 30 minutes to pick up and drop off at

	<p>Bicester North Railway Station and within the festival site There is no charge for festival goers or festival staff</p> <ul style="list-style-type: none"> • Bright lights used during the event will be switched off when daily events finish and will be replaced with normal lights around the area to provide a safe pathway • Adequate waste receptacles for use by customers and vendors will be provided in the local vicinity.
<p>Protection of Public Safety</p>	<ul style="list-style-type: none"> • Marshals (wearing high visibility clothing) will be posted on the approach roads to the access of the site to ensure minimal delays and to warn drivers approaching from each direction of possible hazard. at least 3 either side of the access (1st one 200 meters each end of the access road, 2nd within 100 meters, 3rd 20 meters) plus 2 at the entrance • Advance warning signs, approved by Highways, will be posted no later than 48 hours prior to the event informing local traffic there will be a festival during the relevant dates • A log book or recording system shall be kept in the central control room in which shall be entered particulars of inspections made; by the appointed person(s) to be made by statute, and information compiled to comply with any public safety condition attached to the premises licence that requires the recording of such information. The log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation. • Alternative access to the main gate is provided for emergency vehicles. The default access is point A on the general site plan via Grange farm • A 2 man team of qualified and registered paramedics will be on site the whole time of the festival opening times • 2 main first aid posts, one being the paramedic post • All parts of the premises and all sanitary accommodation, washing facilities and other installations, will be maintained at all times in good order and in a safe condition. • Any cables will be securely fitted out of the way of the public to negate any risk issues • All fencing will be properly secured and clearly marked with high visibility markings • No vehicles (unless authorised by the Event Organiser) will be allowed on licensed part of the festival site during the opening hours, unless an emergency service vehicle which will have a banksman on foot to ensure safety of the public. • An emergency public address system will be available for emergencies or announcements • All Public areas will be regularly patrolled by marshals and

	security personnel to identify possible issues with public safety
Protection of Children from Harm	<ul style="list-style-type: none"> • We as holders of premises licences and personal licences fully understand and have a statutory responsibility to promote the protection of children from harm in and in the vicinity of the premises. • The protection of children from harm requires the proactive involvement (and sometimes training) of the management and staff to ensure that the needs of under 18's are considered and addressed in the day-to-day operation of the premises. • A lost children procedure to be known by all staff and included in our Emergency Management Plan and detailed below • The License holder, the child safety office and the deputy event organiser all hold Enhanced DBS certificates and these will be viewable at the control centre • Every effort will be made to ensure the safety of those under 18 and to keep them from harm • Children will not be allowed in the area of the Bar where alcohol will be sold unless accompanied by an adult • On entry, ALL children under 16 will be issued a secure wrist band which we will ask the parents/guardians to write their name and a mobile number, this will assist if the child is lost • We will advise parents and guardians to point out the Security personnel, the meeting points and central control area (all will be clearly marked with flags) in case the children become lost, they should head for any of these locations and speak to a staff member, who will then follow the lost child program

4..4 The relevant sections of the Guidance and Licensing Authority Policy issued under the Licensing Act 2003, which are applicable to the representations for this case are as follows:

GUIDANCE ISSUED UNDER SECTION 182 OF THE LICENSING ACT 2003, JUNE 2013:

Page 10	Section 1.19	Other Relevant Legislation
Page 66	Sections 10.8 – 10.10	Imposed Conditions & Proportionality
Pages 11 - 12	Sections 2.1 – 2.7	Crime & Disorder
Pages 14 - 15	Sections 2.18 – 2.24	Public Nuisance

Page 1	Policy GN1	Sections 1.1.1 – 1.1.2	Objectives
Pages 3 - 4	N/A	Sections 2.5.1 – 2.5.13	Fundamental Principles
Pages 19-21	Policies LA4 – LA6	Sections 7.3.1 – 7.3.13	General Prevention Of Public Nuisance including Addressing Local Concerns and Management and Control
Pages 37 - 38	Policies OS17	Sections 8.8.1 – 8.8.2	Operating Schedule - Public Nuisance Noise

5.0 Consultation

The applicant carried out a full consultation in accordance with the requirements of the Licensing Act 2003 for a period of 28 days ending at midnight on 4 August 2013.

Please be advised that at the time of writing this report, the consultation had not concluded. Any additional information received by the end of the consultation period will be circulated to all parties electronically before the hearing and hard copies made available at the hearing.

6.0 Alternative Options and Reasons for Rejection

6.1 The following options have been identified. The approach in the recommendations is believed to be the best way forward

Option 1: Approve the application for the grant of a premises licence as submitted

Option 2: Reject the application for the grant of premises licence in whole or part

Option 3: Place conditions on the grant of premises licence and/or require changes to the details of the permissions sought.

7.0 Implications

Financial and Resource Implications

7.1 Due to the timescales involved in circulating this report, it has not been possible to assess the financial and resource implications. These will be assessed and presented to the sub committee at the hearing.

8.0 Decision Information

Wards Affected

Chesterton

Links to Corporate Plan and Policy Framework

As detailed in the current Service Plan

Lead Councillor

None

Document Information

Appendix No	Title
1	Application for a premises licence to be granted under the Licensing Act 2003 in respect of the Home Grown Music Festival
2	Revised Operating Schedule
3	Emergency Management Plan
4	Site Location
5	Site Plan
6	Route Map 1
7	Route Map 2
8	Route Description
9	Response from Oxfordshire Fire and Rescue Service
10	Response from Cherwell District Council Anti Social Behaviour Team
11	Supporting documents from Cherwell Anti Social Behaviour Team
12	Representation from Laura Morris of the Licensing Team at Thames Valley Police
13	Representation from Mr Ford
14	Representation from Mrs Ford
15	Representation from Helen Lashbrook
16	Representation from Chesterton Parish Council
Background Papers	
Members have been issued with copies of the Guidance, the Statement of Licensing Policy and the Council's pool of conditions and are asked to bring them to the meeting	
Report Author	Claire Bold, Licensing Team Leader
Contact Information	01295 753741 claire.bold@cherwell-dc.gov.uk

This page is intentionally left blank



DISTRICT COUNCIL
NORTH OXFORDSHIRE

Received

20/06/14 - Ends 18/07/14

App £100 + Copies £24.30

Bodicote House • Bodicote • Banbury • Oxfordshire • OX15 4AA

Telephone 01295 252535

Textphone 01295 221570

DX 24224 (Banbury)

http://www.cherwell.gov.uk

Licensing CDC

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We **Leonard John Readle** apply for a premises licence under section 17 of
(Insert name(s) of applicant)
the Licensing Act 2003 for the premises described in Part 1 below (the premises)
and I/we are making this application to you as the relevant licensing authority in
accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description Homegrown Music Festival. Field, next to Bicester Sports Association, Green Land, nearest post code OX26 1TH	
OS X (E) 454944 OS (Y) 221064 LAT (WGS84) N51:53:08 (51.885436) LONG (WGS84) W1:12:11 (-1.203117)	
Maps are over leaf	
Post town Chesterton, Bicester	Post code OX26 1TH

Telephone number at premises (if any)

Non-domestic rateable value of premises

£

BAND A I think.

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

- | | Please tick <input checked="" type="checkbox"/> yes | |
|---|---|-----------------------------|
| a) an individual or individuals* | <input checked="" type="checkbox"/> | please complete section (A) |
| b) a person other than an individual* | | |
| i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> | please complete section (B) |
| f) a health service body | <input type="checkbox"/> | please complete section (B) |
| g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital | <input type="checkbox"/> | please complete section (B) |
| ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008
(within the meaning that part) in an independent hospital in England | <input type="checkbox"/> | |
| h) the chief officer of police of a police force in England and Wales | <input type="checkbox"/> | please complete section (B) |

*If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a _____

statutory function

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname
READLE

First Names
LEONARD JOHN

I am 18 years old or over

Please tick ✓ yes

Current postal address if different from premises address

9 WAUENY CLOSE
BICESTER
OX26 2QP

Post Town BICESTER

Postcode OX26 2QP

Daytime contact telephone number 07922 631165

E-mail address (optional) LEN.READLE@GMAIL.COM

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname

First Names

I am 18 years old or over

Please tick ✓ yes

Current postal address if different from premises address

--

Post Town

--

Postcode

--

Daytime contact telephone number

--

E-mail address (optional)

--

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)
Telephone number (if any)
E-mail address (optional)

Part 3 – Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
15	08	2014

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year
1	1	2014

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

Max expected at one time 800

Please give a general description of the premises (please read guidance note 1)

3 FIELDS TOTALING APPROX. 30 ACRES, THE THIRD FIELD ONLY WILL BE FESTIVAL SITE WHERE WE WOULD LIKE TO SELL ALCOHOL, PROVIDE LIVE MUSIC, SELL FOOD, AND PROVIDE KIOS PLAY AREA. THERE ARE NO STRUCTURES ON SITE, WE WILL PROVIDE TENTAGE

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick ✓ yes

Provision of regulated entertainment:

a) plays (if ticking yes, fill in box A)

b) films (if ticking yes, fill in box B)


- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

- Provision of late night refreshment** (if ticking yes, fill in box I)

- Supply of alcohol** (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

*Pages 7 - 10 inclusive
removed as N/A.*



E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	✓
Mon			<p>Please give further details here (please read guidance note 3). APPROX 30 BANDS / MUSICIANS PLAYING WITH PROFESSIONAL SOUND ENGINEERS TO MONITOR AND KEEP IN LINE WITH ACCEPTED DECIBEL LEVELS</p> <p>State any seasonal variations for the performance of live music (please read guidance note 4)</p> <p>Non standard timings. Where you intend to use the premises for the performance of live music at different times from those listed in the column on the left, please list (please read guidance note 5)</p>	Both	
Tue					
Wed					
Thur					
Fri	1400	0000			
Sat	1100	0000			
Sun	1100	2300			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	✓
				Both	
Mon			Please give further details here (please read guidance note 3). <i>SOME RECORDED MUSIC WILL BE PLAYED BETWEEN BANDS BUT ON A LOW LEVEL</i>		
Tue					
Wed			State any seasonal variations for playing recorded music (please read guidance note 4)		
Thur					
Fri	1400	0000	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list (please read guidance note 5)		
Sat	1100	0000			
Sun	1100	2300			

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	✓
Mon			Please give further details here (please read guidance note 3). <i>THERE ARE A COUPLE OF BANDS THAT HAVE DANCE SECTIONS, IN PARTICULAR A Bhangra Band</i>	Both	
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri	1400	0000			
Sat	1400	0000	Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)		
Sun	1100	0000 23.00.			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
			KIOS LICENSED ENTERTAINMENT - BOUNCY CASTLE ETC CONTROLLED BY LICENSED OPERATOR		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
				Outdoors	<input checked="" type="checkbox"/>
			Both		
Mon			Please give further details here (please read guidance note 3).		
Tue					
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri					
	14.00	00.00	Non standard timings. Where you intend to use the premises for entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)		
Sat	09.00 11.00	20.00 00.00			
	09.00 11.00	19.00 23.00			
Sun					

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both - please tick✓ (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
			Both		
Mon			Please give further details here (please read guidance note 3). <i>THERE WILL BE LOCAL VENDORS SELLING FOOD, COOKED & UNCOOKED, ALL VENDORS WILL PROVIDE ALL RELEVANT CERTIFICATION & HSE</i>		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur					
Fri	1400 23-00	0100	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times from those listed in the column on the left, please list (please read guidance note 5)		
Sat	0100 23-00	0100			
Sun	0700 23-00	0000			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption - please tick ✓ (please read guidance note 7)	On the premises	
				Off the premises	✓
Day	Start	Finish	Both		
Mon			State and seasonal variations for the supply of alcohol (please read guidance note 4). WE OPERATE UNDER THE '21' RULING, ID WILL BE REQUIRED, NO ALCOHOL WILL BE SOLD TO ANYONE UNDER 18 OR NOT ABLE TO PROVIDE ID, PLEASE SEE ATTACHED PLAN THAT HAS FULL INFO.		
Tue					
Wed					
Thur					
Fri	1400	0100			
Sat	1100	0100			
Sun	1100	0000			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 5)		

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

Name..... MR LEONARD J READLE.....

Address..... 9 WAUENY CLOSE.....
 BICESTER.....

Postcode..... OX26 2GP.....

Personal Licence Number (if known)..... CHERWELL PSL 1319.....

Issuing Licensing Authority (if known)..... CHERWELL.....

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

THERE WILL BE NO ACTIVITIES, SERVICES OR
OTHER ENTERTAINMENT THAT IS UNACCEPTABLE
IN ANYWAY, CHILD FRIENDLY ONLY

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			<p>VENDORS + STORES WILL BE OPEN FROM 0900 TO SERVE FOOD + NON-ALCOHOLIC DRINKS</p>
Tue			
Wed			
Thur			<p>Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p>
Fri	1400	0100	
Sat	0900	0100	
Sun	0900	0000	

M

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

a) **General – all four licensing objectives (b, c, d, e) (please read guidance note 9)**

Please See over leaf for detailed information

b) **The prevention of crime and disorder**

c) **Public safety**

d) **The prevention of public nuisance**

A. General

- *THE EVENT IS NOT TO TAKE PLACE ON MORE THAN 2 WEEKEND PER YEAR*
- Close liaison with the local Police and following guidelines issued by any such authority
- Fully registered SIA Security company will be operating at all times when the festival is operating, a minimum of 8 during the 'open times' and 2 will be patrolling the areas outside these hours
- Full staff and volunteer training on how to spot issues, how to report and how to control (if required)
- Mobile CCTV will be placed in certain areas to monitor and prevent any issues arising, hard copies will be held only until the end of the festival and then deleted unless requested by the Police
- Personal license holder and DPS will be present on site the whole time of the festival, plus a deputy who also has personal license
- Initial full briefing and allocation of responsibilities to be held on 2 occasions before the event and regular morning meetings between staff will be held and updates reiteration of all these objectives

B. Prevention of Crime & Disorder

- Anti-Drugs (Police approved) will be clearly displayed at the entrance and throughout the festival areas, including the car parks and camping areas and inside the toilet blocks
- Consultation with Pub Watch to understand any regular offenders/trouble makers, photographs etc. will be held by the entrance staff)
- No Alcohol allowed to be brought in, absolutely no glass bottles/glasses and the like allowed on the site
- Bag and cost searches on entry will be carried out by professional and licensed personnel, male and female
- Regular uniformed and non-uniformed security personnel will patrol the festival areas that may attract unsavoury issues, such as toilets
- A clear and legible notice outside the premises indicating the normal hours under the terms of the premises licence during which licensable activities are permitted.
- Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed, anti-pick pocket notices

C. Public Safety

- Marshals (wearing high visibility clothing) will be posted on the approach roads to the access of the site to ensure minimal delays and to warn drivers approaching from each direction of possible hazard, at least 3 either side of the access (1st one 200 meters each end of the access road, 2nd within 100 meters, 3rd 20 meters) plus 2 at the entrance
- Boards will be posted 7 days prior to the event informing local traffic there will be a festival during the relevant dates
- A log book or recording system shall be kept in the central control room in which shall be entered particulars of inspections made; those required to be made by statute, and information compiled to comply with any public safety condition attached to the premises licence that requires the recording of such information. The log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation.
- Adequate access is provided for emergency vehicles.
- An ambulance with a 2 man team of qualified and registered paramedics will be on site the whole time of the festival opening times
- 2 main first aid posts
- The local street pastors have been invited to attend the event
- All parts of the premises and all sanitary accommodation, washing facilities and other installations, will be maintained at all times in good order and in a safe condition.
- Any cables will be securely fitted out of the way of the public to negate any risk issues
- All fencing will be properly secured and clearly marked with high visibility markings
- NO vehicles will be allowed on site during the opening hours, unless an emergency service vehicle which will have escort on foot to ensure safety of the public
- An emergency public address system will be in use
- All Public areas will be regularly patrolled by marshals and security personnel to identify possible issues with public safety

D. Prevention of Public Nuisance

- Any person who appears to be intoxicated will be passed to the street pastors, should they become violent or unsociable, the local Police will be informed
- There are no residential close to the entrance to the event, however;
- Prominent, clear and legible notices will be displayed at all exits requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.

- Deliveries of materials necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.
- The Licensee will ensure that staff who arrive early morning or depart late at night when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.
- A specific taxi operator has been nominated for staff and customers use. The company's telephone number is advertised to customers. The operator, and all drivers are aware that they should arrive and depart as quietly as possible, should not sound vehicle horns as a signal of their arrival or leave engines running unnecessarily.
- A local coach company will be appointed to provide an hourly trip to and from central locations, Bicester centre, railway and bus stations
- Bright lights used during the event will be switched off when daily events finish and will be replaced with normal lights around the area to provide a safe pathway
- Adequate waste receptacles for use by customers will be provided in the local vicinity as well as a central skip (fenced off)

E. The Protection of children from harm

- We as holders of premises licences and personal licences fully understand and have a statutory responsibility to promote the protection of children from harm in and in the vicinity of the premises.
- The protection of children from harm requires the proactive involvement (and sometimes training) of the management and staff to ensure that the needs of under 18's are considered and addressed in the day-to-day operation of the premises.
- A lost children procedure to be known by all staff (our policy below)
- Any staff/personnel or children's play areas (such as bouncy castles etc.) MUST have an enhanced CRB certificate and provide to the management
- The License holder, the child safety officer and the deputy event organiser all hold Enhanced CRB certificates and these will be viewable at the control centre
- Every effort will be made to ensure the safety of those under 18 and to keep them from harm
- Children will not be allowed in the area of the Bar where alcohol will be sold unless accompanied by an adult
- On entry, ALL children under 16 will be issued a secure wrist band which we will ask the parents/guardians to write their name and a mobile number, this will assist if the child is lost
- We will ask parents and guardians to point out the Security personnel, the meeting points and central control area (all will be clearly marked with flags) in

case the children become lost, they should head for any of these locations and speak to a staff member, who will then follow the lost child program

LOST CHILDREN PROCEDURE

The lost children officer with full enhanced CRB clearance (Julie Moulds) will be employed to cover the Lost Children's Area (situated within the Event Control). The assigned worker will be responsible for looking after the welfare of any child delivered to the Lost Children's Area.

A form (attached) will be completed (in duplicate) giving details of the child's name, age, address, time of arrival, and details of who he/she arrived with. This same form will be used to indicate the return of the child to his/her guardian. A copy of each completed form is to be given to the safety officer (Julie Moulds) as soon as possible after the child is reunited.

The Procedure for Caring for a Lost Child will be as follows:

A child that is found on the event site is usually presented to the Lost Children's Attendant by a steward who will take the necessary details. However, if the child is presented to the lost children officer by any other person, the safety officer needs to be informed straightaway and details obtained of the person finding the child.

The child should be taken into the lost children's area and reassured. The form completed in detail. The details are to be given to the safety officer as soon as possible so that they can begin looking for the parents. The child must not be left alone at any point. Always take a written description of the child.

The child remains in the lost children's area until his/her guardians are found.

The form is to be completed and signed by the Lost Children's officer when a child has been reunited and left the lost children area.

A copy of the form is to be given to the safety officer as soon as possible after the child is reunited.

If there is any doubt as to the validity of the guardian claiming the child or if there is concern that the child might be in danger – the safety officer should be consulted and the decision left to them.

Do not allow a child to go off with anyone under the age 16.

Do not put yourself in danger or in any compromising situations.

Do not give the child anything to eat or drink – except water.

The Procedure for dealing with a Parent Reporting a Lost Child will be:

Take the person immediately to The Event Organiser where information regarding the missing child will be logged and transmitted to all stewards.

The person may wish to sit in the Event Control to wait. Attempt to reassure them that the child will be safe and well. Explain that it is better that they wait there for the child than to look for it on the event site.

If the child comes alone to the Lost Children's area ensure that the safety officer is informed so that they can conclude their paperwork. If the child is returned by a lost children officer, confirm that the paperwork has been completed.

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

CHECKLIST:

Please tick ✓ yes


- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to the responsible authorities and other where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent. (See guidance note 11). **If signing on behalf of the applicant please state in what capacity**

Signature 

Date 18/06/2014

Capacity Licensed Person



Map data ©2014 Google 500 m

A. General

- The premises licence is to be in force for 15, 16,&17 August 2014 only.
- Close liaison with the local Police and following guidelines issued by any such authority
- Fully registered SIA Security company will be operating at all times when the festival is operating, a minimum of 8 during the 'open times' and 2 will be patrolling the areas outside these hours
- Full staff and volunteer training on how to spot issues, how to report and how to control as itemised in the Event Management Plan
- Personal license holder and DPS will be present on site the whole time of the festival, plus a deputy who also has personal license
- Initial full briefing and allocation of responsibilities to be held on 2 occasions before the event and regular morning meetings between staff will be held and updates reiteration of all these objectives
- We will revise and present to the Safety and Advisory Group a revision for the Event Management Plan for next year at least 3 months prior to the event and make any amendments requires

B. Prevention of Crime & Disorder

- Anti-Drugs (Police approved) will be clearly displayed at the entrance and throughout the festival areas, including the car parks and camping areas and inside the toilet blocks
- No Alcohol allowed to be brought in to the licensed area, absolutely no glass bottles/glasses and the like allowed on the site – camping area only will be allowed
- Bag searches on entry will only be carried out by professional and licensed personnel, male and female SIA qualified staff only
- Regular uniformed and non-uniformed security personnel will patrol the festival areas that may attract unsavoury issues, such as toilets
- A clear and legible notice outside the licensed area indicating the normal hours under the terms of the premises licence during which licensable activities are permitted.
- Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed, anti-pick pocket notices

C. Public Safety

- Marshals (wearing high visibility clothing) will be posted on the approach roads to the access of the site to ensure minimal delays and to warn drivers approaching from each direction of possible hazard. at least 3 either side of the access (1st one 200 meters each end of the access road, 2nd within 100 meters, 3rd 20 meters) plus 2 at the entrance

- Advance warning signs, approved by Highways, will be posted no later than 48 hours prior to the event informing local traffic there will be a festival during the relevant dates
- A log book or recording system shall be kept in the central control room in which shall be entered particulars of inspections made; by the appointed person(s) to be made by statute, and information compiled to comply with any public safety condition attached to the premises licence that requires the recording of such information. The log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation.
- Alternative access to the main gate is provided for emergency vehicles. The default access is point A on the general site plan via Grange farm
- A 2 man team of qualified and registered paramedics will be on site the whole time of the festival opening times
- 2 main first aid posts, one being the paramedic post
- All parts of the premises and all sanitary accommodation, washing facilities and other installations, will be maintained at all times in good order and in a safe condition.
- Any cables will be securely fitted out of the way of the public to negate any risk issues
- All fencing will be properly secured and clearly marked with high visibility markings
- No vehicles (unless authorised by the Event Organiser) will be allowed on licensed part of the festival site during the opening hours, unless an emergency service vehicle which will have a banksman on foot to ensure safety of the public.
- An emergency public address system will be available for emergencies or announcements
- All Public areas will be regularly patrolled by marshals and security personnel to identify possible issues with public safety

D. **Prevention of Public Nuisance**

- Any person who appears to be intoxicated will be refused to be served and where necessary asked to leave/be escorted from the festival site, if the SIA staff believe there may be issues with that person(s) then they will take the decision whether to call the Police on 101 if required
- There are no residential properties close to the entrance to the event, however;
 - Prominent, clear and legible notices and signs will be displayed at main exit requesting the public to respect the needs of nearby residents and to leave the premises and area quietly.
- Deliveries of materials necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.

- The Event Organiser will ensure that staff who arrive early morning or depart late at night when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.
- A local company has been appointed to provide a mini bus shuttle service every 20 to 30 minutes to pick up and drop off at Bicester North Railway Station and within the festival site There is no charge for festival goers or festival staff
- Bright lights used during the event will be switched off when daily events finish and will be replaced with normal lights around the area to provide a safe pathway
- Adequate waste receptacles for use by customers and vendors will be provided in the local vicinity .

E. The Protection of children from harm

- We as holders of premises licences and personal licences fully understand and have a statutory responsibility to promote the protection of children from harm in and in the vicinity of the premises.
- The protection of children from harm requires the proactive involvement (and sometimes training) of the management and staff to ensure that the needs of under 18's are considered and addressed in the day-to-day operation of the premises.
- A lost children procedure to be known by all staff and included in our Emergency Management Plan and detailed below
- The License holder, the child safety officer and the deputy event organiser all hold Enhanced DBS certificates and these will be viewable at the control centre
- Every effort will be made to ensure the safety of those under 18 and to keep them from harm
- Children will not be allowed in the area of the Bar where alcohol will be sold unless accompanied by an adult
- On entry, ALL children under 16 will be issued a secure wrist band which we will ask the parents/guardians to write their name and a mobile number, this will assist if the child is lost
- We will advise parents and guardians to point out the Security personnel, the meeting points and central control area (all will be clearly marked with flags) in case the children become lost, they should head for any of these locations and speak to a staff member, who will then follow the lost child program

LOST CHILDREN PROCEDURE (on advisory from the SAG we have added and amended this section to ensure greater safety)

Children or vulnerable adults found without their parents

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.

- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ personal assistant/ brother etc names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to Security Control via 2-way radio, who will then organise a search.
- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could (Name of person) please come to the collection point located at the Welfare Tent.
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the collection point located in the Welfare tent".
- The PA announcement should not mention the name of the lost child.
- Radio code for a child or person found without parent or guardian is "**[Bluebell]**" (example, Welfare to security we have a "**[Bluebell]**" at the Welfare tent, details as follows...)
- Radio code for a parent/guardian reporting a child or person missing is "**[Red Ribbon]**".
- If a parent /carer /personal assistant is not located with 30 minutes, Security Control will inform the police.

Parent/ Guardian /Personal Assistants reporting lost children

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Using the code word "**[Red Ribbon]**" radio a message to security control and all staff on radio giving the information gathered.
- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
- When the child or vulnerable person is found, they will be lead to the collection point to be re-united with their parent.
- If a child or vulnerable person is not found within 30 minutes Security Control will inform the police.

Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all stewards, security, staff and police will be informed immediately, as required.

Lost persons log

- All lost persons / children's incidents must be logged and filed.

An agreed Lost Children Point will be available at the event, which will be next to the event's Information Point and by the First Aid station.

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a member of staff or steward they should be directed or taken to this point as appropriate.

Where 'child' is written in this document, please also understand it to mean vulnerable adults too.

This page is intentionally left blank



Event Management Plan
In conjunction with the licensing application for Premises License

Event Management Plan REV 10 Ver 1 30-07-2014

‘Homegrown Music Festival OX & Bucks’
Friday 15th August - Sunday 17th August 2014
Chesterton, OX26 1TH
www.hmfoxford.co.uk

LOCATION - 51°53'8.00"N - 1°12'18.41"W - Field off Akeman Street, Chesterton;
This is a one off event for this location a new venue will be found for next year

Homegrown Music Festival Limited
Company Number 8792858 Registered Offices:
The Academy, Church Farm,
Church Road, Barrow, Bury St Edmunds, Suffolk, IP29 5AX
www.homegrownfest.co.uk

In collaboration with the Safety Advisor Group (SAG) and the Event Safety Guide (Purple Guide) and the Code of Practice on Environmental Noise Control at Concerts and the FSRA guidebook

Site Contact Details – 07922 631165
Tel: 01284 810446 (Main Academy Office)
Len Readle – Organiser - 07922 631165



Email: homegrownox@gmail.com

1. Management and organisation
2. Plans, aims and objectives
3. Event Description
4. A Profile of their expected audience
5. The capacity of the event area
6. Organisational structure
7. Roles and Responsibilities
8. Insurance and liabilities
9. Security and Stewarding
10. Fire & Blue Route
11. Traffic Management
12. Environmental Considerations
13. Communications
14. Crowd Management
15. Emergency Procedures
16. Welfare and Information
17. Health and Safety Statement and Guidelines
18. Fire Risk Assessments
19. Site Safety Risk Assessments
20. Event Safety Risk Assessment for HOMEGROWN MUSIC FESTIVALS LTD - OXFORDSHIRE
21. Attachments including advance warning signs



1. Management and organisation

ORGANISATIONAL STRUCTURE – the first 2 are the main contacts

Event Organiser (EO) - Len Readle – 07922 631165 – len.readle@gmail.com

The EO person in overall charge to ensure that all responsibilities and plans are carried out; who will delegate and make decisions; who will call the meetings; ensure permissions are in order and appropriate licenses are applied for and obtained; and will ensure clear communication takes place between all parties involved. If the event has applied for and been granted a license, this person is responsible for ensuring that any conditions on that license are met.

Deputy Even Organiser (DEO) - Glen Moulds - 07415 886805 - Glen@homegrownfest.co.uk

The DEO will assist the EO in all aspects of the duties listed above and will stand in during rest times for EO as well as other duties specified below.

Head of Security SIA Team- Brian Smith - 07545 276785 - brian@aviserv.co.uk

Brian is the head of security for Aviserv Ltd, Building 3, Hotel Boulevard, 282 Bath Road, Harmondsworth, Middlesex, UB7 0DQ – his responsibilities will be security of the event with regard to all SIA activities.

Treasurer – Svetlana Readle – svetamailbox@yahoo.com

This person will create the event budget and cash flow forecast, handle the bills, pay people and take in any monies.

Programmer/Stage Manager - Kevin King - 07729 614540 - kkk88@btinternet.com

This person will arrange and co-ordinate everything to do with performers or may look after amusements. Kevin King is an experienced Stage manager and helps to run the Abbeyfest music festival in Abbey Gardens, Bury St Edmunds. Kevin is responsible for everything to do with stages 1 and 2 including safety and artists.



Traders Manager - Svetlana Readle – svetamailbox@yahoo.com

This person will arrange and co-ordinate everything to do with market stalls and/or food vendors.

Stewards and Volunteers - Julie Moulds - 07950 856581 - juliemoulds@hotmail.com

This person will co-ordinate the volunteers and their schedule of duties.

Publicity and Marketing - Len Readle – 07922 631165 – len.readle@gmail.com

This person would see to it that the event information is publicised to the correct target audience via flyers, emails, websites, press releases, listings and advertising. They will make sure correct permissions are in place for any leaflet distribution.

Sponsorship Manager - Len Readle – 07922 631165 – len.readle@gmail.com

This person will be responsible for raising funds for the event by contacting persons and organisations willing to sponsor the event. They will liaise with the rest of the committee to ensure that the sponsor's name and/or logo is included on publicity materials or on display at the event.

Production/ Site Manager – Richard Dixon – 07944 413867 – ironworkerdixon@gmail.com

This person will co-ordinate everything needed to build your event site / infrastructure: toilets, fencing, signs, staging, marquees, generators, public address system, water provision, site clearance, skips, litter bins, fire extinguishers etc.

Welfare - Julie Moulds - 07950 856581 - juliemoulds@hotmail.com

This person co-ordinates lost children, looks at the needs of the elderly or of those with access or other special needs. This person could also coordinate event information available on the day and ensure that first aid is available throughout the event.

Health and Safety Officer - Glen Moulds - 07415 886805 - Glen@homegrownfest.co.uk



This competent and qualified person will create the event risk assessments, contingency plans and emergency evacuation plans. They will carry out health and safety checks on any contractors or services the event buys in as well as making sure the event site is safe on the event day e.g. checking signage, access, trip hazards, and first aid and so on.

Managing the Team

Event Staff and Volunteers will become our ambassadors, facing our audience, delivering our planning. For this reason, they are an integral part of our event mix, we will build our event staff and volunteer's resource by:

- Recruitment
- Training
- Expenses and Remuneration
- Health and Safety Responsibilities and Training
- Employer's Liability Insurance
- Public Liability Insurance
- Grievance Policy
- References
- Criminal Records Bureau (CRB) Checks – where required

Training

Internal staff and volunteer training can make the difference between a smooth running event and an event management team struggling under the weight of basic questions, or worse, staff supplying inaccurate information. Simply informing the staff and volunteers can resolve a large number of basic problems.



Marshal Training (a minimum of 20 Marshals will be on site during festival operating times)

General

All Marshals are to be constantly aware of people trying to access or exit over the security fence and/or not by a recognised access point. If any person is noticed trying to do so, an immediate call to the control point must be made by radio or mobile phone, Control will despatch trained SIA personnel. The control room will be a converted horse box with a viewing platform on the roof to enable viewing of the festival site and the fences

If the Marshal is unsure about anything at all they are to speak to the Senior Marshal on the radio channel indicated on that day or by mobile phone, failing that the main control room.

If a Marshal sees any problems such as fire or a public disorder, they should immediately inform Control of the situation and the location, Control will then assess the situation and decide on what actions will be needed, there are many variants to the reasons for a traffic build up and some of them may not be caused by the Festival, if the Emergency services are required then they will be called accordingly.

In the event of an emergency, Marshals shall revert to their assigned duties that will be set out and allocated before the event and refreshed at each morning's event meeting/training.

They will be trained on;

Road Marshals;

Marshals will be placed at areas as marked on the picture A below

Their training will include;



Dealing with questions from motorists –

If a motorists stops to ask for information on the event or directions the Marshal is not to engage in a conversation but to point the way to the festival entrance

If a motorist tries to park on the road leading to the festival or in sight of the Marshal, the Marshal shall politely inform the motorist that this is not allowed and that there is plenty of parking at the festival. If the motorist refuses to remove the car then a general description of the motorist is to be given, via radio or mobile phone to the control point who will inform the ticket office that the motorist is not allowed to enter the festival site. The Marshal should take note of the car registration.

When the Marshal is relieved from their shift they should brief the oncoming Marshal of any significant events or situations

If the Marshal sees a build-up of traffic approaching the festival entrance he should inform Control immediately by radio or mobile phone

The Marshal shall at all times remain stood in an area that is safe from traffic, water and shelter (if required) will be provided

Entrance Marshals

Marshals give priority to cars entering the festival site to ensure the public road has as little disruption as possible.

If pedestrians arrive they are to be immediately directed to the stepped access to the car-park pedestrian lane.

If drop-off cars, taxis or minibuses arrive they must be directed to the drop off point, once they are ready to leave, they will wait at the drop-off point exit until called forward by the Entrance Marshal, this should be done when the road is clear of traffic to minimise any queuing for the festival site.



Marshals should be alert of any build up in traffic, all cars entering the festival site are to be directed to the bottom of the car park, near to the ticket office, where cars will enter the car park and be allocated a slot, this area will hold at least 50 cars, this should enable the cars to enter onto the festival site without queuing on the public road.

Car park Marshals

They will ensure the approaching traffic from the entrance to the festival site move to the entrance area of the car-park in an orderly manner.

Once inside the car park the Marshals are to guide the motorist to the allocated spot, and if they have not paid in advance for their car space then monies will be collected and a ticket given for the motorist to display in the inside of the car near the windshield.

Disabled drivers are to be guided to the disabled car-park section, however, the motorist should display their blue badge (Disabled badge) as proof of eligibility.

Marshals should point to the pedestrian walkway to each motorist and inform them to use this path to access the festival entrance.

Ticket office Marshals

Marshals will ensure an orderly queue for purchasing or showing proof of purchase to the ticket stall who will issue wrist bands.

Marshals will guide the pedestrians to the pedestrian lane that will guide them to the festival ground.



Assistance for disabled or push chairs should be offered where needed.

Access control Marshals

These will be situated at the entrance to the main festival field and will be at hand to assist in wrist band checking or whatever maybe required of them.

General Marshals

Marshals will ensure the wellbeing of all the festival attendees and will be at hand to help with offering directions and general enquiries.

Marshals will be constantly on the lookout for any possible issues such as fire or public disorders, any situation should be reported first to the Senior Marshal and/or Control.

Senior Marshals

Senior Marshals will be responsible for their teams and ensure they are carrying out their duties professionally and with a pleasant attitude to the public.

Senior Marshals are responsible for the timetables of Marshals and ensure the welfare of their team.

Senior Marshals should help fill any gaps in the Marshalling tasks.

In case of Emergency (Assembly points are marked on the plan attached below and large signs will be placed on the festival site)



There will be intensive training prior to the event and at each morning briefing as a refresher, the training will cover as follows;

Training of all personnel on the basic use of fire extinguishers for small fires

Training of senior Marshals as to the role of Fire Marshal (to assist the dedicated firefighting team who will be on site at all times).

First aid, all Marshals will be trained in basic first aid, however, administering of which should be tightly controlled and the Marshals main purpose if dealing with a situation is to guide the dedicated EMT to their location or in minor circumstances, taking the member of the public to the First aid post or ambulance.

If there is a fire in the car park, all public and Marshals should move clear of the area to a safe location.

All Marshal Stations will have a mean of alerting the general public, an air horn, bell or similar.

In case of Evacuation

Duties will be issued at the pre event training and at the morning briefings with regard to duties during an evacuation Marshals shall be allocated a duty and/or position;

The main evacuation point will be near to the stage area where large signs will be placed.

Gate Marshals

Dependant on the area allocated for the evacuation, the public address system will announce to the public of the route they are to take.



Evacuation from Main Festival Site is via the side of the stage as shown on the general site plan;

2 Marshals shall immediately open the unlocked gates at the site entrance and at the gate leading to the hard standing road.

2 Marshals shall turn on the lights that mark the route to the evacuation assembly areas.

4 Marshals shall line to the route across the field to help guide the public to the Assembly point.

2 Marshals shall attend the Assembly area (shown on the map as Assembly area A and will have signs on the site for people to clearly see) keep the public in one place and keep them calm.

They will wait for directions from control and/or Incident commander

The second evacuation point will be near the car park shown on the map as Assembly area B and will have signs on the site for people to clearly see

2 Marshals are to ensure the access ways are clear.

4 Marshals to line the path to assist the public in their movement.

2 Marshals shall attend the Assembly area and keep the public in one place and keep them calm.

No one is allowed to approach their vehicles and certainly not try and drive out

They will wait for directions from control and/or Incident commander.

ALL MARSHALS SHOULD ASSIST ANY DISABLED/AGED OR CHILDREN WHERE NEEDED



Public Disorder

Any Marshals noticing any public disorders must immediately report it to the Senior Marshal and/or Control where SIA personnel will be dispatched to the relevant area, at no point are they to interfere unless a minor event is taking place, such as a drunk falling or the like, the Marshals safety is paramount and should not risk any confrontation.

If an event causes particular urgent information and the Control, senior marshal or SIA team are unable to respond, they should call 999, however, this decision is a last resort as Control should be contacting the Emergency services.

ROLES AND RESPONSIBILITIES

In the event of an emergency fire/evacuation or other large scale event the following responsibilities and roles will apply

EO

In overall control of situation until such time (if required) the emergency services take over and all information and cooperation will be given to the incident commander

DEO

Second in command and responsible for ensuring personnel carry out their responsibilities as listed, he will also organise training with all personnel prior to and during the event, to include evacuation plans, fire drills, use of fire hydrants, responsibilities for each member. Also responsible for HSE and managing the SIA team



Production/ Site Manager

Ensure the generators are switched off where required and safe, ensure security fencing is in place to stop any unauthorised people touching the equipment

In the event of an emergency;

Fire, if generator has a fire use fire extinguishers in an attempt to put out the fire in a safe manner, then report incident to EO, if unable to put out fire then report immediately to the EO

Evacuation, assist event management team as designated in the pre event training

SENIOR MARSHALS

In the event of an emergency;

Fire, ensure all marshals and stewards are assisting the public to move away from the area of danger and to rally them in a safe area within the festival grounds unless an evacuation is required

Evacuation, ensure all marshals and stewards are assisting the public to move towards the evacuation route in an orderly fashion and reduce panic

MARSHALS

Fire, follow guidance from SENIOR MARSHALS to guide the public accordingly



Evacuation, immediately go to designated places (as per the pre event meeting and training session) and help guide the public to the evacuation route, if there are any public struggling or injured, assist as much as possible or inform EO of any seriously injured people

STEWARDS

Fire, follow guidance from SENIOR MARSHALS to guide the public accordingly

Evacuation, immediately go to designated places (as per the pre event meeting and training session) and help guide the public to the evacuation route, if there are any public struggling or injured, assist as much as possible or inform EO of any seriously injured people

OTHER MEMBERS OF THE HOMEGROWN TEAM

Your tasks in an emergency will be given clearly in the training before the event takes place and it is your responsibility to assist the Senior Marshals as directed

ONLY PERSONS TRAINED IN USING THE FIRE FIGHTING EQUIPMENT WILL BE AUTHORISED TO DO SO, SAFETY FIRST IN ALL SITUATIONS

Normal tasks

EVENT MANAGEMENT TEAM, to carry out assigned duties and fill in where necessary and where trained to do so

Ticket Ripper/Scanner. These two roles involve checking ticket validity on the entry gates.

Gate Steward/Wrist-bands. Assisting with the processing of customers, placing wristbands safely on wrists of people entering the site in exchange for their ticket, keeping your bands and ticket stubs secure, tallying your stubs and bands at the wristband



exchange. ENSURE ALL CHILDREN UNDER 16 HAVE THE CHILDS BAND PUT ON WITH PARENT/GUARDIANS MOBILE NUMBER WRITTEN ON.

Marshals & Steward. Directing campers to less congested areas of the site, keeping fire/access lanes clear, checking on amenities, giving out advice and directions, checking the general mood of the customers, interacting with customers, helping to create a happy vibrant atmosphere, reporting back any concerns/observations to supervisors and event management.

Runner Assisting the gate management team to keep stock of all wristbands and stubs and other general requirements.

Camping Steward. Making sure these areas are camped so as to allow the maximum use of the land (following camping space guidelines) available and report back any concerns to the event management.

(All the roles above will be under the management of Senior Steward. These roles will be assigned as and when needed once on site).

Information Point Steward. Helping the patrons in your area and supplying them with information on all aspects of the event. You are also responsible for feeding back up-to-date information to the event management team and gauging the mood of the customers in your area.

Event Ambassador. Handing out leaflets, maps and giveaways to customers. Providing customers with event information. Aiding welfare and medical teams to make sure everybody is having a good time.

Recycling Operative. Involved in the day-to-day recycling of waste materials on site. This may involve supporting on site contractors collecting refuse. Alternatively, you may be handing out bin liners and advising patrons of our onsite recycling facilities and encouraging them to use these.

Litter Picker. Part of a large team picking litter from the ground over the weekend and after the show to keep the site clean.



Bar Staff. Serving of drinks and collection of cash in one of the onsite bars. You would also be required to keep the bar clean and assist the bar management team.

Car Park Assistant. Assisting the car parking team with the safe parking of motor vehicles, collecting cash, giving directions and general duties.

Sanitation monitors. Monitoring the service areas, ensuring they are working correctly and efficiently, and managing the queue.

Supervisors. To monitor the roles above as directed by the event management team

Briefings to be given before the event and each morning before the festival opens:

Brief	Brief info and	By whom and when
What the event is	<ul style="list-style-type: none"> A brief description or outline, Dates & Times, Location, Meeting point: Where staff are to report to upon arrival 	EO and DEO
Important contacts	Volunteer Coordinator, Event Manager, Site Manager etc	EO
Duties	Outline what you expect of the staff and volunteers. It may be appropriate to split this into separate Job Descriptions for different roles	DEO
Reporting and Leaving	Clearly detail how staff and volunteers should check on and off their shifts.	DEO



Dress Code	Detail what you expect staff and volunteers to wear, including information on any supplied uniform	Managers
Facilities	Where staff can get changed, access drinking water etc.	Managers
<ul style="list-style-type: none"> Health and Safety Policy & Guidance 		DEO
<ul style="list-style-type: none"> Lost and Found Children Policy and Procedure 		Julie Moulds
<ul style="list-style-type: none"> Accident and Injury Policy and Procedure 		EO & DEO



Contractors and Suppliers – a full list of vendors with confirmation they are truly certified will be issued to the CDC 1 week prior to the event

Trader or supplier/service	Items of supply	Certification checked	V number - location
Showtime Amusements	Bouncy Castles	Yes	V1
Mot Rowe Catering	Roast meats, pancakes Slushy	Yes	V2
Cup & Saucer	Coffee	Yes	V3
Planet Burger	Burgers, Chips		V4
Ricos Pizza	Pizzas	Yes	V5
VACANT			V6
Box Seventy Seven	Cocktail vintage van	Yes	V7
VACANT			V8
VACANT			V9
Kinky Melons Retro Boutique	Vintage clothing	Yes	V10
Snack Shack	Crepes, candy floss, ice cream, cold drinks	Yes	V11
Kloud Nine	Gourmet Halloumi Foods	Yes	V12
VACANT			V13
VACANT			V14
Rainbow Shisha	Shisha, tea/coffee	Yes	V15

All suppliers/vendors/contractors will supply copies of their valid certificates/insurances/HSE/ use of Personal Protective Equipment (PPE) information before any commitment from the EO will take place

[



Camping

Any camping area will be within the defined camping site marked on the General Site Plan, the designated area for the camping is approx. 100 meters x 170 meters = 17,000 m² the tents will be pitched no closer than 6 meters from each other

We will:

- Ensure the camping area is well drained and level and grass cut short to minimise the risk of fire spread.
- Provide appropriate separation distances between individual tents to make the site safe from fire and trip hazards
- Physically segregate camping areas from vehicle parking areas.
- Provide information on site safety to campers (e.g. no campfires, no BBQs, location of fire points, toilets etc.) at strategic points.
- Provide enough fire points (these will consist of a means of raising the alarm, such as a gong or triangle and fire extinguishers/blankets, extra supplies of water and buckets).
- Provide enough toilet facilities and wash hand basins.
- Provide safe drinking water.
- Provide refuse receptacles at suitable locations.
- Provide enough lighting to enable to that people can see in poor light. (Higher levels of lighting at toilet areas, fire points etc.).

2 PLAN, AIMS AND OBJECTIVES

This plan is designed to bring together all of the individual organisations & agencies plans involved in the event into one document to provide a complete integrated event plan, its main objectives are:

- To ensure adherence to the four main licensing objectives
- To facilitate the running of a safe and enjoyable event



- To consider and plan for problems that may happen
- To define trigger points at which other plans may be implemented

Why this date? - These dates were chosen because:

1. It is the weekend before the bank holiday and thus maximising the potential of the festival
2. The weather should still be good at the end of August?
3. There are minimum number of other local festivals at the same time

Why this location? - This location was booked because:

1. Event Organiser (EO) knows the area and after looking at many other options understand that this site will reduce any issues with traffic build up
2. It is close to the M40 but does not have direct access (thus reducing potential traffic jams)
3. It is outside of a small village with access avoiding the village, thus reducing upset to neighbouring people
4. The land is has a very good drainage and is very dry and has a solid access in and out of the site
5. The layout of the land is ideally suited to the safe running of a festival
6. There is one main access from Akeman Street thus giving greater control over safety
7. There is a pedestrian evacuation to the South of the site as well as a field which can be designated for use by helicopter emergency services

3 EVENT DESCRIPTION

This is the second year of the 'Homegrown Music Festival' for East Anglia (the founder festival) and the first year for the event to be held in Oxfordshire, "Homegrown Music Festival Ox & Bucks", its purpose is to provide a safe and good value family music festival showcasing local musical talent from the Oxfordshire & Buckinghamshire region. In 2013 we had 1500 people attend the



festival in East Anglia which was declared a huge success by the people attending, the bands/vendors who came, and the organisers.

The siting of the event is the grounds the Fields next to The Bicester Sports Association, as per the location map below, Field off Akeman Street, Chesterton (closest posed is OX26 1TH), the land is owned by Grange Farm. The dates of the event are Friday 15th August to Monday 17th August 2014. Camping will start on the Friday afternoon and the music will be played from 6pm till 11pm on the Friday, 11am to 11pm on the Saturday and 11am to 10pm, we are expecting to have approximately 30 to 40 people camping. Our audience is expected to be made up of a mixture of both young people who either play or support young artists with an additional older generation of parents and music lovers and of course families. Marketing is mainly through the bands themselves together with flyers, posters and media advertising in the Oxfordshire and Buckinghamshire publications.

We have an area where the families can play safely with fully licensed supplier of bouncy castles who will also operate the items he brings, all vendors will produce their full certification to Homegrown on application for their pitches and no unlicensed vendors will be allowed.

4 PROFILE OF EXPECTED AUDIENCE

We expect the audience to be largely families and local music fans and due to some of the older bands performing an older audience, 35 – 55 year olds. Due to the targeted audience we don't expect any potential threats.

5 THE CAPACITY OF THE EVENT AREA

Although the capacity of the venue is probably 15,000, we are estimating less than 5,000 over the weekend period, more than likely APPROX 1,500, we are planning to hold this event on an annual basis and aim to develop the chance for a higher capacity, which for the future events we will be to build a second road/access from Grange Farm.

6 INSURANCES – see attached certificate



7 Security and Stewarding

All designated security staff must be appropriately SIA trained. Security is defined by the Security Industry Authority (SIA), as:

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property against destruction and danger
- Guarding individuals against assault
- Patrolling the grounds of the festival during out of hours operations

8 FIRE PRECAUTIONS AND BLUE ROUTE (Signs will be placed to give clear route markings near and through Grange farm)

We will have a dedicated fire truck and 2 fire fighters on site 24hrs per day who will also carry out fire safety patrols

Sufficient exits will be provided to allow audience and working personnel to exit the site to a place of safety, the points will be clearly marked on the General Site Plan, the visitor's maps and the A3 maps posted around the site and signs pointing to the exits will be placed in prominent positions. There will be an evacuation point to the right of the stage area with a route (lit) to a neighbouring field, shown on the general site plan.

Portable firefighting equipment should be provided in accordance with paragraphs 170 – 172 of the Event Safety Guide (AKA the Purple Guide) and ONLY approved personnel may operate these and any usage or damage reported immediately to the EO.

Temporary structures including marquees should conform to BS5438 and the MUTA Code of Public Safety. All décor, branding and other materials used should be pre- treated with flame retardant liquids.

Contractors/vendors should demonstrate the flame-retardancy of their materials.



In line with current legislation, a no smoking rule is enforceable in all enclosed areas.

All exits should be clearly signed using signage of an appropriate size.

People should be able to walk to safety along a clearly recognisable route by their own unaided efforts, regardless of where a fire may break out at the venue.

People will often try to leave the site the way they entered. Where this is not possible because of the position of the fire or smoke, stewards should be trained to route people away from the fire to a place of safety. Ensure that:

The number and size of exits in fences are sufficient for the number of people present and are distributed around the perimeter, all Exits and gateways will be unlocked and staffed by stewards throughout the event.

Consideration will be given to the following aspects when planning for fire safety at an outdoor event:

- Marquees and large tents
- Fastenings on doors and gates
- Exit and directional signs
- Fire-fighting equipment
- Means of giving warning in case of fire
- Storage and proximity of LPG containers to comply with current legislation

The risk of fire at the festival is most probable at 3 locations, and extra firefighting equipment will be provided in these locations

- Food vendors involved in cooking hot food
- Generators used for stage lighting etc.
- The camp site



Vendors to provide;

Fire Risk Assessment Forms issued by The Chief Fire Officers Association to both food concessions and Traders and market stalls have been issued to all food vendors attending the festival.

A Gas & LPG Compliance Form together with a check list of all certificates, Health & Safety Policies and risk assessments. No vendors will be permitted on site without these documents.

The food vendors which involve cooking hot food will be located in the same area, with adequate distance, which will have more stringent procedures and firefighting equipment.

Generators

The generators used on site are new silent running diesel generators hired in for the event. These are located at a point away from the public and with appropriate firefighting equipment next to them. ONLY Production/ Site Manager should operate this equipment and maintain

Camping

We will have two qualified fire fighters who will patrol the area irregularly looking out for potential hazards. The risk of fire from the camp site is probably the most likely if any. We have structured fire lanes for easy access for fire appliances. Notices will be displayed across the camp site and flyers issued to each camper telling them that no camp fires are to be lit , it also warns of the dangers of using BBQ's and stoves within the confines of their tents

Stewards and security will be briefed to watch out for signs of cooking/naked flames from inside tents and stop it immediately. Firefighting equipment will be placed around the campsite (locations of which are clearly marked on the General Site Plan



Drawing). Evacuation routes have been marked on the General Site Plan Drawing and small posters will be posted around the campsite. Large EXIT signs will be displayed in both the festival site and also on the camp site.

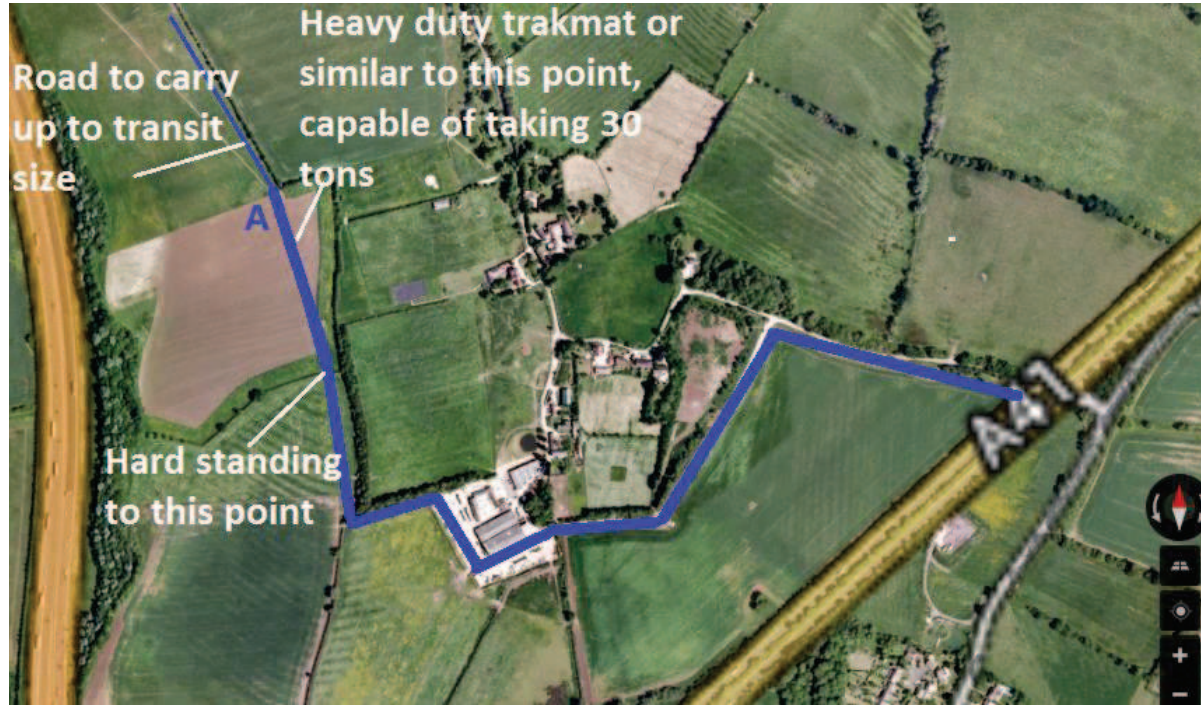
Fire lanes will be clearly marked in the camp and marshals shall ensure no tents are erected within these areas. These fire lanes will be easily accessible to emergency vehicles along the designated determined fire access routes. The camp site will be patrolled during the night to keep watch for fires.

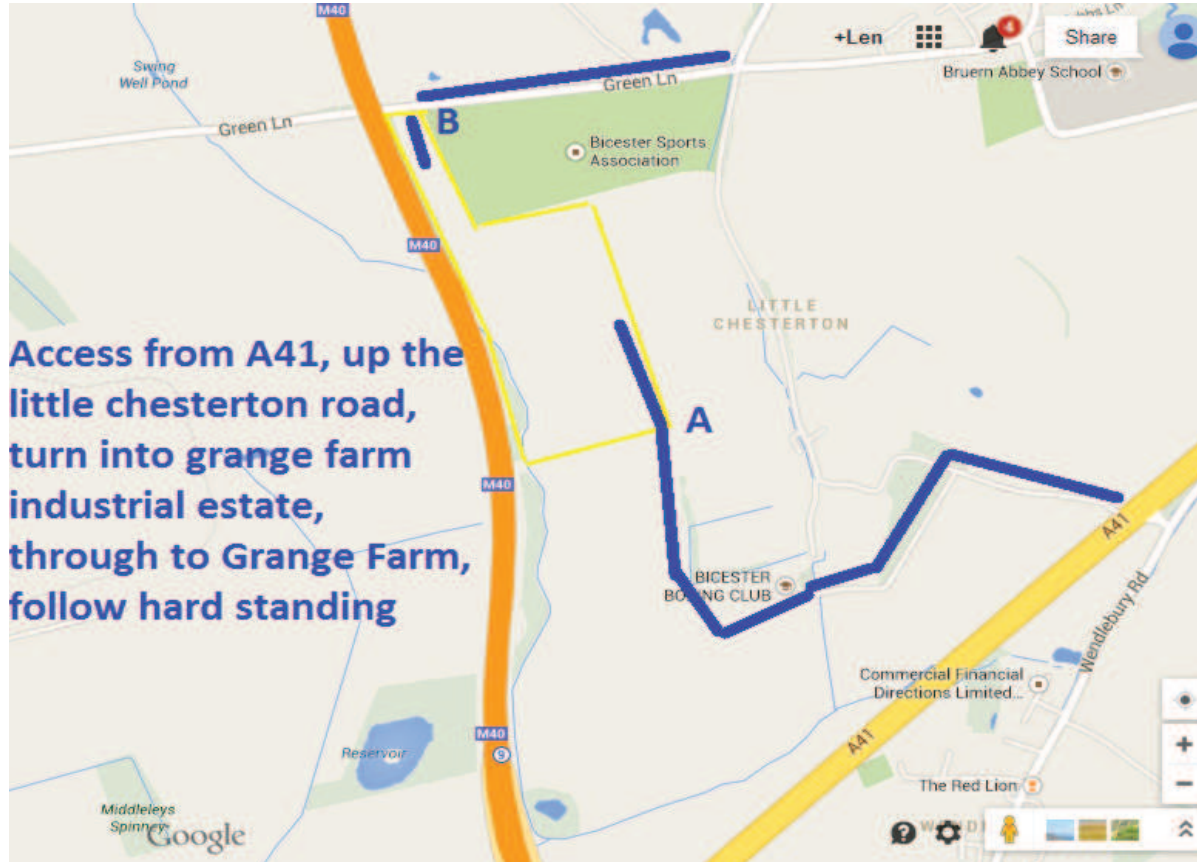
Blue Route

In the event of an emergency Marshalls will be dispatched to the access to Grange Farm to guide Emergency Services to the access road for the site, this will be the default location known as Access point A. The main route in has hard standing and 1 field between the festival site and the gate will have the heavy duty Trakmat installed which will include a reversing point. Thereafter there will be suitable covering for a vehicle up to the weight of a transit van will be laid from the gate, along the back of the stage to the control point. Access point for site known as A (this will be the default access unless otherwise announced on the emergency call) - 51°52'48.09"N - 1°11'48.01"W



Blue route access for A via Grange farm driveway, follow hard standing to gate and across the Trakmat route to the gate accessing the festival field





Access from A41, up the little chesterton road, turn into grange farm industrial estate, through to Grange Farm, follow hard standing



9 Traffic Management (Please see General Site Plan Drawing)

The roads leading to the site from both directions are wide enough for 2 cars and thus should cause little or no delay with cars arriving and leaving the site, Marshals will be posted at all times to ensure safety, Marshals will not control traffic on public roads

Ingress and Egress to the festival site

2 days before the event the verges will be cut and the bushes will be cut back to allow greater vision along the roads both ways, the verges will be mowed and checked for any holes or humps to ensure a safe walkway for Marshals and any possible pedestrians

Advanced warning signs will be placed by the AA no later than 48 hours (please see attached location and sign description) at the relevant points, the signs will state the name of the festival, the dates of the festival and to be aware of possible delays to traffic

Road Marshals will be placed both ways to act as visible markers to motorists and to guide festival traffic in to the festival entrance in a safe and timely manner.

At NO time will the Road Marshalls attempt to control traffic on the public roads.

Priority is given to traffic entering the site, no tickets are being checked near the entrance but rather at the car park entrance some 200 meters on to the festival car parking area, and this should reduce delays on accessing the site and thereby minimize any possible traffic delays.

There will be signs posted at the entrances to Chesterton and the road to little Chesterton stating NO ACCESS TO FESTIVAL TRAFFIC.



The drop off point within the festival ground will have an area for the pedestrians to safely disembark to the pedestrian lanes that will be clearly marked

Drivers wishing to exit (after drop off) the festival site will wait for the Entrance Marshals to direct them to do so, the priority will be given to vehicles entering the festival site.

The main Blue Route access is from the main festival site near to the rear of the stage and thus has a blue route, we will, however, have a route kept clear and free of obstacles along the border of the site from the main festival entrance.

The mini buses will be shuttling people back and forth to Bicester North Station and the festival site and the waiting time will be no longer than 20 minutes on either side, we estimate more likely 10 minutes, this service is free and will be heavily published on our website and social media to encourage people to use this service rather than drive.

A SIA or Senior Marshal will accompany the driver on his trips to Bicester after 5PM each evening to reduce any chances of drunken behaviour on board.

Should emergency vehicles be called the Marshals (guided by the senior EO, DEO, SIA or senior Marshal will guide others to ensure all access and fire lanes are clear

No vehicles (unless authorised by the Event Organiser) will be allowed on licensed part of the festival site during the opening hours, unless an emergency service vehicle which will have a banksman on foot to ensure safety of the public.

Once Music from the Festival stops we expect the public to be leaving primarily within 30 or 40 minutes, all mini busses will be parked at the drop off point ready to leave when full, Gate Marshals and Road Marshals (all with torches and high visibility clothing) will take their positions to act as visible warnings to any other traffic, gate Marshals will ensure the traffic leaving does



so in an orderly manner, the presence of at least one SIA team member will be ensured. At the close of the festival a verbal message will be relayed to ask the public to respect the neighbourhood and drive carefully

Pedestrians

Pedestrian movement on the site is a very low risk as no vehicles will be used on site, with the exception of emergency vehicles and/or authorized by the EO, for pedestrians leaving the site there will be a notice at the exit warning them to be careful and to keep to the verges where they are cut, however, we expect very few to leave by foot

There will be steps on the right side of the slope which will lead to the pedestrian walkway alongside the car park

Pedestrians will be discouraged from leaving the site on foot and offered the free mini bus shuttle service

10 ENVIRONMENTAL CONSIDERATIONS

Environmental considerations are very important to the organisers of Homegrown for several reasons, to reduce any impact we are providing the following;

Garbage containers in several locations within the festival area, vendor's area, camping area, car parking area, these containers will be emptied on a regular basis into the main skips (which will have covers

- No fires allowed anywhere on site
- Adequate toilet facilities and shower facilities (the latter for the campers) regularly serviced and cleaned
- Fences will ring the site to stop the public entering the wooded areas



11 COMMUNICATIONS

- SIA personnel will bring their own radios and one will be given to both the EO and the DEO
- Short range radios will be issued to all Marshals and senior stewards
- A full list of mobile telephone numbers will be issued to all personnel which will include positions and responsibilities
- Spare radios and mobile phones will be kept in the control room
- Battery charging facilities will be in the control room
- Loud hailers will be kept in the control room
- Vendors will be given a list of key personnel for urgent or emergency reasons

12 CROWD MANAGEMENT

We will have 8 SIA Security personnel at present during licensable activities on shifts and 2 SIA security personnel patrolling out of hours, allocated to the festival. Their locations will be marked on the event management site plan as well as roving security

There will be fenced access to and from the site as well as substantive Heras fencing around the site to prevent access or exit through neighbouring land or roads (see General Site Plan Drawing)

We will have voluntary stewards at the festival (wearing high viz vests), over 18 yrs. of age. Their locations will also be marked on the site plan. The main public entrance to the festival site and the camp site is in Akeman Street as shown on the site plan. Persons driving to the festival will be guided by signs and stewards to the car park allocated (see General Site Plan Drawing).

Heras fencing will allow a wide walkway to the ticket office which will be wide enough to allow previously paid motorhomes, caravans and camper vans (all of which will be informed to arrive between 12 and 2 on the festival day well before the event opens) access to the camp site as well as all those who are either camping or coming for the day.



Here online tickets purchased will be checked which will determine whether they are single day, full weekend or weekend campers, and the appropriate wristband issued, on the gate wristbands will also be issued. Pre purchased tickets will have their stub removed and the main ticket will be given back together with the appropriate wristband. If they are campers they will be shown to the camp area or if not shown to the festival area.

The stages will have crowd control barriers at the stage end to prevent unauthorised access to the stages and crowd control personnel. Artists, bands and staff will enter through the main site and parked in a separate parking area. Vendors will access the site on the Friday before the start of the festival via the main entrance and depart the same way after the festival finishes.

Search Policy

Searching by SIA team members

SIA members understands the EO wants customers to be searched as they enter the venue. This search policy will also include how often customers should be searched (e.g. all customers or at random) and whether customers should be searched after they have been admitted to the venue. The search policy may direct door supervisors to search:

- General search
- Random
- Specific

The amount of searching carried out very much depends on the head of the SIA at the time. Any search completed by the SIA team discourages customers from bringing weapons and drugs into a venue. The SIA team will also search customers for alcohol and drugs.



Right to search by SIA team members

The SIA do not have an automatic legal right to search people. However, HMF (Homegrown Music Festivals) have a search policy in place which makes it a condition of entry for customers to be searched as they enter the premises.

What if someone refuses search to door supervisor

Any person who refuses to be searched should be politely refused entry. Generally, most people are happy to provide permission once it has been explained that the search policy is for their protection. If permission is withdrawn at any time during the search the SIA must stop searching the person immediately. The customer should then be refused entry to the premises. SIA must have a colleague. To cover them

The role of the support SIA is to

- Maintain control of the entrance
- Assist if the customer attacks the door supervisor conducting the search
- Act as a witness against any malicious allegations.

What should door supervisor do with seized items?

Door supervisors can seize weapons or drugs they find during a search. Seizure means that all reasonable steps are made to:

- Hand the item to the police as soon as possible
- Secure the item in the venue's safe or a locked drawer to await police collection
- Record the process taken until the item reaches the police



How should door supervisor protect themselves during search?

People should be asked to empty their own bags and pockets. The SIA member should not put their hands into a person's pockets. When searching a bag a SIA member should ask the customer to take out the contents for inspection. A SIA member should always search a person from the side. This is safer than standing 'square on' to a person. A person should never be asked to strip. Only ask a person to remove an item of clothing if it is preventing a reasonable search. To protect against infections a door supervisor could1. Wear rubber gloves. Needle-proof gloves can be worn as protection against sharp objects.

13 EMERGENCY PROCEDURES PLAN

First Aid posts and actions

The first aid posts will be operational during the festival hours and on standby (on site for staff or campers) all other times. A protocol for the use of radio equipment, including consistent call signs, will be agreed before the event.

There will be a first aid nominated and qualified person available during the build-up process, from Tuesday the 12th August in case needed, this will also apply to the breakdown there after.

Queuing

Although we do not anticipate any long queues of people, we will have a first aider present near to the ticket office to administer first aid to the public where necessary.

General

There will be two main first aid posts, as marked on the general site plan with a red cross.



We will have 2 EMT personnel and an ambulance on site for the duration of the event and these will be posted at the first aid post near to the stage, as per the general site plan and marked with a Red Cross and EMT.

The first aid and EMT personnel will all be equipped with radios and mobile phones and will be in constant contact with Control.

Only in exceptional circumstances should ambulance vehicles be allowed to enter audience areas.

Ambulances should not move from their designated position except on the instruction of their control unless compromised on grounds of safety. At events with high audience densities consider the use of foot squads or buggies to remove casualties.

First Aid procedure;

Once the first aider/EMT is made aware of a situation (either by radio, mobile phone, public attending a first aid post, Marshal alert), they should either go to the person or meet the person at the first aid post.

Inform control or first aid designated office by person, radio or mobile phone

Perform their procedures

Advise patient on next steps, if a major injury then arrange for transportation to the A&E or the Emergency services to be called

Log as much info as possible of the person and how the event happened and treatment provided.

Replenish any contents used

Documentation

An event log will be maintained, which should include any actions or decisions taken by the manager of the medical provisions and the reasons for those actions.



Note: Event logs, report forms and records completed at an event may be required at a later date to assist in the reporting of accidents and injury to workers and audience members under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Control will ensure that the appointed medical provider maintains a record of all people seeking treatment. The only people who may be shown patients' records are those that are involved in the treatment or those that have lawful authority.

UNTOWARD INCIDENTS

1. An untoward incident is defined as *'a routine occurrence that impacts upon the safe running of the event, but does not require the Police to assume the coordination of its resolution'*.
2. Despite effective planning, there may still be occurrences determined as untoward incidents. However, it is recognised that if the Event Organiser does not address such circumstances effectively, a more serious emergency situation may result.
3. Resolution of such routine occurrences is an intrinsic part of the management of the event. Given their predictability, appropriate contingency arrangements have been implemented to manage these situations by the Event Organiser.
4. The Event Organiser may retain responsibility for coordination of the response, even if Emergency Service assistance has been requested. However, the Emergency Services may decide that circumstances warrant further intervention. The Event Organiser will then provide assistance to them as required.

EMERGENCY SITUATIONS



1. An emergency situation is defined as *'an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order and does require the Emergency Services to assume the coordination of its resolution'*.
2. Whilst the Event Organiser is responsible for dealing with untoward incidents, those involved must be aware of their own ability to cope and recognise the occurrence of emergency situations. In such circumstances, responsibility for coordination of the response will pass to the Emergency Services.
3. The incident commander (if called in) will be responsible for coordination of the response and will liaise with the Event Organiser. During emergency situations it is essential that the Event Organiser consults the Incident Commander and seeks advice on the most efficient deployment of Stewards.
4. Steward Supervisors will remain in contact with the Event Organiser through radio links.
5. All Stewards and Officials will have a thorough understanding of the appropriate contingency arrangements.
6. The Event Organiser will utilise its Public Address System or loud hailers for emergency announcements.
7. In most emergency situations, the deployed resources available to the Emergency Services will be sufficient to ensure effective resolution. However, it is recognised that circumstances may be such that a major incident will have to be declared.

EMERGENCY SITUATION RESPONSE PLAN

1. The following information is primarily for the information of the Homegrown team.
2. On occurrence of an untoward incident, the Event Organiser will manage the response of Stewards through normal radio links. An untoward incident will require a localised response, which should not require general broadcast.



Plan will be implemented as follows: -

1. Any Steward becoming aware of a potential untoward incident or emergency situation, must advise the Event Organiser as soon as possible, preferably by radio. A concise location and situation report should be given.
2. On receipt of this information, the Event Organiser will assess, as such, if required the Emergency Situation Response Plan will be implemented, otherwise the Event Organiser will manage the occurrence of an untoward incident.
3. The Event Organiser will halt any performances.
4. Although there are natural breaks in the performances, any unplanned stoppage could indicate a possible emergency situation.
5. The Event Organiser will instruct the Public Address System Controller to make an announcement on the following lines, "COULD WE PLEASE ASK THE CROWD TO BE PATIENT. THERE WILL BE A SHORT DELAY".
6. Radio traffic, unless essential, will be restricted to that between the initial caller and the Event Organiser. Any deviation from this protocol will be instigated by the Event Organiser.
7. The Event Organiser will assess the next steps and whether emergency services are required
8. The Action Plan will then be relayed by radio to the Stewards and SIA Personnel.
9. The Event Organiser will make a Public Address Announcement to the public, giving an appropriate message in a clear and concise manner.



10. Stewards, SIA and Stage Managers will act as per their issued instructions.
11. If evacuation of part, or all, of the event site is required, Stewards and SIA will prevent re-entry without specific permission from the Event Organiser. This will be forthcoming following assessment of the situation
12. The Event Organiser will advise Stewards of their appropriate post Emergency Situation reporting procedure.

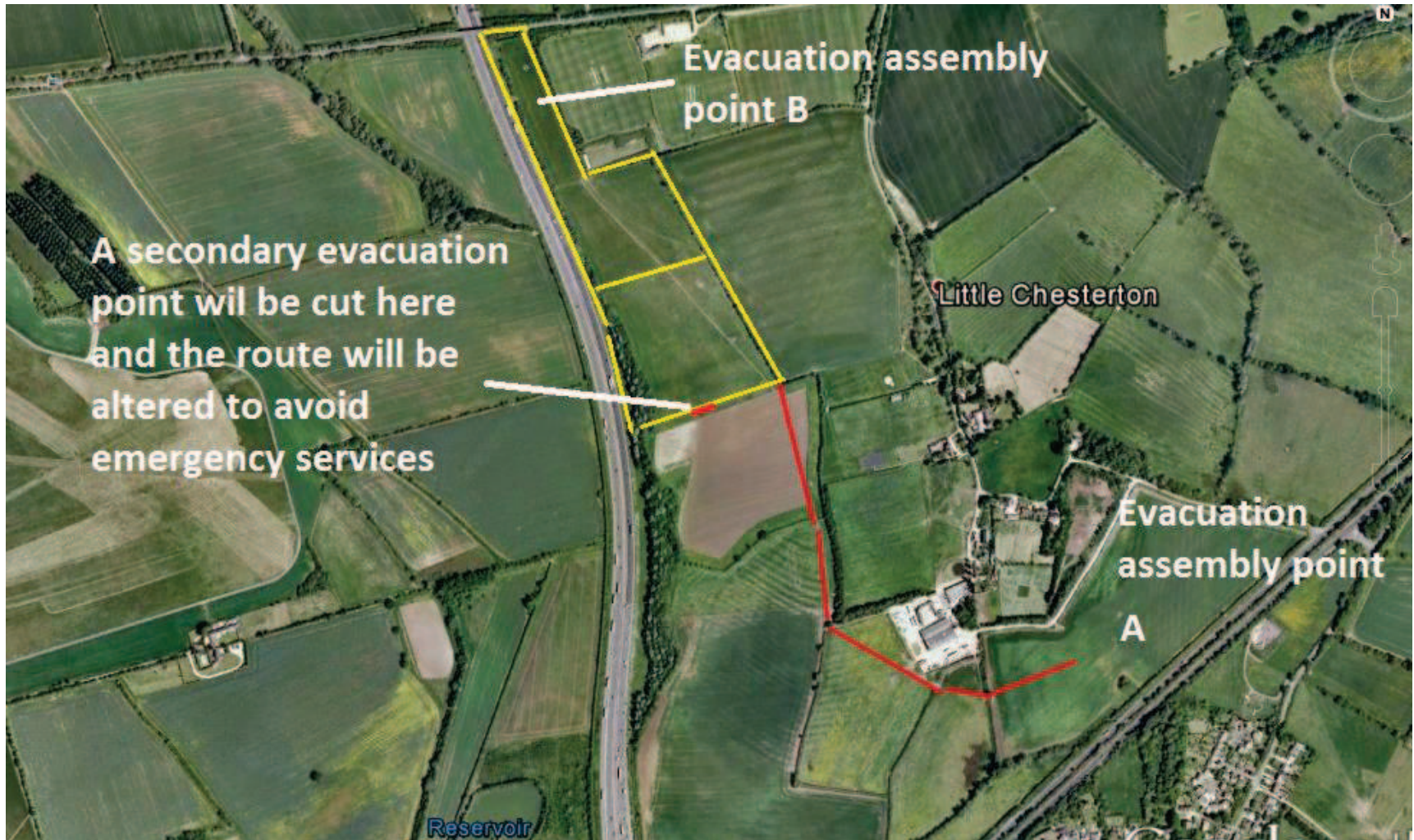
EVACUATION OF THE SITE (Evacuation site clearly marked on general site plan)

General

- The Event Control has radio COMMS to all personnel on the festival staff can communicate with emergency services on 999 or 101 by mobile phone
- There are crowd control barriers and plastic tape in stock on the site, which may be used to cordon off an area.
- Reasons for site evacuation may range from fire in the facilities, a bomb scare or any other similar reason.
- The Event Control will decide on the action necessary; consulting if necessary with the Emergency Services. Once the incident commander is on scene (if required) they will take over responsibility for any further action.
- Members of the public must be moved away from the danger area in a speedy but organised manner.
- Stewards, SIA and assistants will be advised of the centre of the incident and will be instructed as to the direction in which to move the public clear of the area. They will also be advised as to the information that may be passed to the public during this process.



- Once the area has been cleared then it should be taped off or barriers erected to prevent people re-accessing the site.
- There are exits from the site at the north and south (this is for emergency evacuation only) end of the festival site, the farmers track to the south can be used in emergencies and will be clearly marked
- Senior Marshals/Stewards and/or SIA should open the vehicular gates to make evacuation quicker.
- It is essential that the evacuation is carried out in a calm, firm and organised manner to avoid any panic or confusion. Do not force people out onto the highway; it may be safer to make sure they move into the farmer's field away from the danger area.
- Evacuation routes, the evacuation point near the stage is also the Blue Route A default access point, should an emergency occur where this point is needed for evacuation of people and access via emergency personnel, first see if the emergency services can access via point B, if not then the fence will be cut (as marked on the map) fence cutters and gloves and other relevant equipment will be kept on hand and 4 personnel will be given training and have the responsibility to carry out this operations and to make a safe adequate escape route that will avoid any vehicles arriving – Marshals will be trained on this as an alternative route and the public will be guided thus
- Signs are being designed and will be placed to guide emergency services through Grange Farm





FIRE HAZARDS, BOMB THREATS, SUSPICIOUS PACKAGES / VEHICLES.

The following information will be given to the Marshals/Stewards and SIA regarding these hazards. Emergency Services should be aware of the guidelines (via notification from the SAG committee member in the form of a crib sheet); however, they should act in accordance with normal procedures that will normally be initiated with a situation report to the Event Organiser.

14 LOST/FOUND CHILDREN PROCEDURE

At the ticket office, children will be issued a wrist band which the parents are asked to write their mobile number on as well as the child's name and family name to assist in locating them if needed

The lost children officer with full enhanced CRB clearance (Julie Moulds Child Safety Officer) will be employed to cover the Lost Children's Area (situated within the Event Control). The assigned worker will be responsible for looking after the welfare of any child delivered to the Lost Children's Area.

A form (below) will be completed (in duplicate) giving details of the child's name, age, address, time of arrival, and details of who he/she arrived with. This same form will be used to indicate the return of the child to his/her guardian. A copy of each completed form is to be retained by the safety officer (Julie Moulds) and the EO as soon as possible after the child is reunited.

The Procedure for dealing with a Parent Reporting a Lost Child will be:

Children or vulnerable adults found without their parents

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.



- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ persona assistant/ brother etc. names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to Security Control via 2-way radio, who will then organise a search.
- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could (Name of person) please come to the collection point located at the Welfare Tent.
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, and then please go to the collection point located in the Welfare tent".
- The PA announcement should not mention the name of the lost child.
- Radio code for a child or person found without parent or guardian is "[**Bluebell**]" (example, Welfare to security we have a "**Bluebell**" at the Welfare tent, details as follows...)
- Radio code for a parent/guardian reporting a child or person missing is "[**Red Ribbon**]".
- If a parent /carer /personal assistant is not located with 30 minutes, Security Control will inform the police.

Parent/ Guardian /Personal Assistants reporting lost children

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.



- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Using the code word “[**Red Ribbon**]” radio a message to security control and all staff on radio giving the information gathered.
- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
- When the child or vulnerable person is found, they will be lead to the collection point to be re-united with their parent.
- If a child or vulnerable person is not found within 30 minutes Security Control will inform the police.

Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all stewards, security, staff and police will be informed immediately, as required.

Lost/found persons log

- All lost persons / children’s incidents must be logged and filed.



- An agreed Lost Children Point will be available at the event, which will be next to the event’s Information Point and by the First Aid station.
- If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a member of staff or steward they should be directed or taken to this point as appropriate.
- Where ‘child’ is written in this document, please also understand it to mean vulnerable adults too.
- The child remains in the lost children’s area until his/her guardians are found. The form is to be completed and signed by the Lost Children’s officer when a child has been reunited and left the lost children area.
- A copy of the form is to be given to the safety officer as soon as possible after the child is reunited.
- If there is any doubt as to the validity of the guardian claiming the child or if there is concern that the child might be in danger – the safety officer should be consulted and the decision left to them. Do not allow a child to go off with anyone under the age 16. Do not put yourself in danger or in any compromising situations.
- Do not give the child anything to eat or drink – except water.

ALL CHILDREN UNDER 16 WILL HAVE THEIR PARENTS PHONE NUMBER WRITTEN ON TO THEIR WRIST BANDS AS SOON AS THEY ARRIVE

FOUND/LOST CHILD FORM - Lost/Found Persons log

Date	
Time	



Name	
Age	
Sex	
Address	
Home Telephone	
Parents Mobile	
How did they arrive?	
Where were they when they became Separated?	
Was there a meeting Place arranged?	
Description of child:	
To whom reunited	
Time reunited	
Signed	
Signed by staff dealing with child	
Comments by Event Organiser	

15 HEALTH & SAFETY GUIDELINES

The health and safety of everyone on the festival site is very important to us as organisers of this event. There are some basic things you can do to help keep this a safe and enjoyable event for all.

IMPORTANT NOTES – PLEASE READ



Children under 16 must be accompanied by an adult at the festival

No Animals are permitted on the festival site except guide dogs, which must be kept on a lead. Owners are responsible for cleaning up after their dog and must use the bins provided.

NO GLASS of any kind is allowed on site. Glass bottles/containers & contents will be not be allowed onto the site. Leave them in your car.

You will not be allowed to bring your own alcohol onto the site. A wide variety of alcohol is available on site at reasonable prices. Please refrain from entering any roped off area.

We expect all festival goers to behave in a reasonable and responsible manner at all times, showing consideration for others, the facilities and the future of the festival. We therefore reserve the right to refuse admission or to eject a ticket holder for behaviour likely to cause damage, injury, nuisance or annoyance or for failure to comply with the reasonable requests of the Festival.

We will make the public aware via posters and information leaflets given out with wristbands to assist us in these matters by reporting any violation of the above or below to a steward;

- Don't bring valuables.
- Stay in groups and be tolerant of people slowing you down. Just enjoy going with the flow.
- Festivals are busy places so don't be irritated by being pushed or someone stepping on your toes.
- Don't leave your drink unattended. Even soft drinks can be spiked.
- Remember, alcohol or drugs can affect your ability to make safe judgments.
- Check your mobile is charged on a daily basis. Most big festivals have onsite recharging facilities.
- If you have any concerns about your safety in the campsites, find a plot somewhere well-lit.
- Introduce yourself to campsite staff, show them where your tent is, and stick a distinctive flag on it so that they can see it easily. Ask them to keep an eye out.



- Make friends with your neighbours. It's nice to meet new people, and you can keep an eye on each other's tents. But keep in mind that they're strangers, so don't trust them with anything valuable.
- At night, stay on the main roads in the campsites. Don't go exploring darker, quieter areas – you can do that in the day.
- Organise a meeting point with your friends where you will be three times a day (e.g. 2pm, 6pm and 1am) in case you get split up.
- Don't leave anything valuable in your car. Leave your glove compartment empty and open. Check on it during the festival.
- Split your cash and cards into two stashes so that if one lot is lost or stolen, you have some back-up money.
- Don't put a padlock on your tent as this will invite thieves.
- Don't leave any valuables inside your tent when you go to see a band. Store your valuables well at night in separate stashes.
- Don't bury your valuables by your tent as someone may be watching.
- Mark your property and your tent with your name and postcode. This will significantly reduce the risk of things being stolen.
- To make life harder for thieves, leave your tent untidy so that there is no obvious bag to grab quickly.
- Bring only the cash cards you need. Make a note of your bank's emergency number to call if your cards are stolen.
- If you need medicines with you onsite, keep them with you or keep them secure



16 FIRE RISK ASSESSMENT

A full fire risk assessment is being prepared by John Sear of Fire Threat Ltd and will be presented by 5th August 2014 and another will be carried out on the Friday morning when the festival site is laid out and set up with vendors in place, this second assessment will then be submitted, and the assessment will follow the standard forms and will be carried out by a professional and recognised company who will provide advice accordingly, the company who produce these assessments will have a person on site every day to advise and carry out training prior to and during the event

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Implement your findings
5. Review your risk assessment and update if necessary

17 SITE SAFETY RISK ASSESSMENTS

Risk Assessments

Ensure clear markings and instruction/training to relevant and designated staff/volunteers/members of the Homegrown team

- Emergency routes and exits
- Fire detection and warning systems
- Firefighting equipment – location and handling and trained personnel
- Removal or safe storage of dangerous substances
- An emergency fire evacuation plan
- The needs of vulnerable people, e.g. the elderly, young children or those with disabilities



- Providing information to employees and other people on the premises with staff fire safety training
- Potential danger spots where fires could occur

Bomb Threats

- The Event Organiser and the Stewards at its disposal must be aware of the potential, however negligible, of bomb threats and the ensuing actions that must be taken.
- Bomb threats may be received by any agency and are likely to come by way of telephone.
- In the event of a bomb threat being received by the Event Organiser the emergency services must be informed immediately.

Suspicious Packages and Vehicles

- Even without the receipt of a specific bomb threat, Stewards and SIA must remain vigilant as regards the possibility of the discovery of suspect packages or vehicles and should make a cursory check of their area of responsibility when they commence patrol.
- If a suspicious package or vehicle is discovered it should not be touched or moved. The Event Organiser should be informed as soon as possible. However, radios and mobile phones should not be used within 25 meters distance of suspect packages or vehicles.
- The Event Organiser will notify the Emergency Services immediately. The Incident Commander will be responsible for the coordination of the response.



- If the Incident Commander, following consultation with the Event Organiser, decides that the appropriate response to an emergency situation is to activate an `Action Plan' including a partial or full evacuation, guidance pertinent to the implementation of the `**Action Plan**' is as follows: -
 - a) The Event Organiser will broadcast clear and concise instructions to the crowd to move in accordance with the `Action Plan' implemented over the Public Address system. Public co-operation should be requested and some reasoning behind the need to move explained.
 - b) Stewards and SIA should actively encourage the crowd to move in accordance with the public address announcement. They must attempt to reassure and calm the crowd. It will be vital that in, the event of a failure of public address systems, correct information is relayed by Stewards using portable loudhailers.

Key to who is responsible for each task;

LR	– Len Readle	CM	– Christine Mooring
GM	– Glen Moulds	FT	– Fire Team
BS	– Brian Smith	EMT	– EMT Team
JM	– Julia Moulds	RD	– Richard Dixon
KK	– Kevin King	ST	– Sound Team
		JS	– John Sear



18 Event Safety Risk Assessment for HOMEGROWN MUSIC FESTIVALS LTD - OXFORDSHIRE

Date of Assessment – 16/07/2014

Version – REV16/7/14/LJR

Assessment carried out by – LEN READLE

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Workplace transport – for set up and break down of the festival	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle.	<p>Workers trained by competent person to operate work vehicles and forklift trucks.</p> <p>All work vehicles maintained and inspected according to manufacturers' instructions.</p> <p>Workers wear lap belts when using vehicles.</p> <p>High visibility vests available and worn as necessary, eg night time</p>	<p>Introduce a one way traffic flow system on site.</p> <p>Introduce speed limit on the site.</p> <p>Arrange for servicing of toilets and collection of waste only between the hours of 6 AM and 8 AM when the public are on site.</p> <p>Prohibit all other vehicle movements other than</p>	LR & GM	12/08	



			emergency services when the public are on the site			
Pedestrian/Vehicle conflict – on site for set up and break down	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi/Bus drop off point provided and pedestrians discouraged from walking on the Highway. Signage and lighting provided to warn other road users of event.	Investigate the possibility of providing a shuttle bus. Consult on transport plans with Local Police Force and County/Council Highways authority.	GM	13/08	
Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Floors in marquees and other structures laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use. Temporary lighting provided to walkways, toilets and general areas in use by the public after dark. Marquee pegs protected by foam and guy ropes etc highlighted in public areas	Provide a temporary fence to relevant areas	GM	13/08	



		Good housekeeping – staff ‘see it and sort it’.				
Collapse of Structures	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	Stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.	There is a need to check weather forecast daily. Check with provider(s) maximum wind speeds that structure can withstand safely. Make contingency plans to enable closure of structure in adverse weather conditions.	LR & GM	13/08	
Hearing Damage	Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly	Areas of the stage/event identified as being within the action level and signage provided. Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed.	Sound monitoring and protection where needed	ST, CM & LR	14/08	



	performers, stewards and bar staff.	Staff known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.				
Hearing Damage	The public might suffer permanent or temporary hearing damage from exposure to loud music.	Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers. Warnings provided to the public with in advance with tickets and by signage at the entrance.	Sound monitoring and protection where needed	ST, CM & LR	14/08	
Medical Emergency	Workers and others could become seriously ill if no	First aid for staff to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for	Consult on plans for medical emergency cover with Local NHS	EMT & LR	14/08	



	emergency first aid available.	events of up to 500 attendees or in accordance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide) - http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717624539	Ambulance Trust for more serious injuries			
Lost Children	Children and parents can become separated	All staff and stewards made aware of the Lost Child policy.	Check CRB status of person to take responsibility for lost children at the event.	JM	15/08	
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.	RD & LR	13/08	



		<p>on completion. Certificate to be kept at the event.</p> <p>All electrical equipment to be PAT tested.</p>				
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	Fire risk assessment done, following Fire Risk assessments and Fire Management Plan guidance	Fire stewards to check fire exits and keep exits clear during performances	JS & FT	14/08	
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	<p>Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on food stall.</p> <p>Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so.</p> <p>Food vendors only allowed to have one day's supply of LPG at their stall.</p>	Make arrangements to check food vendors are complying with gas safety requirements.	JS & FT	14/08	



Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	Barriers suitable for foreseeable loading to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.		BS & RD	14/08	
Fairground Rides	Workers and others risk serious, possibly fatal injury if fairground rides collapse or have defects.	Only reputable fairground ride suppliers to be used at the event. Copies of all inspection certification (ADIPS) and public liability insurance to be obtained in advance of the event.	(there is only 1 small safe ride that is for small children, not classed as a fair ground ride)	RD	14/08	
Bouncy Castles	The public risk serious injury if bouncy castles are defective or there is inadequate supervision.	Only reputable bouncy castle suppliers to be used at the event. Copies of all inspection certification (ADIPS and/or PIPA) and public liability insurance to be obtained in advance of the event.	Check to ensure there will be adequate levels of supervision when the bouncy castle is in use.	Operat or & LR		



Fireworks	Danger from fire, explosion, direct impact and panic	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE (HS(G) 123/124).	NO FIREWORKS AT THIS EVENT	N/A		
Lasers and other special effects	Staff and public may suffer eye damage if used improperly.	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY. ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE HS(G) 95.2	NO LASERS OR SPECIAL EFFECTS AT THIS EVENT	N/A		
Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employees food hygiene training certificates and their food	Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event.	CM & LR	14/08	



		safety management system with them to event.	Invite Environmental Health Department to inspect food stalls.			
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	<p>Staff trained to spot potential trouble makers, defuse tension/situations etc. throughout.</p> <p>Adequate number of trained, SIA badged security staff.</p> <p>Staff trained in procedures re-entry, queuing, bag searches, etc and signs displayed for public.</p> <p>Control of numbers at event particularly in performance areas and marquees.</p> <p>Pit security staff employed to observe crowd behaviours.</p> <p>Drinks not served to people obviously under the influence.</p> <p>No glass at the event.</p>	<p>Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event.</p> <p>Consult with the local Police on security plans.</p>	BS, GM & LR		



<p>Smoke and fogs</p>	<p>Staff may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to eyes, nose and breathing for staff and the public.</p>	<p>Only trained workers have access to the products, which are kept in a locked container.</p> <p>Only workers trained in the risk of the product, use the products following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer.</p>	<p>THERE WILL BE NO ARTIFICIAL FOG OR SMOKE AT THIS EVENT</p>	<p>N/A</p>		
<p>Work at height</p>	<p>Workers and others risk serious, possibly fatal, injuries if they fall from height.</p>	<p>Stages and marquees to be erected by a competent person/contractor.</p> <p>Risk assessments/method statements of contractors checked for safe systems of work before the event.</p> <p>All work at height assessed on an individual task basis.</p> <p>Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.</p>	<p>There is no works at height</p>	<p>N/A</p>		



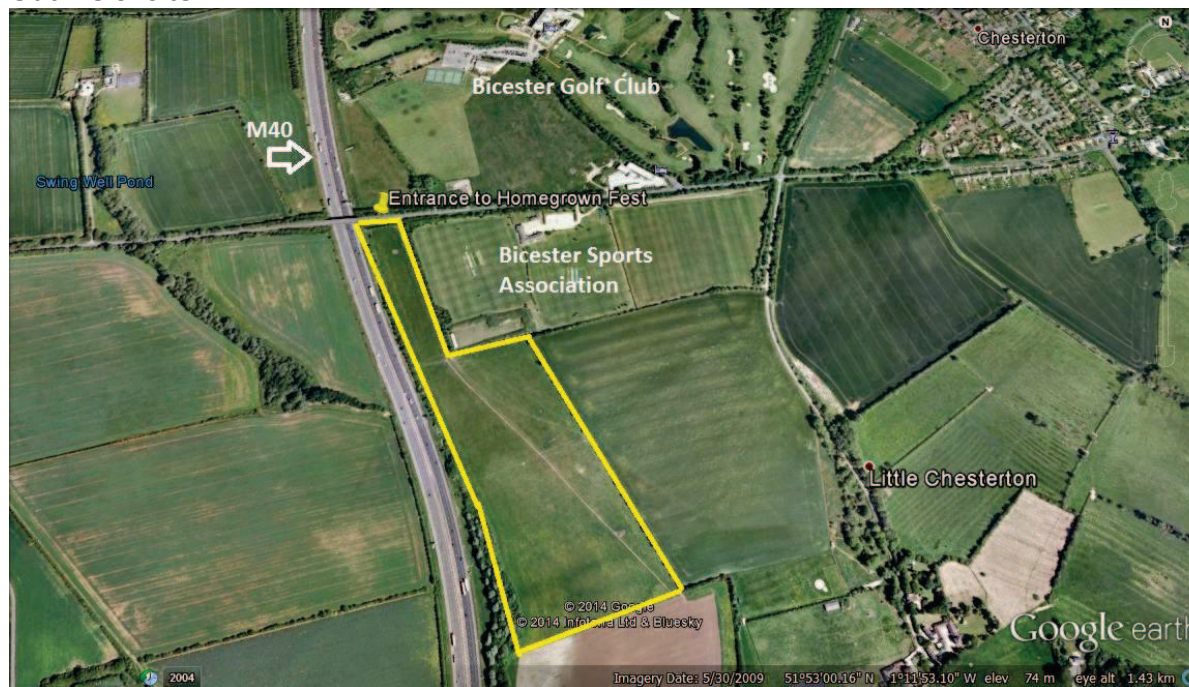
Manual Handling	Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.	<p>All work involving manual handling assessed on an individual task basis.</p> <p>Risk assessments/method statements of contractors checked for safe systems of work before the event.</p> <p>Only trained staff involved in manual handling.</p> <p>Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trollies available for staff.</p>	Ensure new staff are shown how to use the manual handing aids.	GM & LR	13/08	
-----------------	--	--	--	---------	-------	--



Plans and pictures, layouts (all pictures and layouts/plans will be in the General Site Plan)

- A scaled and gridded plan known as the 'General Site Plan' is attached to this document which shows the placements as required.
- An outlying road map is attached which shows the recommended routes and avoidance areas.
- Below are google pictures to show the general area of the festival site.

Outline of site





The area is generally flat and solid ground, the ground has good draining abilities and proven in te last floods where this land stayed relatively un-flooded and dried out very quickly

The land is owned by Grange Farm which is close to the land

The Bicester Sports association is close by, the music will be played in the furthest field from the BSA and will be faced towards the M40 to reduce sound pollution

Field designations





Field one is for day parking and will have Marshalls/Stewards monitoring constantly

The ingress from the North will be aided by only incoming traffic at the start of the festival and will have Marshalls there constantly, cars who wish to leave whilst there is a busy flow of incoming vehicles will need to wait until the road is clear to do so. A route map is attached showing a suggested route for cars to come in and out of the festival from various directions, we will provide a mini bus service with a pick up and drop off point as Bicester North Railway Station, this service will run until last bus from site at 0100 hrs, this will be a paid service by the users and set at a low and affordable price, the mini bus will take a pre-planned and approved route to and from the site.

A local company has been appointed to provide a mini bus shuttle service every 20 to 30 minutes to pick up and drop off at Bicester North Railway Station and within the festival site There is no charge for festival goers or festival staff there will be no charge for this service

Field two this area is for camping and parking for campers only, there will be a fenced pathway wide enough for a fire route and a fenced/taped pathway for pedestrians.

Field three is the main festival site. A more detailed description is laid out on the General Site Plan



21. ATTACHMENTS – The following documents are forms we will be using before and during the vent, they will be filled in by 14th August 2014 and passed around the SAG

Telephone directory & radio call list					
Name	Event Role	Location	Mobile Numb	Radio call sign	Channel



Risk Assessment This is the risk assessment form we will use for all risk assessments prior to and on event

Activity/situation:		Version number					
Venue:		By:					
Assessment date:		Ref #					
Area:		Date					
Task	Hazard	Persons at risk	Severity	Likelihood	Risk Factor	Existing controls	Additional controls
Assessor name: (Verify if required)			Date				



Severity x Likelihood = risk factor

Severity	Likelihood	Risk Factor	Action
1 - trivial injury	1 - remote	1,2	No action / low priority
2 - minor injury	2 - possible	3,4	Low priority
3 - "3 day injury"	3 - likely	5,6	Medium priority
4 - major injury	4 - highly likely	7,8	High priority
5 - death	5 - certain	8 to 10	Urgent action

Organisational and Safety Action Plan

Date	Time	Location	Action By	Done

Overall Steward Requirements



Location	Day	Time	Steward reference	Radio call sign	Remarks

Programme of Events

Time	Location	Remarks	Action



Checklist

- Have you identified all potential ignition sources?
- Have you identified all potential fuel sources?
- Have you identified all potential sources of oxygen?
- Have you recorded your findings?



Checklist







- Have you identified who is at risk?
- Have you identified why they are at risk?
- Have you recorded your findings?

Checklist



- Can the means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?
- Can appropriate means of warning be clearly heard, and/or seen, and understood by everyone throughout the whole site, event, or venue?
- If the fire-detection and warning system is powered electrically, does it have a back-up power supply?
- Have the public address systems been checked before the event?

Main types of portable extinguishers, their uses and colour coding

<p>WATER For wood, paper, textile and solid material fires</p> 	<p>POWDER For liquid and electrical fires</p> 	<p>FOAM For use on liquid fires</p> 	<p>CARBON DIOXIDE (CO₂) For liquid and electrical fires</p> 
<p>DO NOT USE on liquid, electrical or metal fires</p>	<p>DO NOT USE on metal fires</p>	<p>DO NOT USE on electrical or metal fires</p>	<p>DO NOT USE on metal fires</p>
<p>The contents of an extinguisher is indicated by a zone of colour on the red body. Halon extinguishers are not shown since no new Halon production is permitted in the UK</p>			





Checklist

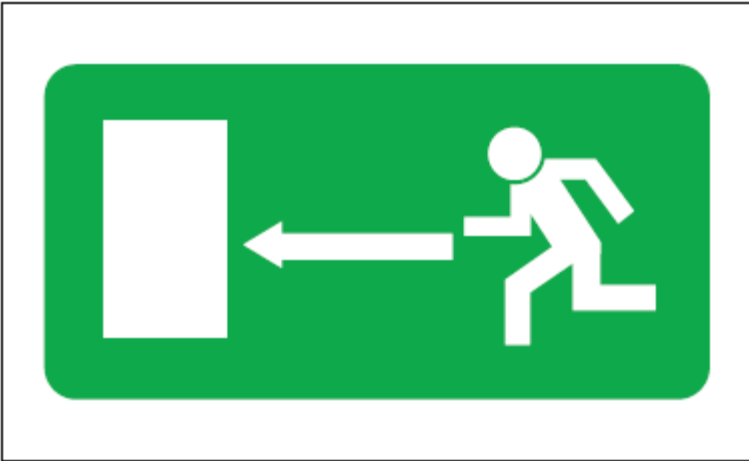


- Are the portable fire extinguishers or any fixed firefighting equipment provided suitable for controlling the risks identified?
- Are there enough extinguishers sited throughout the premises at appropriate locations?
- Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?
- Are the extinguishers visible or does their position need indicating?
- Do you regularly check equipment provided to help maintain the escape routes?
- Do you carry out daily checks to ensure that there is clear access for fire engines?
- Are those who test and maintain the equipment competent to do so?
- Do you have the necessary procedures in place to maintain any facilities that have been provided for the safety of people in the building (or for the use of firefighters, such as access for fire engines and firefighting lifts)?



Checklist

- Can all the occupants escape to a place of reasonable or total safety in a reasonable time?
- Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?
- Are the escape routes adequate for the numbers and type of people that may need to use them? e.g. members of the public, including disabled people.
- If there is a fire, could all available exits be affected or will at least one route from any part of the site or venue remain available?
- Where appropriate, have you identified the assembly areas and are they in the appropriate location?
- Will everybody be able to safely use the escape routes?
- Can all exit doors and gates be opened easily and immediately if there is an emergency?
- Have restrictions to the flow of people been considered and where necessary, removed?
- Are arrangements in place to keep all escape routes & exit clear?





Fire action

1. Lift receiver and dial '999'
2. Give operator your telephone number and ask for FIRE
3. When the brigade replies give call distinctly

FIRE AT

DO NOT REPLACE RECEIVER UNTIL ADDRESS HAS BEEN REPEATED BY FIRE BRIGADE

CALL FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE



**hencilla
canworth**

Incorporating **first act** a trading name of Hencilla Canworth Limited

Simpson House
6 Cherry Orchard Road
Croydon, CR9 6AZ
Tel: 020 8686 5050
Fax: 020 8686 5559
www.hencilla.co.uk

To Whom It May Concern
Combined Liability Insurance
Homegrown Music Festival Ltd

This is to confirm that we act as insurance intermediary for the above named and have arranged insurance as summarised below:

Policyholder:	Homegrown Music Festival Ltd
Business Description (main):	Event, Conference & Exhibition Organiser
Business Description (supplemental):	
Insurer:	Hiscox Insurance Company Limited
Policy Number:	STM2/0671
Period of Insurance:	17/07/2014 to 16/07/2015, both dates inclusive

Employers' Liability Insurance

Limit of Indemnity:	£10,000,000
Territorial Limits:	Worldwide
Jurisdiction:	United Kingdom, the Channel Islands and the Isle of Man

Public Liability Insurance

Limit of Indemnity:	£5,000,000
Indemnity to Principal:	Included
Use of Heat:	Excluded
Height Limit:	3 metres
Territorial Limits:	Worldwide
Jurisdiction:	United Kingdom, the Channel Islands and the Isle of Man

Products Liability Insurance

Limit of Indemnity:	£5,000,000
Indemnity to Principal:	Included
Territorial Limits:	Worldwide
Jurisdiction:	United Kingdom, the Channel Islands and the Isle of Man

In some circumstances, such as non-payment of any premiums due, cancellation may occur before the natural expiry date of the policy. We would be pleased to confirm the present position upon request.

Yours sincerely,

Mike McCormack
Director
e-mail: mike.mccormack@hencilla.co.uk



Advanced warning signs and no access to festival traffic at entrances to Chesterton, attached to this document

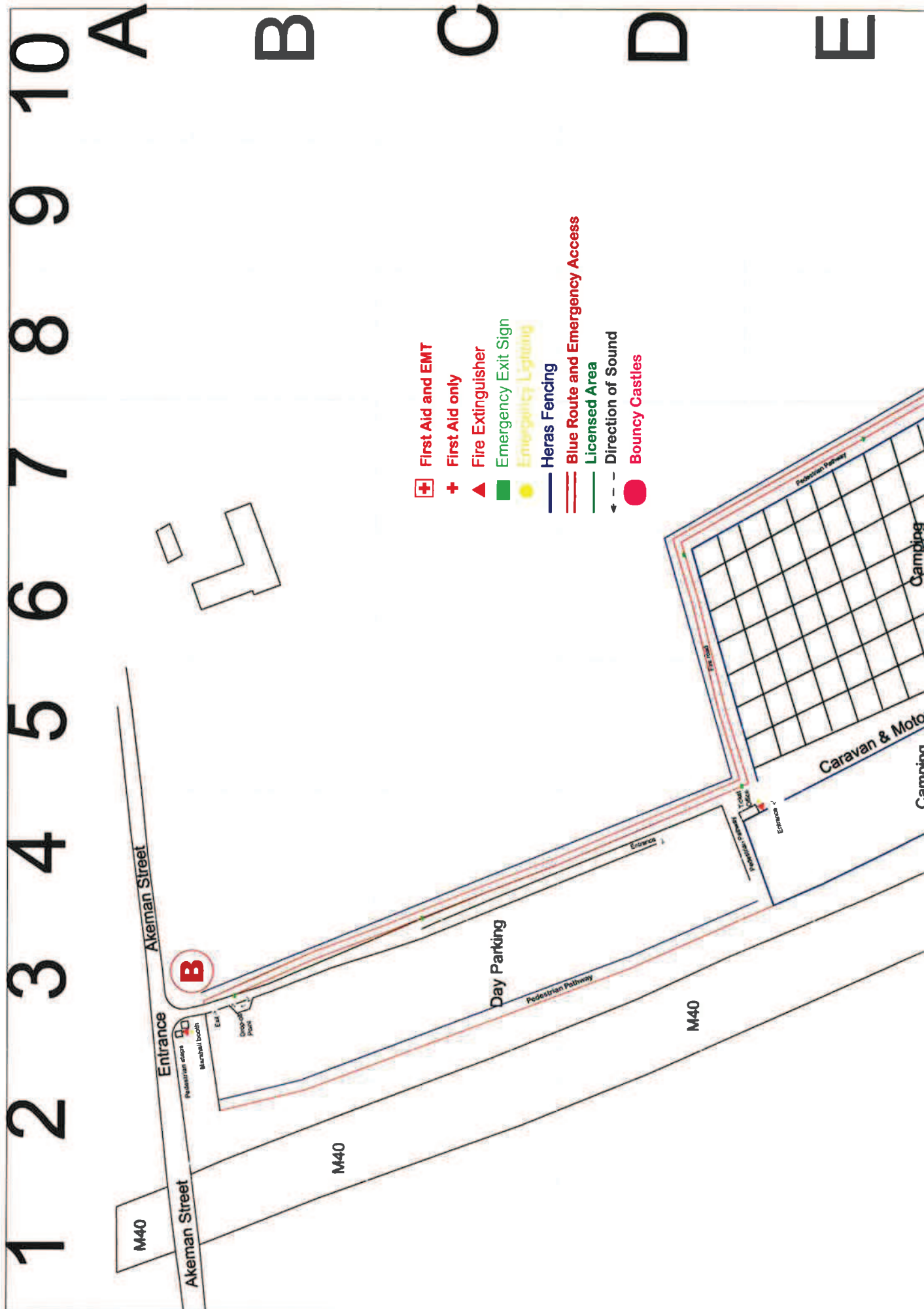


Marshal points

All Marshals will be in a safe place and follow Marshal rules as per

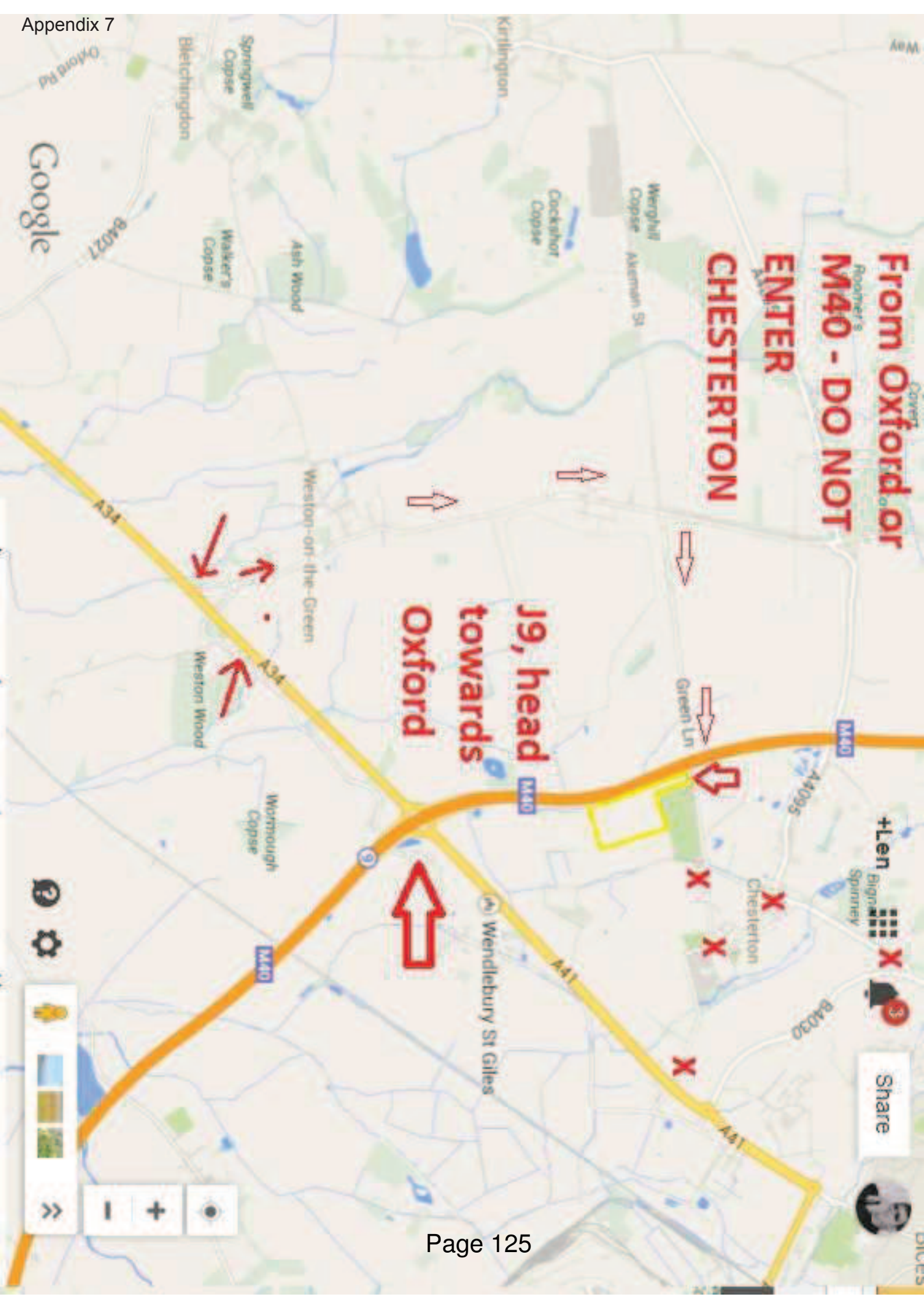
EMIP

This page is intentionally left blank



This page is intentionally left blank

This page is intentionally left blank



**From Oxford or
M40 - DO NOT
ENTER
CHESTERTON**

**j9, head
towards
Oxford**



+Len
Sign
Share

Share



This page is intentionally left blank

Route Map

IMPORTANT MESSAGE

All arriving by vehicle, **DO NOT ENTER CHESTERTON VILLAGE** there will be signs stating no access to Festival Traffic, we must respect the local village and any vehicles seen using Chesterton will not be allowed entry to the festival.

Instead of driving why not take the free mini bus shuttle service from Bicester North Railway Station maximum wait 20 minutes, then you can relax and enjoy your selves, there is a car park fee at the festival of £3

From Oxford A34

Turn on the A430 through Weston on the Green approx. 2.5 miles on Northampton Road
Turn right on Green Lane/Akeman Street
Drive approx.1 Mile and over the M40 immediate right

From M40 either direction

Junction 9 towards Oxford
Approx. 1.2 miles turn on the A430 through Weston on the Green approx. 2.5 miles on Northampton Road
Turn right on Green Lane/Akeman Street
Drive approx.1 Mile and over the M40 immediate right

From Bicester

Take the Middleton Stoney Road the B4030 approx. 2 miles
Turn on the A430 towards Weston on the Green on Northampton Road for approx. 1.8 miles
Turn right on Green Lane/Akeman Street
Drive approx.1 Mile and over the M40 immediate right

This page is intentionally left blank

Date: 8 July 2014
Our Ref: 609/000/000/TC/JH

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

Leonard John Readle
Homegrown Music Festival
Field next to Bicester Sports Association
Bicester
OX26 1TH
Sent by E-mail

**Dave Bray
Premises Risk & Business Support
Manager – West Cherwell**

Dear Sir

**Licensing Act 2003
No adverse comments from Fire Authority**

Name of Applicant	Leonard John Readle
Premises / Location	Home Grown Music Festival, Field next to Bicester Sports Association, Bicester OX26 1TH
Type of Licence	Approval of Premises Licence

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.**

Your attention is drawn to the legal requirement contained in the Regulatory Reform (Fire Safety) Order 2005 (see note overleaf) 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

Tim Cox
for the Premises Risk & Business Support Manager

Mobile: 07833 480408
Email: tim.cox@oxfordshire.gov.uk
www.oxfordshire.gov.uk/fire

The Regulatory Reform (Fire Safety) Order 2005 (FSO)

The FSO places the responsibility for ensuring the safety of people using the premises firmly upon the employer or the person having control of the premises; the “responsible person”. The main duty of the “Responsible Person” is to carry out a risk assessment, and to assist them a series of guides have been produced. These give detailed information on risk assessments and other issues and can be down loaded free of charge via www.businesslink.gov.uk

You are most strongly advised to obtain the guide for your particular type of premises and to use its guidance to complete your risk assessment.

An overview of the changes that have been brought about by the introduction of the FSO

The Regulatory Reform (Fire Safety) Order 2005 (FSO) became law on 1 October 2006. The main effect of the changes is a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self-employed people with premises separate from their homes.

Fire certificates were abolished and no longer have legal status.

The FSO applies in England and Wales. It covers 'general fire precautions' and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The FSO requires fire precautions to be put in place "where necessary" and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the FSO rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises, the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises all must take every reasonable step to work with each other.

If you are the responsible person you have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises.

Your fire risk assessment will help you to identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that you need to take to protect people against the fire risks that remain.

Further guidance concerning licensed premises may be found in the “Guidance issued under section 182 of the Licensing Act 2003” issued by the Department for Culture, Media and Sport.

Claire Bold

From: Rob Lowther
Sent: 30 July 2014 16:30
To: Len Readle
Cc: Licensing
Subject: Noise criteria
Attachments: NoiseCouncilCodeonNoiseControlatConcerts.pdf

Len,

As indicated at the SAG meeting we would wish to impose noise level conditions on the event and I gather from an earlier that you are broadly accepting of this position. The 'standard' we generally use in these circumstances is a document published by The Noise Council. Its title is Code of Practice on Environmental Noise Control at Concerts. I attach a copy of a rather ratty scan for your information.

The standard appropriate for your event is found on page 6 at Table 1. We would wish to see the standard applied for 1-3 events per year in urban and rural venues. Your proposed timings fit with the hours in that I understand that amplified music will cease before 23:00 hrs. The level quoted is the noise standard when measured at a noise sensitive location i.e. a dwelling house.

For monitoring purposes we would recommend sound measurements are taken at the mixer or riser. To carry out these measurements an integrating sound level meter of type 2 specification will be needed and measurements need to be made in terms of LAeq (15 mins)

To calculate the Music Noise Level I have assumed the mixer to be approx. 10 m from the stage and then I have applied the inverse square law to determine the distance attenuation needed to achieve 65 dB(A) at the nearest dwellings to the site. In order to ensure the level at the nearest dwelling(s) is not exceeded the sound level at the mixer should not exceed 97 dB(A) Laeq.

In addition to setting levels we would wish to see a manned complaints line provided with the number made available to members of the local community.

Rob Lowther
ASB Manager

Rob Lowther
ASB Manager

This page is intentionally left blank

Code of Practice on Environmental Noise Control at Concerts

THE NOISE COUNCIL

CONTENTS		PAGE
1.0	Introduction	1
2.0	Definitions	3
3.0	Guidelines	6
4.0	Recommended Noise Control Procedure	10
	- Planning	10
	- Before the Event	11
	- During the Event	11
Appendix I	References	13
Appendix II	Noise Council Working Party	14
Appendix III	Examples of Licensing Conditions	15

1.0 INTRODUCTION

- 1.1 Large music events involving high powered amplification are held in sporting stadia, arenas, open air sites and within lightweight buildings. These events give pleasure to hundreds and in some cases thousands of people. However, the music from these events can cause disturbance to those living in the vicinity. The purpose of this code is to give guidance on how such disturbance or annoyance can be minimised.
- 1.2 This Code of Practice has been prepared by the Noise Council through a Working Party comprising specialists who are experienced in the particular problems that can arise with environmental noise control at concerts and similar music events. A list of members of the working party is shown in Appendix II and a list of technical papers providing some background data and more detailed information is given in Appendix I.
- 1.3 Various guidelines and criteria are described in this document covering a range of events from the single occasional concert to a full season. It is believed that compliance with the guidelines and the other advice given here will enable successful concerts to be held whilst keeping to a minimum the disturbance caused by noise. It is recognised, though, that full compliance with this code may not eliminate all complaints, and local factors may affect the likelihood of complaints.
- 1.4 This Code is not designed to address the question of environmental noise arising from discotheques, clubs and public houses, nor environmental noise affecting noise sensitive premises which are structurally attached to the venue.

- 1.5 This Code is designed to assist those planning a music event, those responsible for licensing such events and those responsible for enforcing the nuisance provisions of the Environmental Protection Act 1990 (England and Wales) and the Control of Pollution Act 1974 (Scotland). It addresses the environmental problem of noise from the performance and sound checks only. Other environmental impacts of concerts and the question of meeting the requirements of the Noise at Work Regulations 1989 and the guidance given in the Health and Safety Executive's Guide to Health, Safety and Welfare at Pop Concerts and similar events are beyond the scope of this document.
- 1.6 Compliance with this Code of Practice does not of itself confer immunity from legal obligations.
- 1.7 The Noise Council is keen to receive accounts of the practical application of the Code in order to improve and enhance its content.

2.0 DEFINITIONS

Background Noise Level:	The prevailing sound level at a location, measured in terms of the $L_{A90,T}$, on an equivalent day and at an equivalent time when no concert or sound checks are taking place.
dB(A):	The A-weighted sound pressure level whereby various frequency components of sound are weighted (equalised) to reflect the way the human ear responds to different frequencies.
Delay Tower:	An additional set of loudspeakers employed to provide a better spread of sound to the audience.
L_{Aeq} :	The equivalent continuous noise level which at a given location and over a given period of time contains the same A-weighted sound energy as the actual fluctuating noise at the same location over the same period.
$L_{A90,T}$:	The A-weighted sound pressure level exceeded for 90% of the measuring period (T).
Mixer:	The location where the main sound system is controlled. As well as ensuring the correct sound balance between the various performers, the overall level of sound for the audience is controlled at this location.

Music Event: A concert or similar event where live or recorded music is performed by a solo or group of artists before an audience.

Music Noise: The noise from the music and vocals during a concert or sound checks and not affected by other local noise sources.

Music Noise Level (MNL): The L_{Aeq} of the music noise measured at a particular location.

Noise Consultant: A person given responsibility by the organiser of the event for monitoring noise levels in accordance with the prevailing conditions, and who has the ability and authority to make decisions and implement changes in noise level during the event.

Noise Monitoring Position: The location of the microphone within the venue from which the level of sound is monitored and controlled. For outdoor venues, this location tends to be at the mixer.

Noise-sensitive Premises: Includes premises used for residential purposes hospitals or similar institutions, education establishments (when in use), or places of worship (during recognised times and days of worship) or any premises used for any other purposes likely to be affected by the Music Noise.

Other Urban Venue: An urban park or similar area which is not normally used for major organised events.

Rural Venue: A park, open space or grounds of a country house in a rural area not normally used for major organised events.

Sound Engineer: Person employed to control the sound quality of the music for the audience.

Urban Stadia or Arenas: A regular venue for major sporting or similar events in an urban area.

3.0 GUIDELINES

3.1 The Music Noise Levels (MNL) when assessed at the prediction stage or measured during sound checks or concerts should not exceed the guidelines shown in Table 1 at 1 metre from the façade of any noise sensitive premises for events held between the hours of 0900 and 2300.

TABLE 1

Concert days per calendar year, per venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75dB(A) over a 15 minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65dB(A) over a 15 minute period
4 to 12	All Venues	The MNL should not exceed the background noise level ¹ by more than 15dB(A) over a 15 minute period

Notes to Table 1

1. The value used should be the arithmetic average of the hourly L_{A90} measured over the last four hours of the proposed music event or over the entire period of the proposed music event if scheduled to last for less than four hours.
2. There are many other issues which affect the acceptability of proposed concerts. This code is designed to address the environmental noise issue alone.
3. In locations where individuals may be affected by more than one venue, the impact of all the events should be considered.
4. For those venues where more than three events per calendar year are expected, the frequency and scheduling of the events will affect the level of disturbance. In particular, additional disturbance can arise if events occur on more than three consecutive days without a reduction in the permitted MNL.
5. For indoor venues used for up to about 30 events per calendar year an MNL not exceeding the background noise by more than 5dB(A) over a fifteen minute period is recommended for events finishing no later than 2300 hours.

6. Account should be taken of the noise impact of other events at a venue. It may be appropriate to reduce the permitted noise from a concert if the other events are noisy.
7. For venues where just one event has been held on one day in any one year, it has been found possible to adopt a higher limit value without causing an unacceptable level of disturbance.

3.2 For events continuing or held between the hours 2300 and 0900 the music noise should not be audible within noise-sensitive premises with windows open in a typical manner for ventilation.

Notes to Guideline 3.2

1. The use of inaudibility as a guideline is not universally accepted as an appropriate method of control. References 6 & 7 (Appendix 1) set out the various issues. This guideline is proposed as there is insufficient evidence available to give more precise guidance.
2. Control can be exercised in this situation by limiting the music noise so that it is just audible outside the noise sensitive premises. When that is achieved it can be assumed that the music noise is not audible inside the noise sensitive premises.

3.3 The nature of music events means that these guidelines are best used in the setting of limits prior to the event (see 4.0).

3.4 Assessment of noise in terms of dB(A) is very convenient but it can underestimate the intrusiveness of low frequency noise. Furthermore, low frequency noise can be very noticeable indoors. Thus, even if the dB(A) guideline is being met, unreasonable disturbance may be occurring because of the low frequency noise. With certain types of events, therefore, it may be necessary to set an additional criterion in terms of low frequency noise, or apply additional control conditions.

Notes to Guideline 3.4

1. It has been found that it is the frequency imbalance which causes disturbance. Consequently there is less of a problem from the low frequency content of the music noise near to an open air venue than further away.

2. Although no precise guidance is available the following may be found helpful (Ref 8):
A level up to 70dB in either of the 63Hz or 125Hz octave frequency band is satisfactory; a level of 80dB or more in either of those octave frequency bands causes significant disturbance.

- 3.5 Complaints may occur simply because people some distance from the event can hear it and that, consequently, they feel the music must be loud even though the guidelines are being met. In fact topographical and climatic conditions can be such that the MNL is lower at locations nearer to the venue.
- 3.6 Although care has been taken to make these guidelines compatible with what occurs at existing venues, this may not be the case at every location. Where arrangements are satisfactory with either higher or lower noise levels than those contained in the guidelines, these limits should continue.
- 3.7 It has been found that if there has been good public relations at the planning stage between the event organisers and those living nearby, annoyance can be kept to a minimum.
- 3.8 The music noise level should be measured using an integrating-averaging sound level meter complying with type 2 or better of BS6698. The background noise level should be measured using a sound level meter complying with type 2 or better of BS5969. Time weighting F (fast response) should be used.
- 3.9 When measuring L_{Aeq} in order to determine the music noise level, care must be taken to avoid local noise sources influencing the result. When the local noise is intermittent, a series of short term L_{Aeq} measurements should be made of the music noise while the local source is absent or has subsided to typically low or mean minimum values. An average of these short term

readings will give an estimate of the music noise level. A further option would be to measure the A-weighted sound pressure level on a sound level meter complying with type 2 or better of BS5969 with the time weighting set to S (slow response) when the music is loudest and not influenced by local noise. If the local source is continuous, make a measurement of the L_{Aeq} of the local source when the music is not occurring, and make a correction to the measured L_{Aeq} when the music is occurring to obtain an estimate of the music noise level.

- 3.10 The nature of many concerts requires the sound volume level to be increased during the event to enhance the performance. The prevailing noise control restrictions should be borne in mind so that the sound volume at the start of the event is not too high, hence allowing scope for an increase during the event.
- 3.11 Some concerts are accompanied by associated activities (e.g. fairgrounds) which can be noisy. These should be taken into account when setting the limit for the music noise level.
- 3.12 When monitoring the music noise level, the sound of the audience applause can be a significant contributor. It is not possible to address this issue precisely; instead it is recommended that any such effect be noted.

4.0 RECOMMENDED NOISE CONTROL PROCEDURE

4.1 This procedure has been developed over several years and found to provide an effective means of addressing the problem of environmental noise control at events. The main features of the procedure are set out below and references are made to various technical papers which give more details.

Planning

4.2 Determine the sound propagation characteristics between the proposed venue and those living nearby who might be affected by noise, and carry out an appropriate background noise survey. This should be undertaken by a competent person who is experienced in noise propagation and control, particularly from music events.

4.3 Check the viability of the event against the relevant guideline levels. This is achieved by determining from 4.2 above the sound level experienced by the audience which would allow the guidelines to be met. Research shows that the music noise level in the audience by the mixer position at pop concerts is typically 100dB(A), and that levels below 95dB(A) will be unlikely to provide satisfactory entertainment for the audience.

4.4 Prospective licensees should give the local authority as much notice as possible of the proposed event especially if more than one event is planned during a calendar year.

4.5 The local authority should make use of licensing conditions and statutory powers to implement the procedures described in this Code of Practice. Examples of possible conditions are given in Appendix III.

4.6 The Noise Consultant should be appointed.

Before the Event

4.7 Install the loudspeaker system early enough to enable alignment and orientation to be optimised to minimise noise disturbance.

4.8 Carry out a sound test prior to each event to ascertain the maximum level that can prevail at the monitoring position to enable the guidelines to be met. This effectively calibrates the system, taking into account as far as possible prevailing weather conditions, and, for indoor events, the sound insulation of the venue.

Notes to Guideline 4.8

1. It should be remembered that the introduction of an audience to a venue increases the acoustic absorption present. This has the effect of reducing the sound level in the venue for a given amplifier setting compared with the sound test. This should be borne in mind when setting the limit levels.

During the Event

4.9 Advertise and operate an attended complaint telephone number through which noise complaints can be channelled. This will enable an immediate response to the complaints to be given and the Noise Consultant to judge whether or not any adjustment to the music noise level is needed.

4.10 Establish a communication network between all those involved in noise

control. This should include the local police authority.

Note to Guideline 4.10

1. It is difficult to communicate effectively in noisy environments, especially in the vicinity of the mixer. It has been found helpful for those involved in the communication network to use head-sets with their two way radio systems.

4.11 Carry out noise monitoring within the venue at the noise monitoring position and at sample locations outside the venue throughout the event. If the event is employing one or more delay towers, additional noise monitoring may be needed inside the venue to control the sound output from them.

4.12 Although the limit value set at 4.8 above would be in terms of 15 minute L_{Aeq} , useful control can be exercised by monitoring the L_{Aeq} over one minute periods. This enables an early warning to be obtained of possible breaches in the 15 minute limit. It is sometimes appropriate to set an additional control limit in terms of the one minute L_{Aeq} (typically some 2-3dB(A) above the 15 minute value) and to use a level recorder display to assist the sound engineer in checking compliance with the limit. The Noise Consultant should advise the sound engineer of any breaches in the prescribed noise limit, to enable a reduction in level as appropriate. The sound engineer should also be advised of occasions when the limit has only just been met.

APPENDIX I

References

1. Noise Control Techniques and Guidelines for Open Air Concerts, J.E.T. Griffiths (ProcIOA, Vol. 7, Part 3, 1985).
2. A Noise Control Procedure for Open Air Pop Concerts, J.E.T. Griffiths, S.W. Turner and A.D. Wallis (ProcIOA, Vol 8, Part 4, 1986).
3. Noise Control in the Built Environment, edited by John Roberts and Diane Fairhall, Gower Technical, 1988 (Chapters 1, 2 and 3).
4. Environmental Noise Guidelines proposed for the new Health & Safety Executive Guide for Pop Concerts, J.E.T. Griffiths and A. Dove (ProcIOA, Vol 14, Part 5, 1992).
5. A Survey of Sound Levels at Pop Concerts, J.E.T. Griffiths (HSE Contract Research Report No 35/1991).
6. Inaudibility - an Established Criterion, A.W.M. Somerville (ProcIOA, Vol 13, Part 8, 1991).
7. Noise Control at All-night Acid House Raves, K. Dibble (ProcIOA, Vol 13, Part 8, 1991).
8. A study of Low Frequency Sound from Pop Concerts, J.E.T. Griffiths, J. Staunton and S. Kamath (ProcIOA, Vol 15, Part 7, 1993)

APPENDIX II

Noise Council Working Party Membership

S.W. Turner*	Technical Director, TBV Science
A. Somerville*	Department of Environmental Health, City of Edinburgh District Council
A.D. Wallis*	Cirrus Research Limited
J. Bickerdike	Leeds Polytechnic
K. Dibble	Ken Dibble Acoustics
J.E.T. Griffiths	Director, Travers Morgan Environment
S.S. Kamath	Director, Pollution & Scientific, London Borough of Brent.
J. Sargent	Building Research Establishment
J. Staunton	Associate, Travers Morgan Environment

* Full members of the Noise Council

APPENDIX III

Sample Conditions Concerning Environmental Noise Control at Concerts

- 1.0 The licensee shall appoint a suitably qualified and experienced noise control consultant⁺, to the approval of the Licensing Authority, no later than..... weeks prior to the event. The noise control consultant⁺ shall liaise between all parties including the Licensee, Promoter, sound system supplier, sound engineer and the licensing authority etc. on all matters relating to noise control prior to and during the event.

- 2.0 If not already carried out, the noise control consultant⁺ shall carry out a survey to determine the background noise levels (as defined by the Code of Practice on Environmental Noise Control at Concerts) at..... locations around the venue representative of the noise sensitive premises likely to experience the largest increase in noise/highest noise level* as a result of the concert. The information obtained from this survey shall be made available to the licensing authority..... weeks prior to the event.

- 3.0 A noise propagation test shall be undertaken at least..... hours prior to the start of the event in order to set appropriate control limits at the sound mixer position. The sound system shall be configured and operated in a similar manner as intended for the event. The sound source used for the test shall be similar in character to the music likely to be produced during the event.

- 4.0 The control limits set at the mixer position shall be adequate to ensure that Music Noise Level (MNL) shall not at any noise sensitive premises exceed.....dB(A) over a 15 minute period/the background noise level by more thandB(A) over a 15 minute period* throughout the duration of the concert.
- 5.0 The control limits set at the mixer position shall be adequate to ensure that the MNL shall not at any noise sensitive premises exceed.....dB(A) over a 15 minute period/the background noise level by more thandB(A) over a 15 minute period* throughout any rehearsal or sound check for the event.
- 6.0 The Licensee shall ensure that the promoter, sound system supplier and all individual sound engineers are informed of the sound control limits and that any instructions from the noise control consultant⁺ regarding noise levels shall be implemented.
- 7.0 The appointed noise control consultant⁺ shall continually monitor noise levels at the sound mixer position and advise the sound engineer accordingly to ensure that the noise limits are not exceeded. The Licensing Authority shall have access to the results of the noise monitoring at any time.
- 8.0 Rehearsals and sound checks are permitted only between the following hours:
.....hrs to.....hrs.

9.0 Music from the event is permitted only between the following hours:
.....hrs to.....hrs.

Note: Suitable noise conditions should also be considered with respect to minimising noise exposure to the audience and people working at the event as advised in the HSE document "Guide to Health, Safety and Welfare at Pop Concerts and Similar Events".

*delete as appropriate.

*i.e. the Noise Consultant

THE NOISE COUNCIL

The Noise Council was established by a group of professional bodies concerned with problems relating to noise and vibration in the community and industrial environments. Its aims and objectives are to promote and respond to issues relating to noise and vibration, and to make independent technical and scientific expertise available to international and national agencies, central and local government, commerce and industry.

The Founding Bodies are:

- The Chartered Institute of Environmental Health
- The Institute of Acoustics
- The Royal Environmental Health Institute of Scotland
- The Institute of Occupational Safety & Health

© 1995

The Noise Council, Chadwick Court, 15 Hatfields,
ISBN 0 900103 51 5 Tel: 0171 928 6006

London SE1 8DJ
Fax: 0171 928 6953

Alexandria Farrell

From: Morris Laura [Laura.Morris@thamesvalley.pnn.police.uk]
Sent: 04 August 2014 11:05
To: Licensing
Subject: Objection to application for Homegrown Chesterton
Attachments: General Report Form 4.docx

Good Morning

Please find attached Thames Valley Police's objection to the Application for Homegrown Music festival, Chesterton. Although the event organiser has implemented many steps to try to alleviate the traffic management issues we still feel that traffic concerns with this location does not uphold the public safety objective of the licensing act 2003.

Regards

Laura Morris | Licensing Officer | Neighbourhood Policing and Partnerships|
Address: Licensing, Thames Valley Police, HQ South, Oxford Rd, Kidlington, OX5 2NX
Telephone : **01865 846 150** | Internal: **700 6150** | Mobile: **07989 497913**
Email: laura.morris@thamesvalley.pnn.police.uk
For information, guidance and the Licensing Toolkit, visit: <http://knowzone/kz-lic-homepage.htm>

This page is intentionally left blank

THAMES VALLEY POLICE

Division/Station : HQ South

From : Laura Morris
Licensing Department

To : Cherwell District Council
Licensing Department

Ref : Application for a premises licence

Date : 1st August 2014

Tel.No. 01865 846150

Subject :

Objection to Application for premises licence for Homegrown Music Festival Chesterton

Thames Valley Police are objecting to the application for a premises licence for Homegrown Music Festival due to concerns over the application not upholding the Public Safety objective of the Licensing Act 2003.

The event management plan (EMP) that has been produced for the Safety Advisory Group has not addressed some of the concerns in relation to Public Safety.

- Concerns over the safety of members of the public walking along the road. [Those who do walk will be on a 60mph road with no pathway. The verge being cut down will only be from the BSA to the site gate.](#)
- Concerns over the safety of vehicles exiting and accessing the site with only one entrance/ exit.
- Safety of persons on foot crossing main entrance to access stairs but no mention of what type of stairs. [Marshalls at the gate will need to allow access to vehicles allow vehicles to exit and allow pedestrians to cross all without causing traffic on the highway.](#)
- Concerns that the drop off point is within the site therefore creating concerns of people exiting vehicles early and walking , causing traffic and or collisions and causing issues with persons wanting to exit when traffic is entering.
- If persons do not wish to wait to exit the site in a vehicle this could cause disorder.
- There are also concerns that pedestrians are entering at the same place that vehicles are entering and it is a single track ramp with steep slopes on either side.
- Fire risk assessment not supplied at time of close of licence application.
- Concerns that the Event management plan states that marshalls will notify Control if traffic starts building up but no mention of what will be done about it.

Due to all of the above Thames Valley Police feel that a grant of the licence in its entirety would not uphold the licensing objectives. Our concerns that granting the licence with conditions, is that these conditions would need to be adhered to at very short notice. Due to the event being held so close to the hearing would this be achievable by the event organiser?

Email from John Croxton Thames Valley Police Traffic Management

History

The location of this event is between Akeman Street and the M40, where an overbridge carries the road south towards the B430 cross roads junction

I have interrogated the last five year STATS 19 collision data and found one fatal and three slight injury collisions at the crossroads junction. This I understand is the preferred access/ entry for the event which causes me concern. Some collisions are due to overshoots from the side road but others involve rear shunt and overtakes typical of this layout.

Road Safety

Site lines and visibility to and from the access areas are limited by the domed aspect of the motorway bridge. Traffic approaching in either direction may be confronted by queues and or pedestrians in the road which offer real hazard potential.

Traffic speeds on the main highway may vary and will only be controlled by traffic levels without other measures to temper them, in adverse weather conditions queue lengths could pose safety hazards with rear shunts and higher than safe speeds.

Access and egress may be hampered by the nature of the routes and difficult access points which appear steep narrow with limited width for mixed traffic in/ out bound from the plan. Pedestrians on the main highway without provision of footway segregation pose real hazard potential with turning movements at the access areas.

Conclusion

I concur with TVP colleagues in this application where road safety must be upheld with appropriate control measures at a difficult site not apparent from the documents I have received.

Claire Bold

From: Mr Michael Ford [mandbford@triplemracing.co.uk]

Sent: 25 July 2014 09:29

To: Licensing

Subject: Home Grown Festival Akeman Street Chesterton

Kilcon Cottage
Bignell View (9)
Chesterton
Oxon OX26 1UJ

The Licensing Authority
Cherwell DC
Bodicote House
Bodicote
OX15 4AA
22nd July, 2014

Dear Sir or Madam

Reference: Application - L. Readle, Field Akeman Street - Homegrown Music Festival I wish to register my objection to the issuing of a licence to hold a music festival at the above location.

The reasons for my objection are as follows:-

Traffic and road infrastructure

In the past the local roads have proved incapable of coping with additional levels of traffic as we witnessed with Bicester Village especially at weekends & constant gridlock was the result. Why should we have to put up with this again even for two weekends a year. The field allocated for the event does appear to be unsuitable for this size of event & bearing in mind we have no village shop so there will be constant vehicle movements back & forward to the local food stores creating more traffic.

Noise and Antisocial Behaviour

We will be subjected to noise pollution for 10 hours on the Friday, 14 hours on the Saturday & 13 hours on the Sunday which is totally unacceptable with all the other antisocial behaviour that unfortunately follows this type of event. Who will be policing the Law & Order situation such as pick pockets, drug dealing, criminal damage etc???

Compliance with licence regulations

The application is for up to 800 people, on their website it states that 15000 will be available for sale so who will monitor the compliance of the licences this already indicates a cavalier approach to rules.

I understand Chesterton Parish Council have made an objection to this event and would like mine to be added to that.

yours sincerely

B.I. Ford (Mrs)

This page is intentionally left blank

Claire Bold

From: Mr Michael Ford [mandbford@triplemracing.co.uk]

Sent: 30 July 2014 14:19

To: Licensing

Subject: Re: Home Grown Festival Akeman Street Chesterton

Having looked at your four licensing objectives I feel our objections certainly are pertinent to these points.

Prevention of crime and disorder- The sale of alcohol alcoholand the use of drugs are major reasons for both points and I don't believe that the organisers have the expertise or authority to be able to enforce. Again a common problem at these events is the attraction of pick pockets and thieves which usually goes undetected.

Prevention of public nuisance- The traffic controls which the organisers say they have put in place will not prevent anyone from taking whatever route they pick with there satnav's, road speed limit signs don't stop people speeding so how do they think a couple of no access signs are going to stop people. Having seen the aftermath of other festivals the litter and rubbish left behind and dropped by careless and inconsiderate people is also a major problem.

If we are subjected to noise pollution by the time someone has reported it and there assessors have carried out sound level checks it will be too late as the pollution will have already happened plus I find it difficult to believe they will have people checking levels.

Prevention of public safety- I would refer you to my first two points.

Protection of children from harm - the access to alcohol and social drugs must be a major concern which the organisers will have little or no control over.

I feel we have given fair and reasonable objections to the granting of this license and feel that if it is granted the conditions will not be adhered to. We choose to live in a village so we can have a less stressful existence than living in a larger town and all the social activities associated.

Michael Ford

On 25 Jul 2014, at 09:54, Licensing <Licensing@Cherwell-DC.gov.uk> wrote:

Good Morning Mr Ford,

Thank you for confirming that you wish to object to the application for Homegrown Music Festival for 15-17 August 2014.

The Licensing Act 2003 permits comments to be made upon applications that relate to the four licensing objectives set out in the Act. These are:

- the prevention of crime and disorder
- the prevention of public nuisance
- the protection of public safety
- the protection of children from harm

Comments need to reflect how the licensable activities requested in the application, may have an adverse effect upon the licensing objectives for them to be considered. In addition, it is also a requirement that comments must also not be deemed to be frivolous, vexatious or repetitious.

Whilst I do not perceive your comments to be frivolous, vexatious or repetitious, I need to be sure that they link in to the Licensing Objectives to ensure that they are relevant.

Would it be possible for you to expand on your thoughts behind your comments, with regard to the licensing objectives and the licensable activities sought (namely live and recorded music, alcohol sales and late night refreshment)?

However, in answer to some of your concerns we received the following response from the applicant after he held a meeting with Chesterton Parish Council:

Hi Clare,

Thank you for the email and the chance to answer these concerns

We have met with Chesterton Parish Council who also had initial concerns similar to these

We have laid on a mini bus service to and from Bicester North Railway station to reduce the needs for people to arrive by car

We have planned a route map to bypass Chesterton and will place 'No access to Festival Traffic at the access to Chesterton and will also have advanced warning signs posted to alert drivers 48 hours in advance, this is being organised by the AA and they will liaise with Highways regarding this

Regarding Noise, this is an absolutely important issue in our planning;

- *We have professional sound engineers who will adhere to the decibel levels that Rob Lowther will set before the event*
- *We will constantly monitor sound levels around the Chesterton area to ensure noise pollution will not be an issue*
- *All amplified music will be switched off at 11 PM exactly on Friday and Saturday and at 10 PM on Sunday*
- *This is a family event and thus we will run it as such*
- *It will be a professionally run event with our neighbours in mind*
- *We will have Marshals placed on the road approaches from both ends as an additional reminder for traffic*
- *We don't foresee huge crowds coming to this event and thus traffic flows should not be affected*
- *We will post the route maps on our website and social pages a week before the event and keep reminders going out to avoid Chesterton*
- *Our mini bus service and the local taxi firm will be picking people up from site and taking people away*
- *We have a professional security company on site to deal with any possible drunken behavior*
- *Our aim is hold a family event and hope to do so on an annual basis, for us to do that we will ensure our neighbours will not be disturbed*
- *A direct phone number will be placed in Chesterton, on the local notice boards that anyone can call if they feel the music is to high as well as on the website*

Please advise the objector this is a family event, supporting local musicians and businesses and we really don't expect more than 2,000 over the whole weekend which will, in our opinion, will not cause any excess traffic

Please can you take a look at the above response and see if it alleviates your concerns or whether you have any further questions that you wish to put to the applicant. Also, please note that an amended application was submitted which stated the correct number of attendees to the festival. The licensing application is no longer for 800 people so there would not be a breach where numbers are concerned.

Kind regards,

Alexandria Farrell
Senior Licensing Officer
Licensing Team
Cherwell District Council
Bodicote House
Bodicote

Banbury
Oxfordshire
OX15 4BN

Tel - 01295 753743

Fax - 01295 221878

alexandria.farrell@cherwell-dc.gov.uk

From: Mr Michael Ford [<mailto:mandbford@triplemracing.co.uk>]

Sent: 24 July 2014 19:03

To: Licensing

Subject: Fwd: Home Grown Festival Akeman Street Chesterton

Begin forwarded message:

From: Mr Michael Ford <mandbford@triplemracing.co.uk>

Subject: Home Grown Festival Akeman Street Chesterton

Date: 24 July 2014 15:31:38 BST

To: licencing@cherwell-dc.gov.uk

Dear Sir

I wish to place an objection to the issuing of a licence to hold a music festival at the above location.

The reasons for my objection are as follows:-

Traffic and road infrastructure

In the past the local roads have proved incapable of coping with additional levels of traffic as we witnessed with Bicester Village especially at weekends and constant gridlock was the result. Why should we have to put up with this again even for two weekends a year. The field allocated for the event does appear to be unsuitable for this size of event and bearing in mind we have no village shop so there will be constant vehicle movements back and forward to the local food stores creating more traffic.

Noise and Antisocial Behaviour

We will be subjected to noise pollution for 10 hours on the friday, 14 hours on the saturday and 13 hours on the sunday which is totally unacceptable with all the other antisocial behaviour that unfortunately follows this type of event.

Who will be policing the Law & Order situation such as pick pockets, drug dealing, criminal damage etc???

Compliance with licence regulations

The application is for up to 800 people, on there website it states that 15000 will be available for sale so who will monitor the compliance of the licences this already indicates a cavalier approach to rules.

I understand Chesterton Parish Council have made an objection to this event and would like mine to be added to that.

Regards

Michael Ford

9 Bignell View

Chesterton
OX26 1UJ

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.

?

Appendix 15

Alexandria Farrell

From: Claire Bold
Sent: 24 July 2014 12:17
To: 'Helen Lashbrook'
Cc: Licensing
Subject: RE: Contact Form submission from article Licence - temporary event notice on www.cherwell.gov.uk

Good Afternoon Helen,

The number stated is what the organisers have requested, and if the licence is granted, they will not be able to exceed the number. However, if they feel that a larger number would be more suited in later years then they would be able to vary the licence to request this (which would involve a full consultation process again).

Kind regards,

Claire Bold
Licensing Team Leader
01295 753741
07971 302794
claire.bold@cherwell-dc.gov.uk
www.cherwell.gov.uk

From: Helen Lashbrook [<mailto:HL@avonr.demon.co.uk>]
Sent: 24 July 2014 10:06
To: Claire Bold
Subject: Re: Contact Form submission from article Licence - temporary event notice on www.cherwell.gov.uk

Dear Claire

I am surprised that the organisers are only expecting 2,000 at this event over the whole weekend. it would seem rather a lot of trouble and expense to go to for such a small number, particularly in view of the safeguards they claim that they will have in place; sound engineers and monitors, security, road marshals, shuttle buses etc...

I can only assume that either the numbers expected have been understated

Regards

Helen Lashbrook

From: Claire Bold
Sent: Wednesday, July 23, 2014 6:34 PM
To: Helen Lashbrook
Cc: Licensing ; Rob Lowther
Subject: RE: Contact Form submission from article Licence - temporary event notice on www.cherwell.gov.uk

Good Afternoon,

Further to my previous email, I have received a response from the applicant, which I have detailed below:

Hi Clare,

Thank you for the email and the chance to answer these concerns

We have met with Chesterton Parish Council who also had initial concerns similar to these

We have laid on a mini bus service to and from Bicester North Railway station to reduce the needs for people to arrive by car

We have planned a route map to bypass Chesteron and will place 'No access to Festival Traffic at the access to Chesterton and will also have advanced warning signs posted to alert drivers 48 hours in advance, this is being organised by the AA and they will liaise with Highways regarding this

Regarding Noise, this is an absolutely important issue in our planning;

- We have professional sound engineers who will adhere to the decibel levels that Rob Lowther will set before the event
- We will constantly monitor sound levels around the Chesterton area to ensure noise pollution will not be an issue
- All amplified music will be switched off at 11 PM exactly on Friday and Saturday and at 10 PM on Sunday
- This is a family event and thus we will run it as such
- It will be a professionally run event with our neighbours in mind
- We will have Marshals placed on the road approaches from both ends as an additional reminder for traffic
- We don't foresee huge crowds coming to this event and thus traffic flows should not be affected
- We will post the route maps on our website and social pages a week before the event and keep reminders going out to avoid Chesterton
- Our mini bus service and the local taxi firm will be picking people up from site and taking people away
- We have a professional security company on site to deal with any possible drunken behavior
- Our aim is hold a family event and hope to do so on an annual basis, for us to do that we will ensure our neighbours will not be disturbed
- A direct phone number will be placed in Chesterton, on the local notice boards that anyone can call if they feel the music is to high as well as on the website

Please advise the objector this is a family event, supporting local musicians and businesses and we really don't expect more than 2,000 over the whole weekend which will, in our opinion, will not cause any excess traffic

The applicant has also stated that they are happy to meet with you and discuss your concerns in person, if you wish to do so.

Please can you take a look at the response and see if it alleviates your concerns or whether you have any further questions that you wish to put to the applicant.

Kind regards,

Claire Bold
Licensing Team Leader
01295 753741
07971 302794
claire.bold@cherwell-dc.gov.uk
www.cherwell.gov.uk

From: Helen Lashbrook [mailto:HL@avonr.demon.co.uk]
Sent: 23 July 2014 13:07
To: Claire Bold
Subject: Re: Contact Form submission from article Licence - temporary event notice on www.cherwell.gov.uk

Dear Ms Bold

Thank you to your reply to my objection to the Homegrown Music Festival for 15-17 August 2014

- I cannot comment on the possibility of crime and disorder that the festival might promote in the village and its environs; I believe that to be the responsibility of those with the task of policing the area
- The festival is very likely to cause a public nuisance as the noise is to be ongoing for three days. Those of us without the wherewithal to flee for the duration are going to be subjected to noise that we do not wish to hear, possibly at decibels that detract from the enjoyment of our own entertainment, as often happens when alcohol is involved. I have frequently noticed the increase in volume in music from events, where alcohol is consumed, once the participants start to get intoxicated
- There is also the public nuisance involved in the access to the event being accessible only from the road that leads out of the village, which will cause blockages on that road, with the very likely possibility of backup of traffic into the village
- As to public safety again I am not qualified to comment whether public safety is likely to be negatively affected, but the likely blockage of one of the village's arterial routes could lead to problems with emergency vehicles.
- I cannot believe that a music festival would harm children, with the exception of keeping them awake at night

I trust this is sufficient for your purposes

Regards

Helen Lashbrook

From: Claire Bold
Sent: Wednesday, July 23, 2014 11:05 AM
To: HL@avonr.demon.co.uk
Cc: Geni Devonish ; Alexandria Farrell
Subject: FW: Contact Form submission from article Licence - temporary event notice on www.cherwell.gov.uk

Good Morning,

Thank you for confirming that you wish to object to the application for Homegrown Music Festival for 15-17 August 2014.

The Licensing Act 2003 permits comments to be made upon applications that relate to the four licensing objectives set out in the Act. These are:

- the prevention of crime and disorder
- the prevention of public nuisance
- the protection of public safety
- the protection of children from harm

Comments need to reflect how the licensable activities requested in the application, may have an adverse effect upon the licensing objectives for them to be considered. In addition, it is also a requirement that comments must also not be deemed to be frivolous, vexatious or repetitious.

Whilst I do not perceive your comments to be frivolous, vexatious or repetitious, I need to be sure that they link in to the Licensing Objectives to ensure that they are relevant.

Would it be possible for you to expand on your thoughts behind your comments, with regard to the licensing objectives and the licensable activities sought (namely live and recorded music, alcohol sales and late night refreshment)?

I am more than happy to call you and discuss the matter in person should you wish to forward a contact telephone number.

Claire Bold
Licensing Team Leader
01295 753741
07971 302794
claire.bold@cherwell-dc.gov.uk
www.cherwell.gov.uk

From: Helen Lashbrook [mailto:HL@avonr.demon.co.uk]
Sent: 22 July 2014 19:03
To: Licensing
Subject: Re: Contact Form submission from article Licence - temporary event notice on www.cherwell.gov.uk

Dear Geni

That is what I am objecting to

Regards

Helen Lashbrook

From: [Licensing](#)
Sent: Tuesday, July 22, 2014 5:27 PM
To: hl@avonr.demon.co.uk
Cc: [Chris Pegler](#) ; [Alexandria Farrell](#)
Subject: RE: Contact Form submission from article Licence - temporary event notice on www.cherwell.gov.uk

Hello,
Thank you for your enquiry.

Please could you clarify which event you wish to object to?
We do not have an application for any TEN for that area.

Please could you confirm - Are you referring to the 'Licensed Premise Application' that we have under consultation at the moment, by HOMEGROWN MUSIC FESTIVAL?

Many thanks,
Geni

Geni Devonish
Senior Licensing Officer
Cherwell District Council
01295 223740
licensing@cherwell-dc.gov.uk

From: hl@avonr.demon.co.uk [mailto:hl@avonr.demon.co.uk]

Sent: 22 July 2014 15:37

To: Licensing

Subject: Contact Form submission from article Licence - temporary event notice on www.cherwell.gov.uk

Contact Form Submission

Article [Licence - temporary event notice](#) (4683)

Name: Helen Lashbrook

Address 1: Stone Gables

Address 2: Manor Farm Lane, Chesterton

Town: Bicester

Postcode: OX26 1UD

**Email
address:** hl@avonr.demon.co.uk

Comments: I wish to object to a temporary event licence being given for a three day music festival in a field to the west of Chesterton in the middle of August. The event would create traffic chaos in the village and making access to the Weston-on-the-Green to Ardley road virtually impossible. It will also cause a significant amount of noise pollution, bringing general chaos to the small village of Chesterton

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.

?

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.

?

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.

?

**CHESTERTON PARISH COUNCIL RESPONSE TO
NOTICE OF APPLICATION UNDER SECTION 17 OF THE
LICESING ACT 2003 - HOMEGROWN MUSIC FESTIVAL**

The Parish Council raises the following objections to this application:

i) Access arrangements off Akeman Street

The access proposed off Akeman Street is in close proximity to the motorway bridge and we would deem this to be unsuitable and potentially dangerous given the lack of vision when driving over the bridge towards Chesterton. Akeman Street has a 60mph limit as a country road and drivers regularly drive at that speed or in excess. The Organiser has given us assurances that marshals will be positioned on either side of the bridge adjacent to the narrow access but we still hold that this is potentially too dangerous as a sole access point.

We also raise the question of the 'sole access' off Akeman Street. We have been advised that such an event should have a minimum of two access/egress entrances for safety reasons.

ii) Access arrangements via the A4095 and Green Lane in the village

The Organiser has assured us that the 'road map' issued to ticket holders will stipulate that there is no access via Little Chesterton or Chesterton village itself and that 75% of users will access the site from the B430 via Akeman Street.

We are still concerned that users from the Milton Keynes/ Aylesbury directions will access the site through the village especially off the A4095 via the 'Allotments road' which is both narrow and the subject of concerns already expressed to OCC Highways on numerous occasions.

iii) Minibus shuttles from Bicester North station

We feel that many drivers will ignore advice to use this service and access the site via the A4095 going through the village and via the above 'allotments road'

iv) BSA Sports Ground

We support the responses made by Mr Len Payne on behalf of the Sports Association whose land abuts the proposed festival site. The BSA Sports Ground lies within our parish and we endorse their concerns over the oncosts involved for special safety and security over the festival period. We also express our concern over the possibility of attempted access across BSA land to the boundary of the festival site from the minor road to Little Chesterton for the reasons stated by Mr Payne.

Conclusion

We were impressed by the assurances given by Mr Readle and the professional approach to this application but do feel that safety factors are of paramount importance in this instance and our local knowledge suggests that the access is inadequate for the 400 cars expected given the use of Akeman Street as both a 'rat run' avoiding the congested A34 and its use by users of the Bicester Hotel & Country Club as well as by users of the BSA facilities. Any increase in traffic on the 'allotments road' is unacceptable.

If a licence is granted then we would advocate that it is for this one event only, giving us the opportunity to monitor access and traffic movements etc.