

Traffic Plan: Scots Guards Colonels Concert

Event Date: 25th June 2011

Venue: The Old Rectory, Finmere, Oxfordshire

**Prepared by:
Event Management Team**

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1 Overview

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

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

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

1.1 Proposed Event

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

1.2 Site Description and Access Points

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

Access is available from Valley Road

1.3 Overview of Road Layout in Proximity to the Site

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

2 Event Traffic

2.1 Expected Traffic Levels and Arrival Times

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

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

Saturday 25th June

Concert Staff

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

10.00am till 12.00pm 15 vehicles

12.00pm till 2.00pm 30 vehicles

Audience

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

9.30pm till 10.15 pm – Departure of spectators

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

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

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

2.2 Access Routes Site

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

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

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

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

The Outer Car park will be filled via Gate 1 with cars parking facing back the way they arrived. Vehicle access through Gate1 will be carefully controlled by the stewards to avoid bottlenecks. Stewards will have radio communications and there will be a central command post with multiple communication facilities situated near Gate 1.

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

2.3 Vehicle Labelling System

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

Production
Artist
Crew
Residents
VIP

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

2.4 Pre/Post Event Traffic

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

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

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

3 Ingress Operations

3.1 Disabled

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

3.2 Campervans

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

3.3 Rail and Ride

There are no anticipated rail and ride arrangements.

3.4 Coach Packages

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

3.5 Motorbikes

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

3.6 VIP, Production and Artist

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

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

3.7 Crew Parking

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

3.8 Pickup and Drop Off and Taxi Operation

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

3.9 Residents

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

4 Access Routes

4.1 Public North

None – Re directed to TINGEWICK

4.2 Public East

Via roundabout on A421 to the Inner Car Park.

4.3 Public South

A421

4.4 Public West

From WESTBURY to INNER AND/OR OUTER CAR PARK

4.5 Special Access Routes for Reserved Parking or Coaches

None required

4.6 Emergency Services Routes

St John Ambulance or similar will be in attendance.

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

4.7 Pedestrian Routes

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

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

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

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

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

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

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

Summary

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

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

Entrance will be by pre sold ticket.

4.8 Local Access Routes

Event traffic

5 Egress Operation

5.1 Egress Routes During Peak Ingress

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

5.2 Post Event Egress Routes

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

5.3 Any Special Arrangements Required

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

6 Tickets Accreditation, Checks and Sales

6.1 Public Vehicle and Occupant Checks

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

6.2 VIP Vehicle and Occupant Checks

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

6.3 Pedestrian checks

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

7 Pedestrian Safety/Access

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

7.1 Pedestrian Routes on Site

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

8 Car Parking Operation

8.1 Description of Areas and Access

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

8.2 Capacities of Car Parks

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

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

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

8.3 Parking Plan

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

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

9 Emergency Services

9.1 Police

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

9.2 Fire

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

9.3 Medical

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

9.4 Access routes

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

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

Air Ambulance Emergency Landing Zone – The Village Cricket Field.

10 Lighting

10.1 Car Parks

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

10.2 Access Points

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

10.3 Pedestrian Routes

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

11 Maintaining Routes to and from Site

11.1 Vehicle Recovery and Tow Away

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

11.2 Road Cleaning

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

12 Traffic Management

12.1 Local Highways

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

12.2 Highways Agency

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

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

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

12.4 No Waiting Restrictions

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

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

12.5 Cone Plans

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

13 Signage Plan

Main ROADS – A421, WATER STRATFORD, TINGEWICK

13.1 Route Signage

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

14 Contingency Planning

14.1 Parking Areas

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

14.2 Parking Access

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

14.3 Routes Outside the Site

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

There is no requirement for diversion routes through the village.

15 Notes

15.1 Health and safety

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

16 Appendix

16.1 Plans of Site

16.2 Traffic Movement Survey

Traffic Movement and Flow Survey

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

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

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

Conclusions

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

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

Cherwell District Council
Bodicote House
Banbury
Oxon
OX15 4AA

20th March 2011

Dear Sirs

Armed Forces Day Band Concert Finmere
Saturday 25th June 2011

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

I understand the license application:

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

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

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

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

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

Previous concerts

September 2010 Finmere

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

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

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

Other charities

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

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

Connections to the Household Division

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

In terms of specific proposals for the four licensing objectives:

Prevention of Crime and Disorder

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

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

Public Safety

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

Public Nuisance

Noise and Vibration

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

Queue management and dispersal procedures

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

Hours

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

Noxious smells.

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

Litter clearance

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

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

Light Pollution

1. There will be no glare from artificial light.

Protection of Children from Harm

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

Yours sincerely

Charley Grimston

Presentation
Colonels Concert Charity Event
Armed Forces Day 25th June 2011
Finmere Parish Council
11th March 2011

Good evening ladies and gentlemen thank you for inviting me to your meeting this evening. Can I begin by telling you a little about myself?

I served 12 years with the 2nd Battalion Scots Guards and have been Pipe Major of the Scots Guards Association Pipes & Drums since 2004. My youngest son Robert (18) is serving with the 1st Battalion Scots Guards and spent last summer serving in Helmund Province. I will be performing in the proposed concert and am a member of the organising committee. I am a serving Police Officer with Thames Valley Police and as the Detective Inspector for Cherwell Local Policing Area have direct responsibility for crime management issues in your village. I first became involved in the idea of holding a concert here while I was helping to raise charitable funds for your Church appeal last September at the Old Rectory. I suggested to Charley Grimston that the grounds of his home provided a natural outdoor arena for a full band concert, never expecting that the Regimental Band would ever be made available to perform such an event. You can imagine my surprise when Charley informed me that the band was available, willing and the Regiment had agreed!

The aim of the power point presentation that I am delivering this evening is to give you sufficient information on which to base an informed, considered decision, allay your concerns and very much include the wider residents of the village in the proposed event. The presentation begins with a very quick recent history of the regiment, mission statement (including link to AFD), explanation of the Colonels Fund and its relevance to soldiering in the 21st century, the performance, and finishes with 4 slides covering the licensing provisions.

I have formal training and professional knowledge of the general provisions within the licensing objectives – General, Prevention of Crime & Disorder, Public Safety, Prevention of Public Nuisance and Protecting Children from harm. However I must make it clear am not here representing Thames Valley Police. I am here in the capacity of a private citizen who is giving up his time voluntarily for a cause that I passionately support along with Charley & Katharine, ALL the other performers, production committee, and crew. Who also have given up their time ability and experience freely. This is not a commercial venture, it relies on the good will of everyone concerned, commercial and individual sponsorship. To make this a commercial venture the audience numbers would need to be considerably more and the geography of the location simply does not lend itself to that size of event.

- Visual gallery/montage of Recent SG deployments – Reg Band, Pipes & Drums, Highald Dancers
- Audio – Theme to Gladiators (SG Regt Band), 79th farewell to Gibraltar (Band pipes), Regimental Marches (band & Pipes)

SLIDE 1.

“Mission Statement”

Show Support for the Armed Forces on National Armed Forces Day

- Practically through attendance and charitable donation
- Boost public support and appreciation for all those who serve and have served in Her Majesties Forces, visibly showing the Armed Forces and veterans they are valued, enjoying the respect and consideration of the community

Charitable Aims

- Provide direct support to the wounded and families of those killed in action.
- Encourage business to support military charities through sponsorship.
- Maintain sufficient funds within this service charity to pay for its increasing needs during a time of national financial austerity and reduction in service support.

Benefit the Local Community

- Opportunity to see and hear music from one of the world's finest military bands and Championship winning Pipes, Drums & Highland dancers
- Possibly the most prestigious Armed Forces Day event in Oxfordshire
- Give aspiration to students of music and dance
- Benefit local Charitable organisations
- Encourage involvement and integration between the services and local community

SLIDE 2

REGULATED ENTERTAINMENT LICENSING

Objective 1. Prevention of Crime & Disorder

The anticipated demographic make up of the expected audience would suggest the bulk age group is to be 30 to 70, compliant and unlikely to engage in deliberate criminal activity or public nuisance.

- **Drugs policies/notices** – This event is unlikely to attendees engaged in recreational substance misuse or the commercial supply of illegal substances as defined Under the Misuse of Drugs Act 1971. In the unlikely event of a casual disclosure a report will be made to the authorities in compliance with Common law
- **Membership of local Pubwatch Scheme** Not applicable. local Licensed premises will be informed of event and Neighbourhood watch co-ordinators will be informed via “ringmaster” system the event is taking place
- **Age Restrictions** All children below the age of 16 to be accompanied by an adult. (proof of age not required)
- **Bottle bans** Not applicable this is a dry event
- **#Law Enforcement.** Local Bicester Sector Inspector briefed. Request for Uniformed Special Constable and or Police Community Support Officer presence.

SLIDE 3

Objective 3. Public safety

- **Provisions of emergency lighting** There is no provision outside of lighting equipment held on site emergency vehicle (onsite First Aid). This event will take place and conclude during the hours of day light.
- **Accommodation Limit.** No on-site accommodation, no visitor camping.
- **First Aid Provision.** St. John Ambulance or other voluntary First Aid organisation to be on-site throughout the time the event is open to the public. Emergency medivac route, access and heli landing zone identified. Police, Ambulance and Fire Service notified and Traffic Plan including site map provided.
- **Number of attendees.** Audience limit of 1000.

SLIDE 4

Objective 4. The Prevention of Public Nuisance

- **Secondary glazing/soundproofing.** Not applicable.
- **Keeping music to reasonable level.** Non-amplified live acoustic music.
- **Litter Clearance.** Rubbish collection points provided on-site and provisions made for on site collection and clearance by volunteers and refuse collector.
- **Controlling noxious odours cooking etc...** Not applicable, no provision for on site concessions.
- **Not using external areas after certain time.** Public expected to be clear of site by 22.30hrs (10.30pm). Any site clearance, break down will take place during daylight hours.
- **Restricted hours that amplified music can take place.** No amplified music performance. Public address system will not be used after 10.00pm unless in the event of an emergency.
- **Keeping doors and windows closed while licensing being used.** Not applicable this is an outdoor event being undertaken during reasonable hours.
- **Notice asking patrons to leave quietly.** All ticket holders will be provided with an information pack that will include provisions for litter disposal, pedestrian movement within the village, notice to leave quietly, not to sound vehicle horns unnecessarily, actions in the event of wet weather.
- **#Traffic Plan.** Comprehensive Traffic plan, Stewards, no validation or selling tickets to persons in vehicle, off site or at entrances. Information packs giving specific parking instructions. On site vehicle removal (if necessary) will be provided by event organising team to include car parks.
- **#Vehicle breakdown on highway.** Provisions to be made by vehicle owners via National/local breakdown services. Where safe to do so any broken down vehicle causing an obstruction within the limits of the village will be manually moved at the agreement of the vehicle keeper. Any vehicle broken down on a Highway (BDV) will be dealt with via the police fast roads policy and breakdown services.

Not required under application for Premise Licence

SLIDE 5

Objective 5. **The Protection of Children from Harm**

- **Restricting access to adult entertainment.** Not applicable, none of the content places any child at risk of morale danger or corruption.
- **Provision of children's area.** Not applicable (dry event) Children under age of 16 years to be accompanied by an adult.
- **Criminal Records Bureau (CRB) checks of staff looking after children.** No provision as children accompanied. Lost children will be taken to Event Control. (Both myself and my wife hold current CRB checks through Oxfordshire Education Authority & Independent Schools). Other volunteers on site not named in this document hold similar accreditation.
- **Proof of Age card.** Not applicable, no alcohol can be purchased on site
- **Prevention of access to gaming machines.** Not applicable
- **A limit on the hours during which children can be present on site.** Not applicable, the event is taking place within reasonable social and domestic hours.
- **Requirement to be accompanied by an Adult.** No child under 16 years to be allowed on site un-accompanied.

SLIDE 6

Scots Guards Band – Colonel's Fund Concert
The Rectory, Finmere, Bucks - 25 June 2011

- | | | | |
|----|-------------|------------------|--------------------|
| 1. | March | Sarafand | Willcocks |
| 2. | Overture | Poet and Peasant | Suppe |
| 3. | Selection | James Bond | Barry arr Stirling |
| 4. | Cornet Solo | Share My Yolk | Webb arr Bosanko |
- Cornet Soloist – **WOII Band Sergeant Major Ralph Brill** - Scots Guards Band

5. Pipes and Drums The 'Craggs of Tumbledown' Riddell arr Gray

Pipe Set: Battle of the Somme, Skye boat Song, Itchy Fingers,
Glasgow City Police

Argyll Broadswords: Pieadbroch of Donald Dhu, Aspen Bank, Orange
& Blue, Braes O'Mar, High Road to Linton, Fairy Dance, Jock Wilson's
Ball, Kilt is my delight, Cock O' the North

Combined Amazing Grace arr Fairbairn

Featuring the Scots Guards Association Pipes and Drums
Pipe Major Steve Duffy

6. Film Theme from 'The Gael' arr MacDermott
Interval – 30 Minutes

- | | | | |
|----|---------------------|------------------------|-----------------|
| 1. | Big Band | Children of Sanchez | |
| | Chuck Mangione | | |
| 2. | Old Scottish Melody | Auld Lang Syne | Burns arr Wiley |
| 3. | Saxophone Solo | What a Wonderful World | arr Saucedo |

Saxophone Soloist – **Sergeant Tony Furzey** - Scots Guards Band

4. Band and Pipes 79ths Farewell to Gibraltar McKay arr

Pipe Set: Highland Wedding, Maggie Cameron, Thompson's Dirk

Pipe Suite: Steam Train to Mallaig McKinnon arr Duffy

Combined Highland Cathedral Michael Korb

Featuring the Scots Guards Association Pipes and Drums
Pipe Major Steve Duffy

5. Finale with Pipes 'Here's to the Heroes' Barry arr Jones
- Evening Hymn/Last Post Abide with Me arr MacDermott

Lone Piper
Regimental March
March Off

Sleep 'Dearie' Sleep
Hielan' Laddie
The Black Bear

Traditional
Traditional
Traditional

National Anthem

God Save the Queen

arr Brown