

Public Document Pack

NORTH HERTFORDSHIRE DISTRICT COUNCIL

LICENSING AND APPEALS SUB-COMMITTEE

THURSDAY, 28TH NOVEMBER, 2019

SUPPLEMENTARY AGENDA

Please find attached supplementary papers relating to the above meeting, as follows:

Agenda No Item

2. **APPLICATION FOR THE GRANT OF A NEW PREMISES LICENCE FOR SANDON FIELDS (Pages 3 - 44)**

REPORT OF THE LICENSING OFFICER

Application by Richard Maskell

For the grant of a premises licence in respect of Sandon Fields, Hyde Hall Farm, Sandon, Buntingford, Hertfordshire SG9 0RU.

Please find attached documents relating to Appendix A

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Fire Risk Assessment

RISK ASSESSMENT: Sandon Fields Festival 2020				ASSESSOR NAME: John Heath				SIGNATURE:			
AREA: Hyde Hall Farm, Sandon , Herts SG9 OQG				DATE OF ASSESSMENT: 24/10/2019				REVIEW DATE:			
Activity hazards: <small>List what could cause harm e.g. falls from height, trip hazard, fire, etc.</small>	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: <small>For each hazard, list the measures you will be taking to minimize the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</small>	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary
			S	L	RP		S	L	RP		
Page 3 Lack of Fire Safety	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	5	4	20	<ul style="list-style-type: none"> ➤ Fire Fighting Equipment provided at designated Fire Points located near site Marquees the main stage, and relevant traders / contractors. ➤ Roof sheeting and materials to be Fire retardant certified and tested. ➤ No smoking signage to be erected around the inside of marquees and temporary structures as per legislation. ➤ No smoking inside any enclosed or partially enclosed structures. ➤ No unsupervised BBQs, fires, naked flames or candles permitted on site. ➤ Lighting fittings and equipment with hot surfaces liable to radiate heat must be kept away from potential fuel sources. ➤ Ventilation outlets from equipment and appliances must be kept clear from obstructions so they do not overheat. ➤ No petrol generators permitted on site. ➤ No Pyrotechnics, fireworks, confetti canons or real flame effects may be used. ➤ As per manufacturer's instructions by competent contractors. ➤ Method statements, risk assessments and safety data sheets to be produced for the Event ➤ Event personnel and contractors to be vigilant on site for indications of near-misses e.g. scorch marks, discoloured or charred electrical plugs and sockets or cigarette burns, to be used on site to identify hazards which may not otherwise have been noticed. 	5	1	5	Safety officer and Fire officer	24 hour check to be carried out as well checks before the event opens on the day.
	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation ➤ Electrocutation 	5	4	20	<ul style="list-style-type: none"> ➤ Electrical installations completed by competent trained electricians and certified on completion. ➤ All Portable appliances and electrical equipment to hold valid PAT. ➤ Electrical circuits to be fitted with circuit breaking devices such as RCD's to prevent electrical fires. 	5	2	10	Event Director	All electrical certificates to be issued before event is open.

Fire Risk Assessment

RISK ASSESSMENT: Sandon Fields Festival (Cont)				ASSESSOR NAME: John Heath				SIGNATURE:			
AREA: Hyde Hall Farm, Sandon , Herts SG9 OQG				DATE OF ASSESSMENT: 24/10/2019				REVIEW DATE: 01/05/2020			
Activity hazards: List what could cause harm	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: For each hazard, list the measures you will be taking to minimize the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary
			S	L	RP		S	L	RP		
<p style="font-size: 2em; transform: rotate(-90deg);">Page 4</p> <p>Risk of injury from fire due to potential fuel.</p>	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	5	4	20	<ul style="list-style-type: none"> ➤ Display materials and branding) will be certified fire retardant or have been treated with fire retardant materials. ➤ All upholstered furniture, drapes, marquee canvas, big top materials and roof sheeting for stages and structures to be certified as fire retardant. ➤ Hazardous equipment, materials or cleaning products will be kept to a minimum, installed, used, stored, maintained and protected in accordance with manufacturer's instructions and legislation. ➤ Safety data sheets and COSHH risk assessments to be produced for all chemicals on site and all chemicals to be stored, used and protected in accordance with manufacturer's guidance. ➤ Safe system of work in place for the control of combustibles waste by ensuring the waste materials and rubbish are not allowed to build up and are carefully stored, until properly disposed of; particularly at the end of the day. (see waste management plan) ➤ All large temporary structures (big tops and stages) will be sited a minimum of 10 m apart. ➤ All scenery, props, equipment and other materials not in use, to be stored away securely in appropriate storage areas rather than left lying around the stage or event site. ➤ Maximum of 2xLPG, propane or other gas cylinders by food vendors will be used, maintained, protected and stored in accordance with manufacturer's instructions and legislation – users to be competent and understand risk and undertaken risk assessments. (No temporary jubilee clips permitted on site) ➤ Clothing, site drapes, curtains and materials not to be situated near any ignition sources. ➤ Potential for arson to be reduced by limiting the amount of fuel stored on site and cordoning it off so only authorised people can obtain access (minimum of 3m away from public areas) ➤ High standards of housekeeping and avoiding litter and rubbish building up on site, to be maintained. ➤ Security and safety staff patrolling high risk areas eg. Cardboard boxes or wooden transportation pallets must not be left outside infrastructure. They must be cleared periodically throughout the day and secured in a cordoned off area for disposal. ➤ 4x Trained fire marshals will be available through the event. 	5	2	10	Safety Officer Event Directors Fire Marshals	Monitoring of food vendors, the site will be carried out throughout the event by trained personnel.

Fire Risk Assessment

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Combustible materials build up causing fire.	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns 	5	4	20	<ul style="list-style-type: none"> ➤ All combustible waste to be stored in designated skips or in closed storage areas to avoid building up elsewhere, no storage of combustibles underneath stage decks or structures. ➤ Contractors must store combustible waste safely and dispose periodically Combustible materials to be kept away from all electrics and hot surfaces Ignition sources kept away from any combustible material. ➤ Combustible waste must not be stored within 3M of public areas or near fire exit routes. 	5	1	5	Safety Officer Fireman Fire Marshals	Monitoring will be carried out during the event
Injury to persons due to lack of fire detection and warning of fire	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	5	4	20	<ul style="list-style-type: none"> ➤ Clear instructions for raising the alarm and evacuation of the public will be issued to all event crew, contractors and staff. ➤ Clear Fire/incident evacuation procedure in place. (see ESMP) ➤ Radio and public address system will be used for communications around the site throughout the event. ➤ Security Control to initiate the public address and alarm systems for notifying the public of an incident and starting a phased evacuation where necessary. ➤ All radios and PA system to be checked before use, spare radio batteries on charge in the control rooms. ➤ Security patrols will be roaming around higher risk areas that are not frequented by people regularly, such as around the back of the site infrastructure. 	5	1	5	Safety Officer Event Directors Fire Marshals Security teams	All personnel will be briefed on emergency procedures.
Injury to persons due to lack of Fire Fighting Equipment and Facilities	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	5	4	20	<ul style="list-style-type: none"> ➤ A Numbers of fire extinguishers based on hazards present in specific areas of site, distance, security and visibility. ➤ Fire extinguishers present on site from initial set-up to close of breakdown / event. ➤ A defined protocol will be in place between the event organisers, security and the fire brigade, defining responsibilities, actions and reporting procedures. ➤ 1x fire officer will be on site during the event and looking after all firefighting equipment. 	5	1	5	1x Fireman 4x Fire marshals	Checks will be carried out before the event that all correct fire extinguishers are in place by the caterer and Fire team.

Fire Risk Assessment

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Activity hazards: List what could cause harm	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: For each hazard, list the measures you will be taking to minimize the risk identified e.g. <i>appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</i>	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary
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Risk of injury from fire due to increased oxygen supplies.	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	4	4	16	<ul style="list-style-type: none"> ➤ Oxygen cylinders on site with medics, to be stored, used, transported as per legislation by competent and trained operatives. ➤ No other oxidizing materials present on site. 	4	1	4	Safety Officer 1x Fireman Fire marshals	Checks to be carried out before the event opens to the public.
Fire from use of special effect equipment	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	4	4	16	<ul style="list-style-type: none"> ➤ There will be No Pyrotechnics, lasers and confetti canons on site. 	4	1	4	Safety Officer 1x Fireman Fire marshals	Checks to be carried out before the event opens to the public.
Injury due to delay in opening exit gates	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation ➤ Crowd crushing 	4	3	12	<ul style="list-style-type: none"> ➤ All exit gates will be closed and manned by either a steward or SIA security guard. NO bolts or cables ties will be used so it will be opened easily by staff in an emergency. 	4	1	4	Safety officer Deputy safety officer 1x Fireman Security manager Security supervisors	Checks to be carried out that all staff are in place before the event opens also will be monitored during the event
Fire risk caused by spread of flame.	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	4	3	12	<ul style="list-style-type: none"> ➤ Site areas are designed to ensure min 10m separation between major stage structures to eliminate risk of fire spread. ➤ All areas of dense undergrowth will be identified and removed by the land owner, or fenced off from public access. ➤ Catering units will be sited in blocks; however, fire appliances will be able to gain access within 3m of unit frontages at all locations, with the depth of the 'back to back' catering unit blocks not exceeding 50m, in order that a fire hose could easily reach the central back of any storage areas. 	4	2	8	Event Director Safety Officer 1x Fireman 4x Fire marshals	Event Director will make sure separation whilst the event is being set up with the main stage, marques and caterers

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Fire Risk Assessment

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Fire Risk Assessment

<p>Injury to persons due to lack of escape routes or emergency exits</p>	<p>Public Employees Contractors Visitors Artists</p>	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation ➤ Crowd crushing 	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> ➤ There will be 2 Emergency exits gates at the event that will be manned by stewards ➤ Using the following guides, Fire safety risk assessment for open-air events and venues and the purple guide for events and venues and taken into account the field areas and inclines involved. This has resulted in a calculation regarding the following: The event has been capped with a maximum of 4999 divided by the flow rate of 85 persons, divided by the escape time of 10 mins = <u>Total required 5.88 meters width gates</u> The escape gates at the event will allow us to provide the following <ul style="list-style-type: none"> ➤ Main Gate / 6 meters ➤ EM Gate 1 / 2.4m ➤ EM Gate 2 / 2.4m ➤ Gives us a total of 10.8 meters. ➤ Signage clearly provided around site above gates on perimeter fencing. ➤ All enclosed structures accessible to ticket holders have been assessed for occupancy, exit width and evacuation time, in order to ensure safe routes of egress from these, into the relative safety of the open air arena. The people involved will then follow the exit signage over the gates in the fencing to the final place of safety outside the site. ➤ All structures will only be accessible to staff and accredited event personal. They are to have a minimum of one exit route measuring no less than 750mm in width, where more than 60 persons are anticipated at any one time into these areas, a second exit will be provided to provide and exit route in an alternative direction. ➤ All staff, crew and management to be briefed on locations of assembly points and fire exit routes out of the site. ➤ The event fire Plan will be discussed with all members of event personnel, management, security and stewards. ➤ Security and stewards to offer assistance to disabled or vulnerable people where necessary, however all egress routes are wide enough to fit wheelchair bound users through. ➤ Emergency exits will always lead to a reasonable, or total place of safety ➤ Emergency exits will be designed to ensure that any person confronted by fire is able to turn away from it and escape to a reasonable place of safety located nearby, where they should be able to make their way to a place of total safety. ➤ Numbers of public around the site areas will be monitored, so as not to become overcrowded or cause bottlenecks / crush zones. ➤ All emergency exit routes will open up in the direction of travel and will be unlocked during the event. ➤ All emergency exits will be fully maintained and checked to ensure they are in safe working order as part of opening procedure. ➤ Event management will ensure that during the event, fire exits are free from obstructions and hazards. ➤ All contractors on site to have briefing before they start work instructing them not to block any fire exits. ➤ 	<p>5</p>	<p>1</p>	<p>5</p>	<p>Safety officer Deputy safety officer Security manager Security supervisors</p>	<p>All checks will be carried out before the event is open, that suitable and sufficient escape routes are provided around the event</p>
<p>RISK ASSESSMENT: Sandon Fields Festival (Cont)</p>						<p>ASSESSOR NAME: John Heath</p>			<p>SIGNATURE:</p>		
<p>AREA: Hyde Hall Farm, Sandon , Herts SG9 OQG</p>						<p>DATE OF ASSESSMENT: 24/10/2019</p>			<p>REVIEW DATE: 01/05/2020</p>		

Fire Risk Assessment

Activity hazards: List what could cause harm	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: For each hazard, list the measures you will be taking to minimize the risk identified e.g. <i>appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</i>	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary	
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Page 9	Injury to persons due to faulty fire equipment, installations, devices and facilities.	Public Employees Contractors Visitors Artists	➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation	4	4	16	<p>All fire extinguishers on site to be installed and maintained by competent personnel, and signed off as such, before set-up on site.</p> <p>Fire precaution checks will be undertaken before, during and after the event.</p> <p>Daily checks will comprise of;</p> <ul style="list-style-type: none"> ➤ Removing of any bolts, padlocks and security devices from fire exits if applicable. ➤ Check that all stewards are situated on fire exit gates. ➤ Check escape routes are clear and free from obstruction. ➤ Check all safety signage is clearly visible and legible. ➤ Check emergency lighting is in place and in working order. ➤ Check provisions and numbers of fire extinguishers are correct, and in the right locations. ➤ Check operations of the PA communication system and that radios are all working. ➤ Check all staff, security and stewards all know their fire responsibilities. 	4	2	8	Safety officer Deputy safety officer 2x fireman Fire marshals Security manager Security supervisors	Checks to be carried out before the event opens to the public.
	Injury to due to lack of fire training or incompetent event personnel.	Public Employees Contractors Visitors Artists	➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation	4	4	16	<ul style="list-style-type: none"> ➤ Event staff, crew and contractor briefings to be carried out before the event, so all understand the emergency procedures, locations of emergency assembly points, their responsibilities, how they prevent fires, or deal with them, any significant findings from the fire risk assessment, measures in place to reduce risks, who is nominated with fire safety responsibilities, or any arrangements for serious and imminent danger. ➤ All staff, contractors, security and crew to have received information and training before undertaking any fire safety duties. ➤ A minimum of 4 fire marshals will be in place for this event. ➤ The use of firefighting equipment is an emergency response only and first response should be to contact Event Control who will initiate the full or partial evacuation plan. ➤ Fire brigade to be called for any suspected or actual fires, even if they have been extinguished. 	4	1	4	Event Director Safety Officer Deputy safety officer Fire Officer	staff to receive training before the event.

Fire Risk Assessment

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			S	L	RP		S	L	RP		
Fire risk caused by dryness of undergrowth.	Public Employees Contractors Visitors	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	4	2	8	<ul style="list-style-type: none"> ➤ The event organiser to request the land owner to remove all dead undergrowth cut back grass in advance of the event. ➤ Security staff to be briefed specifically about the fire risks of discarded cigarette ends. ➤ fire extinguishers of the correct type to be situated near any large areas of dry undergrowth identified on the site walk around before the event becomes live. ➤ No bale straw to be used at the event 	4	1	4	Event Director Safety Officer Deputy safety officer Fire Officer	Checks to be carried out before and duty the event.
Injury due to inadequate emergency signage Emergency Planning/ lack of light during an evacuation and/or Emergency Lighting	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	4	3	12	<ul style="list-style-type: none"> ➤ Clear and illuminated Fire Exit signage will be erected around whole site above exit gates. ➤ Additional lighting units that will illuminate the whole site, with backup power in case of failure. ➤ All Fire exit routes to be kept clear from obstruction, throughout the whole event, set-up and breakdown. ➤ All signage used for emergency exits/ routes and firefighting equipment will be compliant with the H&S (Safety Signs and Signals) Regs 1996. ➤ Picturegram signage used around whole site. ➤ All security and stewards are briefed of fire evacuation plans in advance of the event and re briefed daily. 	4	2	8	Event Director Safety officer Deputy safety officer Security manager Security supervisors	24 hr and pre-event checks will be carried so their suitable and sufficient lighting and signage through the exits
Vehicle fires Causing explosion and fire spread	Staff Members of public Contractors Guests Artists	<ul style="list-style-type: none"> ➤ Fatality /s ➤ Smoke inhalation ➤ Burns 	5	4	20	<ul style="list-style-type: none"> ➤ Any vehicle exhibiting signs of smoke from any place other than the exhaust pipe will not be allowed entrance to the event venue. ➤ Firefighting equipment to be situated at the main entrance and venue car parks. ➤ Fire Marshals will be available to use firefighting equipment and advised of nearest location of equipment. ➤ Car parking operatives to monitor vehicles parked on site ➤ Fire exits and gangways to be kept clear at all times. ➤ Evacuation plans in place for an emergency ➤ Fire Action information to be given to event organisers, information on fire assembly points and emergency exits to be announced at the start of event. 	5	2	10	All Event Staff	Regular inspections and checks will be carried during the event.

Fire Risk Assessment

Likelihood		
Term	Value	Description
Extremely unlikely	1	Very unlikely that the event will ever occur
Unlikely	2	Not expected but still conceivable
Possible	3	Could happen if activities not controlled
Likely	4	To be expected to occur due to frequency/ risk of activity
Extremely likely	5	Will happen due to frequency/ risk of activity

Severity		
Term	Value	Description
Negligible	1	Very minor injury, bump, knock, fright
Minor	2	Requiring First Aid or other medical attention
Significant	3	Hospital admission or over 7 consecutive days off work
Major	4	Any RIDDOR specified injuries e.g. Disabling injury, Burns, Broken bones, Sight loss etc.
Catastrophic	5	Death

RR score= S x L		Risk Rating				
		Likelihood				
		1	2	3	4	5
SEVERITY	1	1- Low	2- Low	3- Low	4- Low	5- Low
	2	2- Low	4- Low	6- Low	8 -Med	10 -Med
	3	3- Low	6- Low	9 -Med	12 -Med	15- High
	4	4- Low	8 -Med	12 -Med	16- High	20- High
	5	5 -Med	10 -Med	15- High	20- High	25- High

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REPORT TITLE: NOISE MANAGEMENT PLAN IN RESPECT OF
SANDON FIELDS FESTIVAL 2020
HYDE HALL FARM, HERTFORDSHIRE SG9 0RU

ISSUED TO: Richard Maskell
London Road Studios
Unit 13
Baldock Industrial Estate
London Road
Baldock SG7 6NG

ISSUED BY: Matt Hine BSc (Hons) AMIOA

CHECKED BY: Ross Sharples AMIOA

DATE: October 2019

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SUMMARY

1. INTRODUCTION
2. GUIDELINE NOISE LEVEL CRITERIA
3. EVENT DESCRIPTION
4. NOISE CALCULATIONS & PREDICTIONS
5. NOISE MONITORING METHODOLOGY

DRAFT

Appendix A: Site Location Plan, Noise Sensitive Locations & Site Layout

Appendix B: Acoustic Terms

SUMMARY

- Sandon Fields Festival is an annual family music event held in fields at Hyde Hall Farm.
- A Noise Management Plan has been designed for this year's Sandon Fields Festival 2020.
- The plan assesses music noise levels at the festival in order that agreeable entertainment is provided for festival goers whilst minimising disturbance of local residents.
- Calculations have been undertaken to predict noise levels at potential noise sensitive locations based on music levels at audience position within the festival site and assessed against guideline noise criteria.
- The assessment illustrates that where guideline noise criteria are adhered to, satisfactory and enjoyable music levels may be achieved for festival goers without adversely affecting the amenity of local residents.
- A methodology is provided for monitoring and controlling music noise levels during the festival together with a scheme for responding to complaints should they arise.

1. INTRODUCTION

Roscco Ltd. has been commissioned to provide and undertake a Noise Management Plan (NMP) for Sandon Fields Festival 2020 at Hyde Hall Farm, Hertfordshire SG9 0RU on Saturday 20th and Sunday 21st June 2020.

Roscco Ltd. have been designing and commissioning sound systems for temporary and permanent installation nationally and internationally for twenty years and have produced and applied approximately thirty Noise Management Plans for public events similar to Sandon Fields on behalf of licencees and in conjunction with local authorities including North, Mid and East Hertfordshire District Councils, Huntingdonshire District Council, Oxfordshire County Council, Tower Hamlets, City Of Westminster, Camden Council et al.

Roscco Team Members (RTMs) possess a wealth of event noise monitoring and/or sound production/music experience and include relevant Institute Of Acoustics and BSc Acoustics qualifications.

This NMP seeks to ensure guideline noise limits and criteria established by prior agreement with North Hertfordshire District Council Environmental Health Office are controlled during the course of the festival.

This NMP includes:

- Review of guideline noise level criteria;
- Description of the festival, site location and surrounding area;
- Assessment of predicted noise levels at Noise Sensitive Locations (NSL) against guideline noise levels;
- Noise monitoring survey methodology including complaints procedure.

2. GUIDELINE NOISE LEVEL CRITERIA

The Code of Practice on Environmental Noise Control at Concerts 1995 (The Code) is a document produced by a working party of professionals in the field known at the time as the Noise Council that is broadly adopted as a reference guide in controlling noise for events such as this. References will also be made to pertinent International / British Standards as required. Table 1 of The Code below sets out guideline Music Noise Levels (MNL) for different event scenarios:

Concert days per calendar year, per venue	Venue Category	Guideline MNL; $L_{Aeq,15 \text{ min}}$
1 to 3	Urban Stadia or Arena	$\leq 75\text{dB}$
1 to 3	Other Urban and Rural Venues	$\leq 65\text{dB}$
4 to 12	All Venues	$\leq \text{Background noise } (L_{A90, \tau}) + 15\text{dB}$

Table 1: Table 1 of The Code; Guideline Music Noise Levels (MNL)

The following descriptions are also provided by The Code:

- MNLs are defined as free-field broadband $L_{Aeq,15\ min}$ levels not to be exceeded between the hours of 09:00 and 23:00 (day period) measured at pre-identified NSLs and additionally at any other unanticipated NSLs identified during the course of the festival;
- NSLs include residential properties, hospitals or similar institutions, education establishments, places of worship or any premises used for other purposes likely to be adversely affected by the music noise;
- MNLs should not include contributions from noise sources other than music from the event;
- For events occurring between the hours of 23.00 and 09.00 (night period) the music noise shall not be audible from within any noise sensitive premises with windows open for ventilation;
- At distances greater than 2km from the event, the free-field broadband $L_{Aeq,15\ min}$ at any NSL shall not exceed 70dBZ in either the 63Hz or 125Hz octave band.

The day period NML guideline value of 65dBA relating to “Other Urban and Rural Venues” taken from Table 1 of The Code is considered appropriate for this event.

This year’s Sandon Fields festival features seven music stages, marquees and tents. The Main and London Road stages feature live acts and will both finish at 23:00 with the remaining five marquees/tents closing at 01:00 on Saturday. A VIP Lounge is scheduled to run until 02:00.

For times between 23:00 and 02:00, the more stringent night period MNL guideline limit suggested in The Code will be observed. This equates to an $L_{Aeq,15\ min}$ value of $\leq 45\text{dBA}$ MNL *outside* NSLs for this additional two/three hour night period. The night period $L_{Aeq,15\ min} \leq 45\text{dBA}$ level is based on the following research:

- An acceptable ambient noise level inside a bedroom at night is given as $L_{Aeq,8\ hour} \leq 30\text{dB}$ (BS 8233);
- Attenuation of an average window, slightly open for the purposes of ventilation is between 15 - 20dB (BS 8233 and NANR 116 “Open Window Research” carried out for DEFRA);
- Therefore, levels outside bedrooms of a NSL equate to a free-field $L_{Aeq,15\ min}$ of 45dB (i.e.: 30+15).

A summary of the maximum MNLs for both day and night periods proposed by this NMP and to be used at this year's Sandon Fields Festival 2020 subject to the agreement of the licensing authority is given below in Table 2:

Description		Maximum Guideline MNL
Day Period	09:00-23:00	≤ 65dB ($L_{Aeq,15 \text{ min}}$)
Night Period	23:00-23:30	≤ 45dB ($L_{Aeq,15 \text{ min}}$)

Table 2: Maximum Proposed MNLs for Sandon Fields Festival 2020

3. EVENT DESCRIPTION

This year's Sandon Fields Festival 2020 is a two day music event featuring both live and pre-recorded music, food, camping and activities for children.

The festival site occupies fields at Hyde Hall Farm. The nearest NSLs are NSL1 800m to the south, NSL2 1km to the east and NSL3 1km to the west. The closest residential property is 580m south-west of the site. This is not considered to be a noise sensitive location as it is understood the residents are supportive of and will be attending the festival (As they have the previous 2 years)

The 2020 festival site comprises one main live music stage projecting south, a second live stage (London Road Stage) projecting south-west, two dance tents, two smaller music venues and a VIP Lounge playing pre-recorded music. Cardioid subwoofer array type pa systems are to be employed, chosen for their low frequency directional characteristics and strategically positioned to reduce music noise levels at NSLs.

The smaller music venues and VIP Lounge will feature smaller acts not requiring large subwoofers to supplement sound. A site location plan indicating the NSLs together with site layout is given in Appendix A.

The festival is due to commence at midday on Saturday 13th June 2020. The live music stages will run until 23:00 and the other venues until 01:00. The VIP Lounge will close at 02:00. Sunday (14th) runs from midday until 19:30.

4. NOISE CALCULATIONS & PREDICTIONS

Tables 3 to 9 below and overleaf calculate projected day period free-field receiver music noise levels at NSLs based on maximum permissible music noise levels at the music venues within Sandon Fields Festival 2020 on Saturday 20th June:

Location	Main Stage	NSL 1	NSL 2	NSL 3
Distance from source (m)	25	850	1000	1000
Theoretical L_p @ 1m (dBA)	126	126	126	126
Distance Attenuation (dB)	-28	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Music Noise Level (dBA)	98	53	58	58

Table 3: Projected free-field music noise levels arising from day period Main Stage music contributions

Location	London Road	NSL 1	NSL 2	NSL 3
Distance from source (m)	8	850	1000	1000
Theoretical L_p @ 1m (dBA)	114	114	114	114
Distance Attenuation (dB)	-18	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	96	41	46	46

Table 4: Projected free-field music noise levels arising from day period London Road music contributions

Location	Dance Tent 1	NSL 1	NSL 2	NSL 3
Distance from source (m)	8	850	1000	1000
Theoretical L_p @ 1m (dBA)	108	108	108	108
Distance Attenuation (dB)	-14	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	94	35	41	40

Table 5: Projected free-field music noise levels arising from day period Dance Tent 1 music contributions

Location	Dance Tent 2	NSL 1	NSL 2	NSL 3
Distance from source (m)	8	850	1000	1000
Theoretical L_p @ 1m (dBA)	108	108	108	108
Distance Attenuation (dB)	-14	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	94	35	41	40

Table 6: Projected free-field music noise levels arising from day period Dance Tent 2 music contributions

Location	70s, 80s	NSL 1	NSL 2	NSL 3
Distance from source (m)	5	850	1000	1000
Theoretical L_p @ 1m (dBA)	98	98	98	98
Distance Attenuation (dB)	-14	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	84	25	30	30

Table 7: Projected free-field music noise levels arising from day period 70s, 80s music contributions

Location	90s, 00s	NSL 1	NSL 2	NSL 3
Distance from source (m)	5	850	1000	1000
Theoretical L_p @ 1m (dBA)	98	98	98	98
Distance Attenuation (dB)	-14	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	84	25	30	30

Table 8: Projected free-field music noise levels arising from day period 90s, 00s music contributions

Location	VIP Lounge	NSL 1	NSL 2	NSL 3
Distance from source (m)	5	850	1000	1000
Theoretical L_p @ 1m (dBA)	98	98	98	98
Distance Attenuation (dB)	-14	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	84	25	30	30

Table 9: Projected free-field music noise levels arising from day period VIP Lounge music contributions

Table 10 below illustrates sum total projected day period free-field receiver music noise levels at the NLSs on the cautious and robust assumption that all music hosting venues are in operation simultaneously:

Location	NSL 1	NSL 2	NSL 3
Main Stage (dBA)	53	58	58
London Road (dBA)	41	46	46
Dance Tent 1 (dBA)	35	41	40
Dance Tent 2 (dBA)	35	41	40
70s, 80s (dBA)	25	30	30
90s, 00s (dBA)	25	30	30
VIP Lounge (dBA)	25	30	30
Total Free-field Receiver Music Noise Level (dBA)	53	58	58

Table 10: Total day period free-field music noise levels at the NSLs.

It can be seen from Table 8 that projected total day period music noise levels are within the guideline 65 dBA $L_{Aeq,15\text{ min}}$ day period value at all NSLs as outlined in Section 2, Table 2.

Tables 11 to 15 below illustrate projected night period free-field receiver music noise levels at the NLSs for the additional two to three hour night period from 23:00 to 01:00 / 02:00:

Location	Dance Tent 1	NSL 1	NSL 2	NSL 3
Distance from source (m)	8	580	1000	1000
Theoretical L_p @ 1m (dBA)	108	108	108	108
Distance Attenuation (dB)	-18	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	90	35	40	40

Table 11: Projected free-field music noise levels arising from night period Dance Tent 1 music contributions

Location	Dance Tent 2	NSL 1	NSL 2	NSL 3
Distance from source (m)	8	580	1000	1000
Theoretical L_p @ 1m (dBA)	108	108	108	108
Distance Attenuation (dB)	-18	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	90	35	40	40

Table 12: Projected free-field music noise levels arising from night period Dance Tent 2 music contributions

Location	70s, 80s	NSL 1	NSL 2	NSL 3
Distance from source (m)	8	580	1000	1000
Theoretical L_p @ 1m (dBA)	98	98	98	98
Distance Attenuation (dB)	-18	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	84	25	30	30

Table 13: Projected free-field music noise levels arising from night period 70s, 80s music contributions

Location	90s, 00s	NSL 1	NSL 2	NSL 3
Distance from source (m)	8	580	1000	1000
Theoretical L_p @ 1m (dBA)	108	108	108	108
Distance Attenuation (dB)	-18	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	90	35	40	40

Table 14: Projected free-field music noise levels arising from night period 90s, 00s music contributions

Location	VIP Lounge	NSL 1	NSL 2	NSL 3
Distance from source (m)	8	580	1000	1000
Theoretical L_p @ 1m (dBA)	108	108	108	108
Distance Attenuation (dB)	-18	-59	-60	-60
PA Directivity Correction (dB)	0	-12	-6	-6
Ground Attenuation (dB)	0	-2	-2	-2
Barrier Attenuation (dB)	0	0	0	0
Free-field Receiver Level (dBA)	90	35	40	40

Table 15: Projected free-field music noise levels arising from night period VIP Lounge music contributions

Table 16 below illustrates sum total projected night period free-field receiver music noise levels at the NLSs on the cautious and robust assumption that all music hosting venues are in operation simultaneously:

Location	NSL 1	NSL 2	NSL 3
Dance Tent 1 (dBA)	35	40	40
Dance Tent 2 (dBA)	35	40	40
70s, 80s (dBA)	25	30	30
90s, 00s (dBA)	25	30	30
VIP Lounge (dBA)	25	30	30
Total Free-field Receiver Music Noise Level (dBA)	39	44	44

Table 16: Total day period free-field music noise levels at the NLSs.

Table 16 illustrates that projected music noise levels are within the guideline 45 dBA $L_{Aeq,5 \text{ min}}$ night period value at all NLSs as outlined in Section 2, Table 2.

A Post Event Report for Sandon Fields 2020 with full details of all findings relating to music noise levels will be available within one calendar month of the event.

5. NOISE MONITORING METHODOLOGY

5.1 Before The Event

A letter is to be distributed to local residents warning them of the event, pointing out how it may affect their day. This may include higher levels of traffic and congestion in the locality and noise disturbance from either people passing by or amplified music.

This letter will outline a scheme designed for controlling noise and include the nature, date and timing of the event, number of consultants commissioned to respond and a complaints telephone number that can be called in the event of a noise complaint (relating to the event).

All Front of House (FOH) audio personnel will be briefed to ensure that they are entirely comfortable with having to work inside strict music noise level guidelines. The PA company must agree to adhere to noise limits as a condition of their engagement / contract. They will understand that they are to act on instructions from either the RTMs, any North Hertfordshire District Council representative or the Licensee without question in respect of noise attenuation, and under no circumstances breach limits.

5.2 Music Noise Level Monitoring During The Event

Three RTMs with BSc Acoustics, IOA diploma and/or relevant concert noise monitoring experience are assigned to undertake noise monitoring at the festival and will be present in or around site throughout the duration of the event. Each RTM will be equipped with a Class 1 sound level meter. The sound level meters are to be calibration-verified before and after the day's noise monitoring measurements using Class 1 calibrators.

RTM 1 is to be stationed permanently at FOH by the sound engineer throughout the entirety of the festival. RTM s 2 & 3 will monitor music noise levels at NSLs and be in transit between local residences responding and acting to any complaints should they arise.

Noise measurements are to be recorded principally as 15 minute samples of broadband L_{Aeq} values, with shorter measurement periods used for spot checks. Samples of octave band values will also be obtained by RTMs at NSLs.

For communication, each RTM will possess a two-way radio and mobile 'phone (as backup) to enable communication. In addition, one RTM will carry an additional two-way radio linking in to festival security staff enabling any complaints received by the telephone hotline to be quickly relayed and responded.

When action has been requested for the FOH sound engineer to attenuate levels, it shall be determined that this has been undertaken by RTM 1 observing an immediate reduction in the FOH $L_{Aeq, 1 \text{ min}}$ and/or $L_{Zeq, 1 \text{ min}, 63 \text{ \& } 125\text{Hz}}$ and secondarily by seeking verbal confirmation from RTMs that levels are within limits at the NSLs.

5.3 Complaints Procedure

- Phone call from noise complaint received at permanently manned Event Control Centre;
- Control informs licensee and RMT;
- RTM attends the address/location of the complaint within a realistically prompt target time;
- RTM records MNL at the complaint location and takes remedial action as appropriate;
- RTM catalogues the complaint and reports back to the licensee;
- Control communicates with the complainant to report including any action undertaken;
- Control communicates with RTM again to close the case

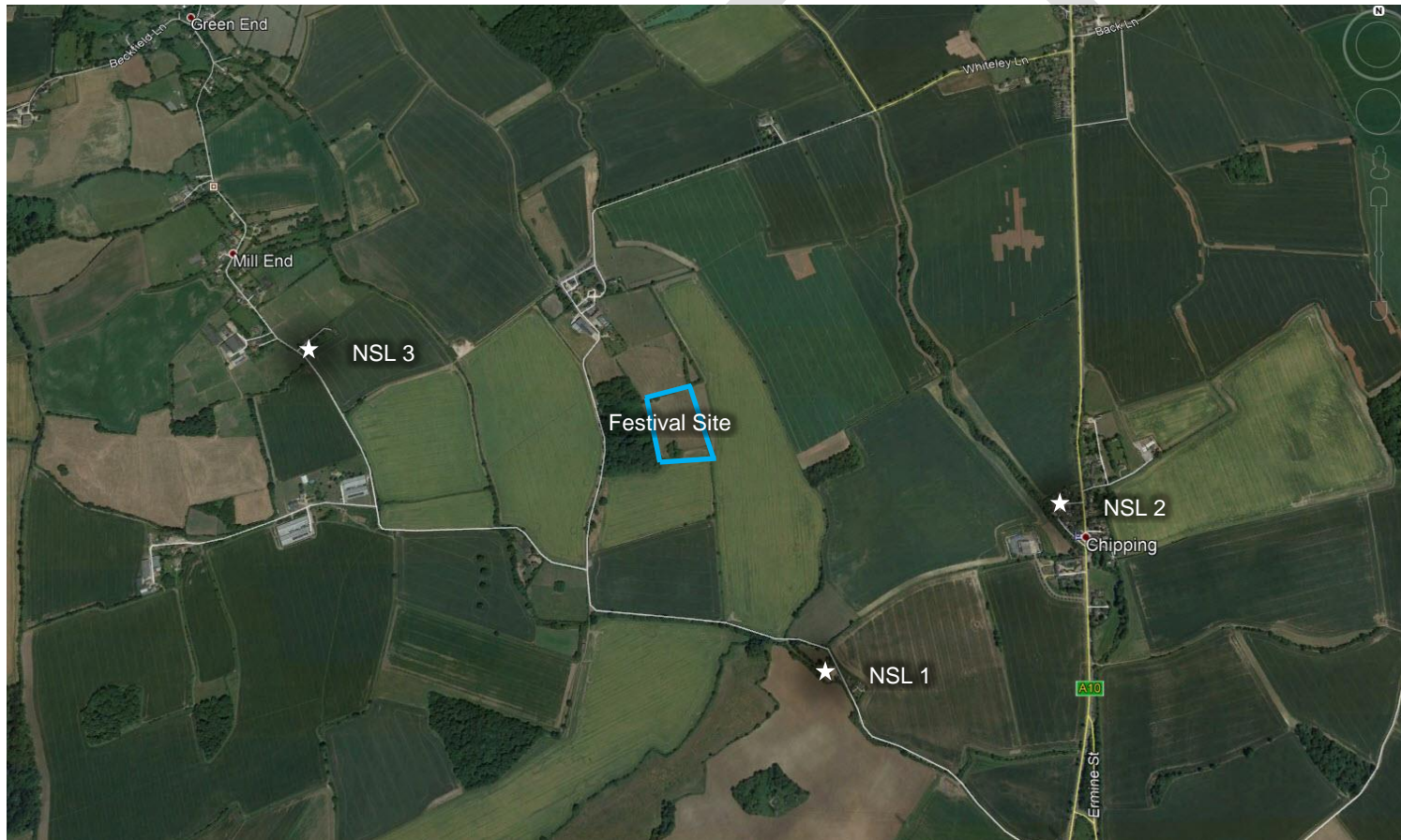
DRAFT



ROSSCO
P.A. & SOUND DESIGN

APPENDIX A

Site Location Plan & Noise Sensitive Locations

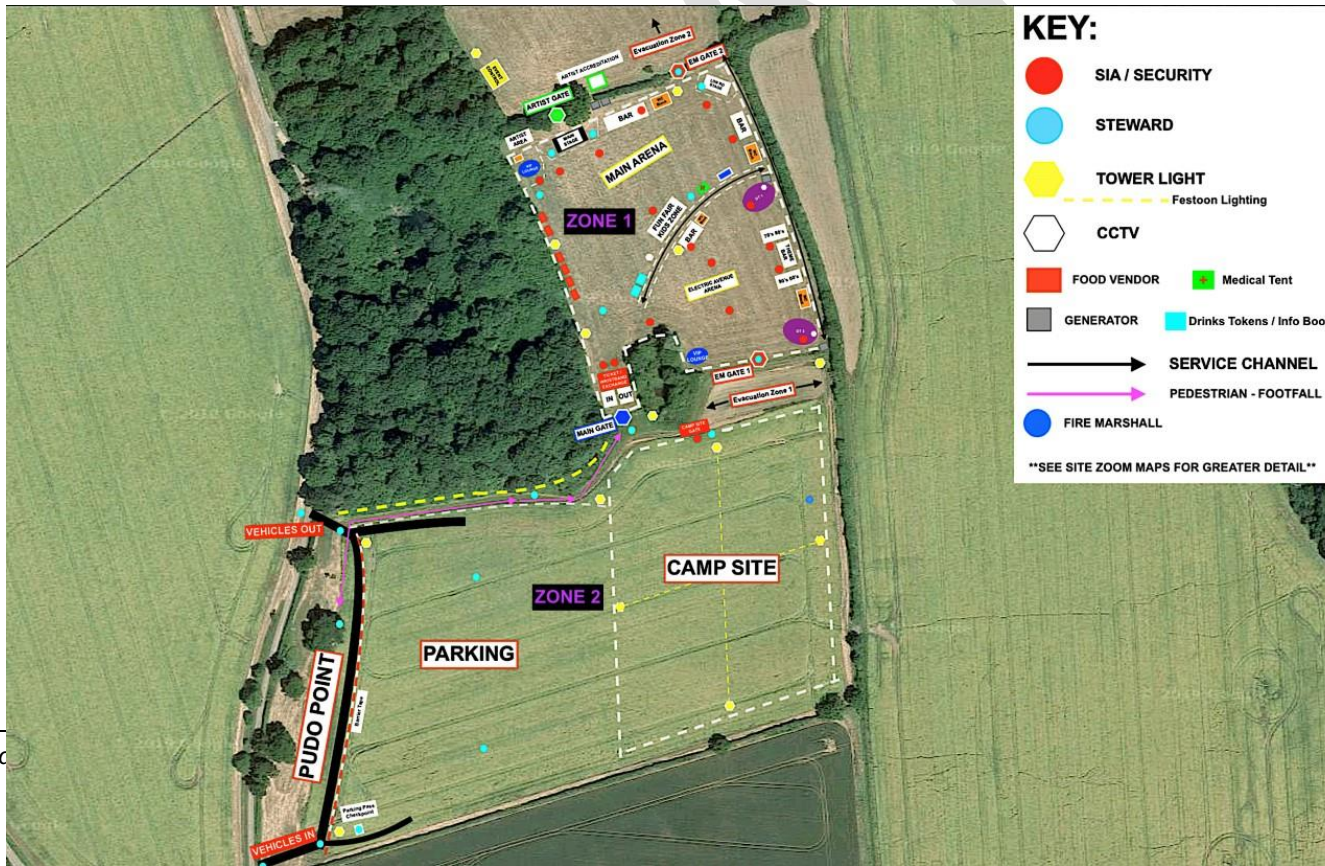




ROSSCO
P.A. & SOUND DESIGN

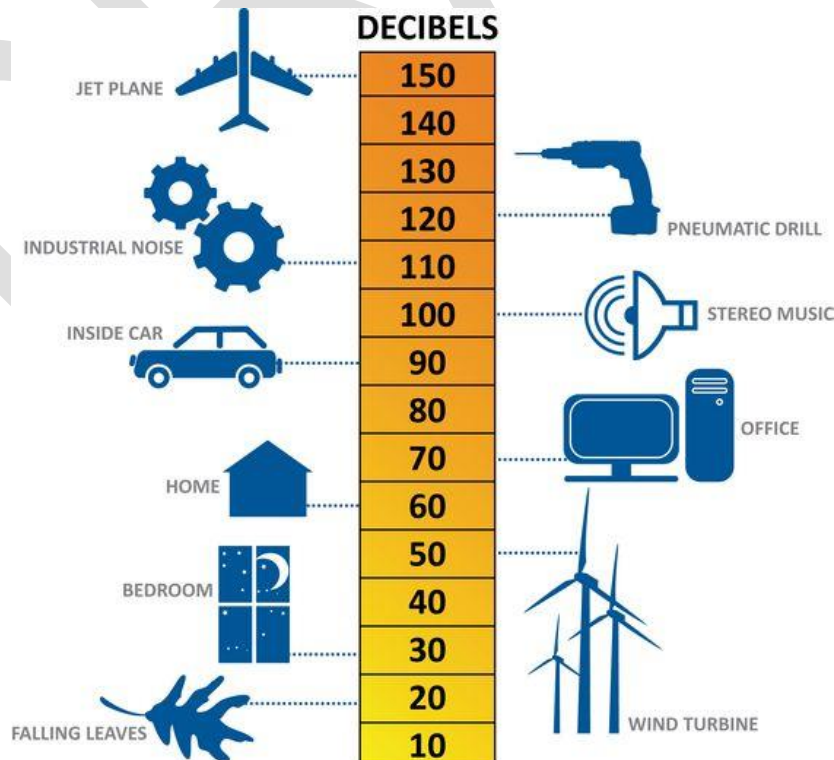
APPENDIX A

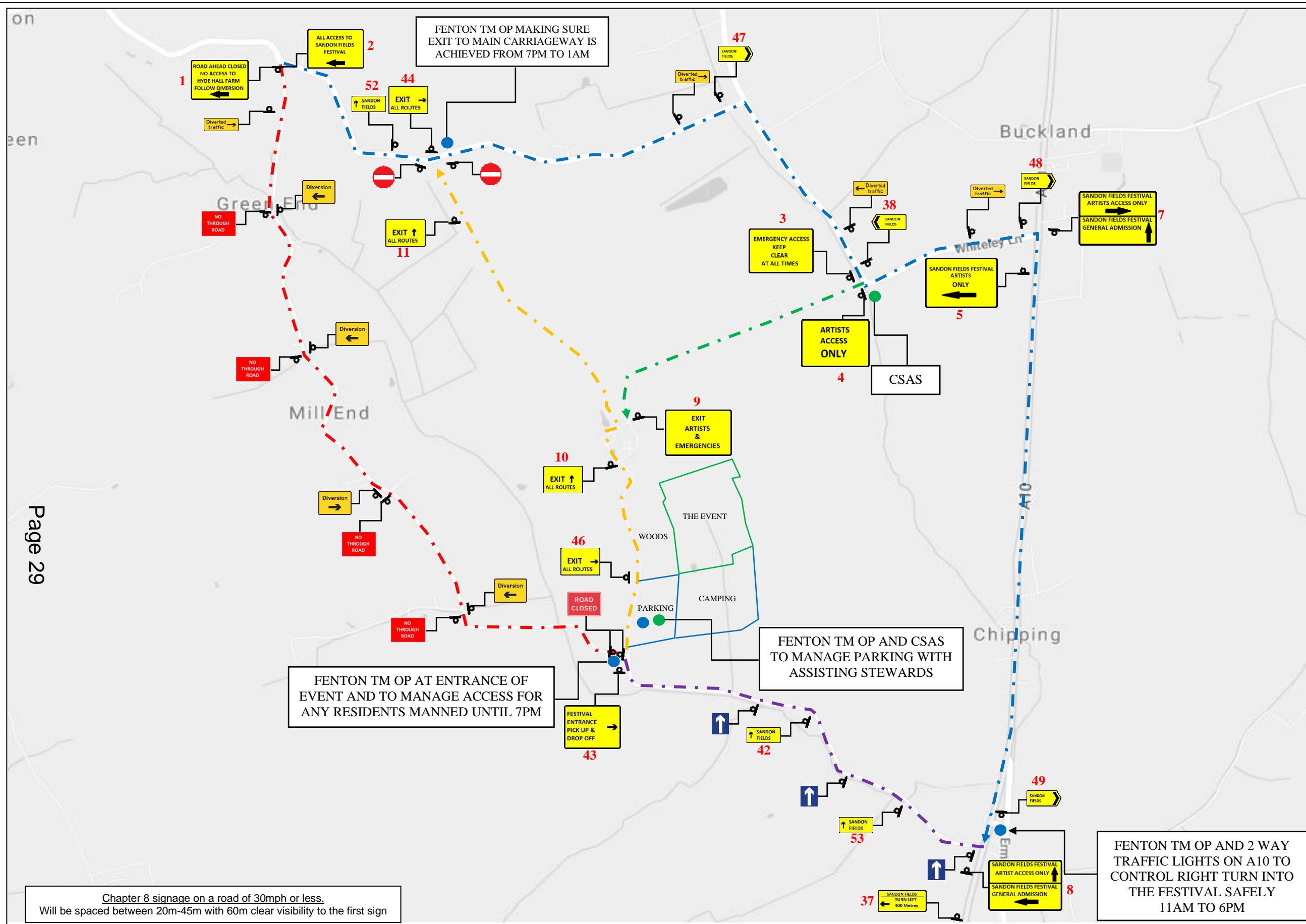
Site Layout



APPENDIX B Acoustic Terms

- B.1. The human ear detects sound (or “noise” if it is unwanted!) as pressure waves exert a force on the eardrum. The range of detectable forces is huge, from 0.00002 Pascals (the threshold of hearing) to 200 Pascals (the threshold of pain). It is thus condensed down to a manageable scale by expressing the logarithm of the ratio of the sound pressure to a reference sound pressure. This is the decibel: **dB**.
- B.2. The human ear does not perceive all frequencies of sound with the same degree of sensitivity. It is less sensitive to very low and very high frequencies. To accommodate this perception in environmental monitoring an “A” weighting filter or “curve” is applied. This is expressed as **dB(A)**.
- B.3. Instantaneous noise level readings are of little use in determining the subjective response of the listener. A far more useful reading is an “average”. The parameter widely used in environmental monitoring is expressed as **dB(L_{Aeq}, T)**. **L** is the level, **A** is the weighting, “**eq**” is the “equivalent continuous sound pressure level that represents the same energy as the time varying noise under investigation” over the given period, “**T**”.
- B.4. Background Noise is defined as the A weighted sound pressure level of the residual noise (**L_{Aeq, T}**) excluding specific noises under investigation) at an assessment location that is exceeded for 90% of the stated time, “**T**”. (**L_{A90, T}**). It is thus a statistical parameter.
- B.5. Level differences: We as humans can just detect a difference in loudness between two sources when there is a **3dB** difference. A **10dB** difference is perceived as a doubling (or halving) of level.
- B.6. Examples of typical noise levels:





Client:


Contact Details:
Richard Maskell
 Event Director

Site Address:
 Hyde Hall Farm
 Buntingford
 Sandon
 SG9 0RT

Notes:
 DIVERSION ROUTE
 ONE WAY
 VIP/STAFF ACCESS
 FESTIVAL ONE WAY ROUTE
 ACCESS ONLY
 Speed of Road:
 VARIOUS SPEEDS

Drawn By: WM
 Date Drawn: 16.10.19
 Drawing No: 1533-D1-REV1
 Date of Works: JUNE 2020

Chapter 8 signage on a road of 30mph or less.
 Will be spaced between 20m-45m with 60m clear visibility to the first sign











Aston Bury Farm,
 Aston Bury Ln,
 Aston,
 Stevenage,
 Hertfordshire SG2 7EG
 Depot Tel: 01438 - 880831
 Head Office Tel: 01753 - 783667

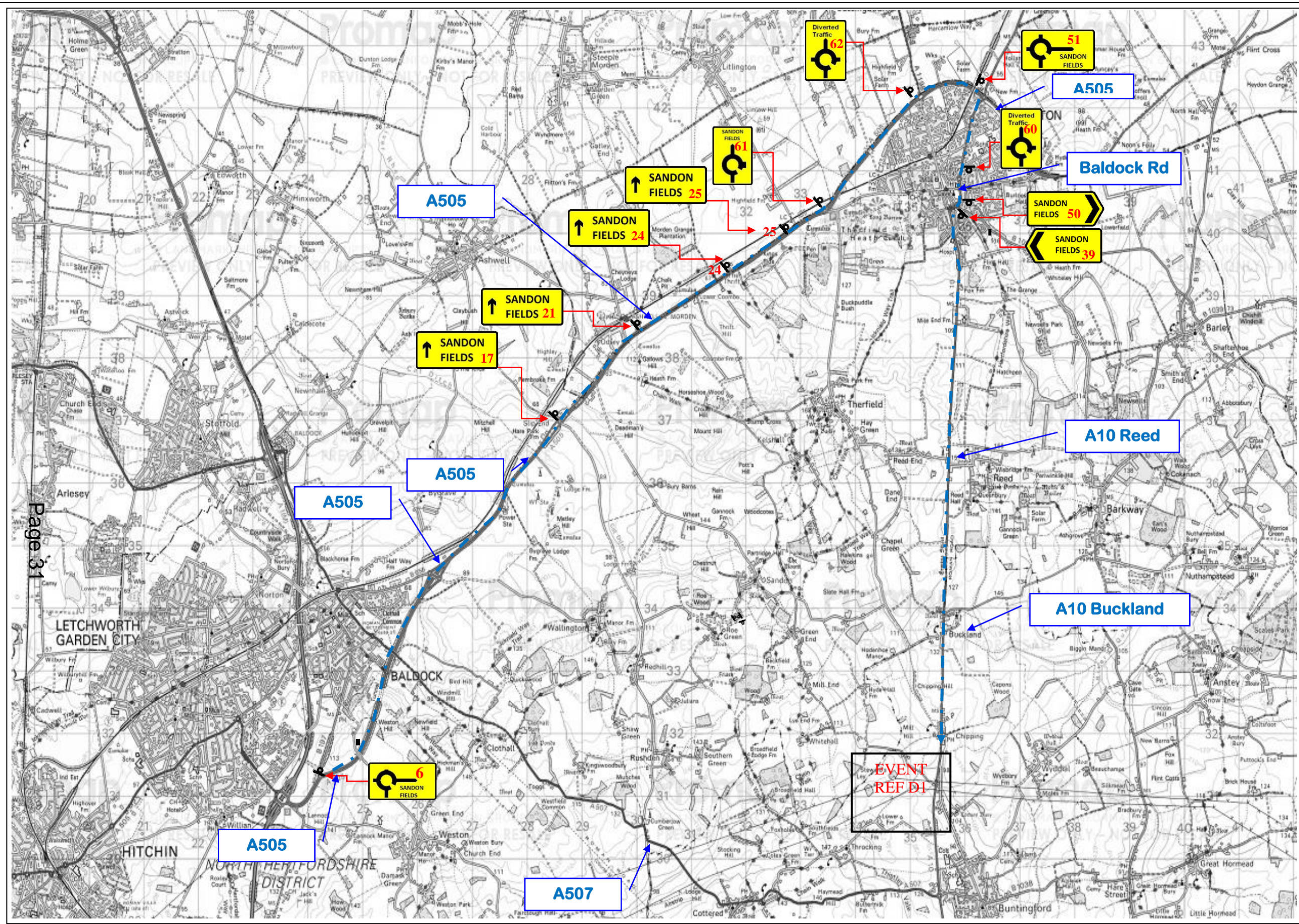
This drawing has been produced for the specific client and project identified and is not intended for use by any other person or any other purpose.
 This drawing is a representation of the traffic management scheme agreed and approved by the LA and Client which must be installed by qualified personnel. Distances between signs may not be to scale for purposes of clarity.
 On installations Taper Lengths, Safety Zones, Minimum Visibility to first sign and Minimum size of signs and cones will conform to chp8 guidelines for the speed of the road

Traffic Management Notes:
 1) All temporary traffic management shall be in accordance with Chapter 8 of the Traffic Signs Manual 2009.
 2) All temporary traffic management shall be in accordance with the Traffic Signs Regulations & General Directions 2002.
 3) All temporary traffic management shall conform to the Safety at Street Works & Road Works, A Code of Practice 2013.
 4) All temporary traffic management signs should be located 450mm minimum from kerb face.
 5) All temporary traffic management sign locations are indicative and are subject to on site approval from the Engineer.

KEY

	Works area		Excavation		Pedestrian barrier
	Safety zone		Road cones		Traffic head
	Pedestrian walkway		Aspect of sign view		

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Page 31

Client:



Site Contact:

Richard Maskell
Event Director

Site Address:

Hyde Hall Farm
Buntingford
Sandon
SG9 0RT

Blank area for notes or additional information.

Drawn By: WM
Date Drawn: 17.10.19
Drawing No: 1533-D2
Date of Works: JUNE2020



Aston Bury Farm,
Aston Bury Ln,
Aston,
Stevenage,
Hertfordshire SG2 7EG

Depot Tel: 01438 - 880831
Head Office Tel: 01753 - 783667

This drawing has been produced for the specific client and project identified and is not intended for use by any other person or any other purpose.









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KEY

	Works area		Excavation		Pedestrian barrier
	Safety zone		Road cones		Traffic head
	Pedestrian walkway		Aspect of sign view		

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SANDON FIELDS

Sat 13th & Sun 14th June 2020
Hyde Hall Farm, SG9 0RU
TRAFFIC MANAGEMENT PLAN
V1

Document Control

Project: Sandon Fields
Title: Traffic Management Plan
Revision: V1
Date: - 21/10/2020

Contents

Event Overview
TM Overview & The Proposed Event
Site Description and Access Point
Event Site Address
TM Objectives
Pre & Post Event Signage – Signage Detail
Signage Objectives / Traffic Route Planning Specifics.
Event Signage Map
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Site Traffic Rules
Production Traffic
Expected Traffic levels and Arrival Times
Access Routes
Vehicle Labelling System
Pre and Post Event Traffic
Ingress
Expected Traffic levels and Arrival Times
Taxis/Minicabs Drop off point
Pedestrian Routes
VIP/Production/Crew/Artists
Local Access
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Egress
Shuttle Busses
Taxis/Minicabs/Collections
Production Gate
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Public Access
Highway Restoration
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Lighting
Roads
Pedestrian Routes
Signage Plan
Route Signage

1. Event Overview

1.1 - TM Overview & The Proposed Event

This 'Traffic Management Plan' provides details of all procedures to be implemented by the TM team at the Sandon Fields event in 2020. We have been in regular contact with the local traffic management unit officer when working on these plans. Sandon Fields is an interactive and immersive music and world food festival. The main public traffic will be on Saturday 20th June 2020 from 11:45am until 2am and Sunday 21st June 2020 from 11am until 8pm, with approx. 10 days pre and 5-7 days post the event for production build / breakdown.

The site will have 3x 'Zones' **See Site Maps Appendices A1-A3 for details and visual aid**

Zone 1: The Event (licensed zone)

Zone 2: Parking & PUDO

Zone 3: The Camp Site

Zones 1 & 3 will have a perimeter fence (heras anti climb)

Zone 2 will have the main pedestrian walkway routes from the pick up / drop off points and the car parks cordoned off with a combination of pedestrian barrier fence (metal) and or red and white barrier tape where applicable.

All in use zones will be manned by either security or stewarding teams at all times during the event.

Please see 'Appendix A1 - Site Map Overview' for a full site layout overview

There will also be transport information provided on the main event website, ticket sale sites and via social media, that customers are strongly advised to visit:

<https://www.sandon-fields.co.uk/eventinfo-contactus>

All contractors, traders and crew will be sent an information sheet, which will include traffic management procedures. For local residents an emergency complaints hotline will be advertised pre-event, and a response team available (Phone number to be provided 5 days before the event starts) The traffic response team will be available in a dedicated 4x4 vehicle with amber lights, they are on hand with an experienced TM operative on board (from a team of 2 minimum) and will handle / organise any road related incidents, e.g, breakdowns etc. This team will be on stand by on site & capable of assisting with vehicle recovery, both on & off site.

1.3. Event Site Address

Hyde Hall Farm, Sandon, Buntingford, Herts, SG9 0RU

1.4. TM Objectives:

Aims of Traffic Management Plan & Organiser Responsibilities

The objectives of this Traffic Management Plan are outlined below:

- Provide a safe environment for all road users, including attendees, the general public, cyclists, motorists etc.
- Prevent any traffic hazards that may arise as a result of Sandon Fields taking place.
- Minimise disruption, delays and/or congestion for road users.

- Ensure access to surrounding residential and commercial properties is maintained at all times.

To achieve these objectives, we, the TM company and the Event Organiser will:

- Encourage that only roads suitable for event traffic are used by attendees.
- Ensure that delays and congestion within and on the road immediately next to the site are dealt with immediately through the use of experienced CSAS accredited traffic management staff
- Ensure that the needs of all attendees are accommodated at and within the event site, including motorists/motorcyclists, taxi arrivals, people with disabilities.
- Have an adequate number of experienced stewards / car park attendants, with a team leader present to ensure vehicles are parked as quickly and safely as possible, keeping the road clear at all times.

The Event Organisers will take the greatest care to prevent any risk of injury to attendees, road users or members of the public, and also any damage to property. Any event activity will not go ahead until all appropriate measures are in place, including all relevant signage erected, stewards & car park attendants on site etc.

The above will be checked / maintained throughout the event both before the event start and every 2 hours.

- **The TMP will be installed and maintained as per**

'Appendix C1 - SFTM - 1533-D1-REV1

'Appendix C2 - SFTM - 1533-D2

'Appendix C3 - SFTM - Signage Additional

1.5 - Signage Objectives / Traffic Route Planning Specifics.

Prior to submitting a license for the event, the TM team have planned and driven the entire area / locality of the site multiple times and have conducted site meetings and further dialogue with the Traffic Management unit.

As depicted in: **'Appendix C1 - SFTM - 1533-D1-REV1**

We will direct event traffic to and from the site via the **'A10' and apply for a TTRO with HCC (for the duration of the event) to create a one way system with the vehicle ingress / access via the "unnamed road" from the A10 (See Appendix C1 and below for depiction) and the egress route out from "Sandon Road" back onto the A10, part of this exit route leading up to 'Sandon Road' is via private road owned by the land owners of the site.** All signage and event advertising (via website, printed on tickets and via social media) will state that the only way to access the site is via the A10 & any attempt to short cut through the narrow country lanes will result in a delayed journey. The entrance to the event site is approx 1.2 miles from the turning off the A10 junction along the "unnamed road"

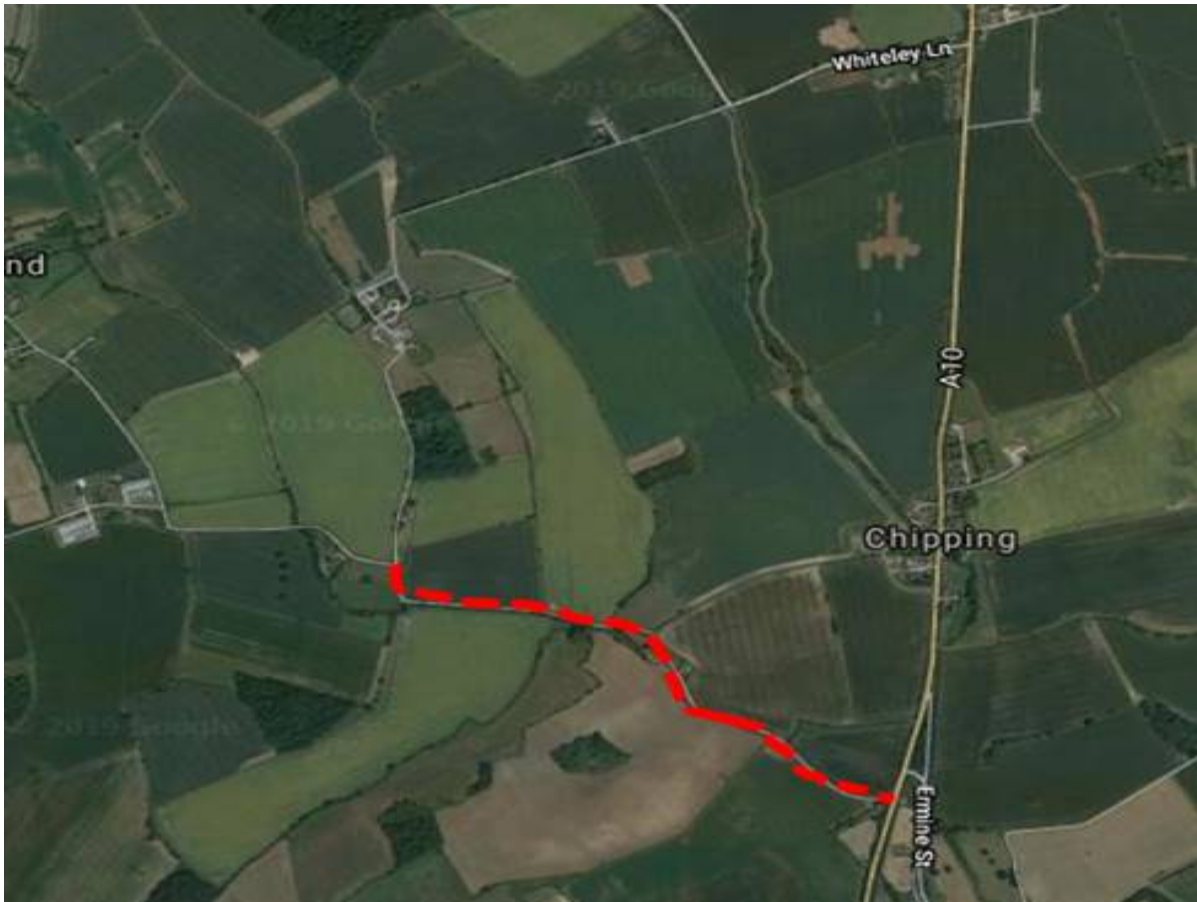
[The ingress / access route from the A10 has a central right turn lane to allow some stacking of vehicles from the A10 to the event / approx 1 mile from event site.](#)



The ingress / access route to event site via “unnamed road”



ONE WAY TTR0 INBOUND ROUTE “UNNAMED ROAD”



Our traffic response team will be patrolling the route periodically in a 4x4 vehicle.

1.6 - Main Public / Event Attendee / Vehicle Traffic Entrance & Exits:

There will be a dedicated entrance and separate exit for **public / event attendee vehicles** to Hyde Hall Farm. There will be a vehicle route leading to the main car park with a separated (via pedestrian barrier) public walkway from the onsite PUDO (Pick up drop off point) straight to the main event site **See 'Site Map' Appendices: A Range & Traffic Management 'C' Appendices for details** **Staff vehicles** will also use the main entrance but will have dedicated areas of the car park reserved and will for the most part be on site before the event opens to the public.

1.6.1 - Artist Entrance & Emergency 'Blue Route'

There will be a dedicated 2 way route for headline artists and emergency vehicles on blue lights.

This route will not be open to the general public / event goers**

See 'Site Map' Appendices: 'A' Series & Traffic Management 'C' Appendices for details

****Other than in a contingency planning situation (further info to follow)**

1.6.2 - Pre & Post Event Signage – Signage Detail

Please refer to Appendix C3 Series of Documents

All signage will be RA1 reflective onto 3mm composite for fixing to Quick Frames c/w Sand bars and secured with sand bags.

Installation/Removal of the signage will be 24hrs before/after the event day and will be carried out by National Highways Sector Scheme Lantra Accredited 12 AB Operatives. Lantra Cards available for inspection, to be supplied once staff are assigned to the job.

1.7 - Event Signage Map

'Appendix C1 - SFTM - 1533-D1-REV1

'Appendix C2 - SFTM - 1533-D2

'Appendix C3 - SFTM - Signage Additional

1.8 - Available Capacity on Site

Average car occupancy	Car parking (per hectare) (greenfield)	Typical rate of entrance or exit (per minute)
2.2-3.5	320-440	12-20

Table 1: Car parking facts

Please refer to 'Appendix C5 – Parking Space Overview' for high details version of the below map

Working from the [purple guide](#), an average of 180 cars can be parked per acre.

ZONE 2 (the main public car park) has 8.15 useable acres, 3.3 hectares, (2.47) acres per hectare) So a capacity of approximately 1467 cars.



Total 1467 public car park spaces.

The MAX event capacity is 4999 per day in 2020

This is comprised of 4769 public attendees and 230 staff, vendors, artists / performers

Based on factual data from the 2018 and 2019 events (and taking into account we will offer overnight camping in 2020) 54% of attendees travelled to the event via car and actually parked for at least part of the event duration. 44% being dropped off and collected later (via taxi, bus, designated driver / parent etc) then the last 2% will be locals of Buckland / Green End & Mill End (Sandon) who will walk to the event.

The **purple guide** states an average car occupancy of 2.2 to 3.5 person per vehicle. We have based our calculations around an occupancy of 2.9 persons to add a margin and degree of safety. 1467 public car parking spaces x 2.9 persons average occupancy per vehicle = **4254**

****Not all event attendee vehicles will be arriving or leaving at the same time and artists and staff will be arriving and leaving at different times and intervals through the day due to on stage times or shifts****

With the above taken into account, the parking facilities are adequate for the event.

Parking tickets will be sold online, alongside event tickets and we advise to purchase in conjunction with an event ticket.

There will be detailed info and recommendations regarding how to get to the event and to follow signage ONLY (not sat nav's) once in the vicinity of the event:

1.9. Site Traffic Rules

1. All plant vehicles will be escorted by a banks man at all times
2. No dogs will be permitted on site during event hours (whilst open to the public)
3. No unaccompanied children will be allowed on the site.
5. Headlights or amber Rotating beacons will be required to be on in all areas, except the public car park for moving vehicles
6. Fuel will be locked, and only available to accredited people, as per Fire & Rescue service recommendations
7. Failure to comply by staff will result in removal from site.

All of our production / staff will wear correct PPE as outlined below.

High visibility clothing

High visibility clothing must conform to the relevant current British or European standards. High visibility clothing must be worn when operating outside the working space e.g. when setting out, maintaining or removing signing, lighting, guarding and temporary traffic control, etc. Your employer may also require you to wear high visibility clothing when operating within the working space. High visibility clothing must be correctly fastened and maintained in a clean and useable condition.

High visibility clothing (England and Northern Ireland)

The standard of high visibility clothing required should be determined by a risk assessment. In most circumstances for work outside the working space, an adequate assessment is likely to indicate a requirement for a jacket with the greatest minimum amount of visible material specified in the relevant current British or European standards.

2 Production / Staff / Vendor Traffic

2.1. Expected Traffic levels and Arrival Times

Event staff and vendors will arrive 2-3 hours before the site is open to the public

x5 articulated lorries expected overall. x3 deliveries on 10th and 11th of June 2020 (temp security fencing, tele handler forklift, staging and PA / lighting) and x2 on the 18th of June (toilets, generators, marquees, bins, skips etc) everything else would arrive by smaller vans, transits etc. Production traffic and deliveries will only arrive between 8am and 6pm on non-operation days and on show days (20th & 21st of June) will arrive before the event opens to the public (12noon) During opening hours of the public car park, no large deliveries will be expected and the majority of production traffic at this time will be artists and small scale contractors. All collections will operate between 8am and 6pm.

2.2. Access Routes

*Large production vehicles (over 3.5 tons) can only enter by the main entrance until the day before the first show date (20th-21st June 2020) during the event only small production based traffic (cars, small vans) can enter through the main gate and travel down the pre-existing track and sign in with the production or security manager.

*Excludes mini busses

2.3. Vehicle Labelling System

All **PUBLIC attendees** parking (staying at the event) will be given a [REDACTED] parking pass, to display on their windscreen

PRODUCTION: Access to all areas within the site - all vehicle occupants must be wearing a [REDACTED]. [REDACTED] on dashboard

STAFF: Access to staff parking and event site - all vehicle occupants must be wearing a [REDACTED], [REDACTED] on dashboard

ARTIST: Access to artist parking -all vehicle occupants must be wearing a [REDACTED].
With a [REDACTED] on dashboard.

For public attendees, wristbands will be provided after the vehicle is parked at the ticket / wristband exchange tent and after bag search as depicted on the overall event map. We will write [REDACTED] [REDACTED] on all childs wristbands with a dedicated [REDACTED] wristband and [REDACTED] wristband from 13-17 years old.

2.4. Production Event Traffic

Production based traffic (cars, small vans) can enter through the main gate and travel down the pre-existing track, then sign in with the production or security manager.

3. Ingress

All event exits will be marshaled by an experienced team that will be fully debriefed by accredited team leaders before the event starts, to make sure that all roles and responsibilities are clear and understood.

Teams will operate in shifts with ample change over times. Heads of the TM team will all have dedicated and pre tested radios and will control the site traffic. A CSAS accredited TM staff member will be on the main entrance to the site.

3.1. Expected Public / Attendee Traffic levels and arrival Times

Event staff and vendors will arrive 2-3 hours before the site is open to the public

The licensed area (Zone 1) of event opens to the public on Sat 13th June at 12 noon and closes at 02:00am TM Staff will be ready from 11am to welcome members of the public that arrive early and they will be still allowed to enter the parking (non licensed areas) of the site.

Previous factual event data (2018-2019) suggest these arrivals will be sporadic throughout the day with peak arrivals occurring at 3pm and again at 6pm. We had no instances of jams or traffic flow issues on ingress at previous events (Even with mildly adverse weather conditions, rain) The inbound route being one way and with a long 'run up' (1.2 miles) coupled with a large drop off and pick up area just off road will provide additional stacking room.

The event organisers will spread out the “headliner acts” and other popular acts / activities throughout the day / evening. It is reasonably assumed (and to a degree confirmed in previous event data) that a significant portion of public attendees arrive after 5pm (presumably after finishing work or other similar commitments) No one will be allowed on site without a valid ticket after 7:30pm and all ticket purchasers will be advised of this via the event website and T&C on ticket vendor sites.

3.2. INGRESS: Site Vehicle PUDO (Pick Up / Drop Off Point)

See ‘Site Map’ Appendices: A & Traffic Management ‘C’ Appendices for details

On Ingress there will be a designated drop off point based just after the vehicle entrance to the parking field. The DROP OFF POINT, will be clearly signed and is approx 40m wide x 150 long. This D.O point will allow stacking of up to 100 vehicles. Anyone wish to park for part or the full duration would continue straight ahead after entering the parking field entrance and will approach a marshaled “payment / confirmation” area for parking passes, at this point attendees wishing to park will be required to produce a valid parking pass purchased online in advance, or, pay for their pass here. Member of our TM team will assist and guide vehicles to a parking space. Once parked, those passengers can then proceed along the sectioned off (via ped barrier) pedestrian walkway (1.8 minimum width) directly to the ticket / wristband exchange and security / check points. We have CSAS operatives and experienced TM staff outside the entrance to the site (This is a one way system) The above arrival and PUDO procedures will be emailed to all attendees and there will also be clear signage on the approach to the event site, main entrance.

3.3. Pedestrian Routes

Pedestrian routes on the festival site will be clearly signed and marked, Pedestrians will be separated (via ped barrier providing a 1.8m wide walkway on average) from vehicle traffic wherever possible and where any crossover occurs, pedestrians will be guided via TM marshals. The public walkway route will also be segregated from vehicle traffic wherever possible in the main car park and attendee tickets accredited away from the parking field. Realistically only a small handful of local residents will travel to the event on foot.

3.4. Artists Ingress

There is a separate artist entrance just off of “Whitely Lane” This is a private 2 way road and will also be used as the emergency blue route (See section 3.7) There will be an artist accreditation area behind the main stages (area marked on Appendix A site maps) with a car park for use before the artist(s) get their artist packs and wristbands and gain access to the site via the artist gate.

3.5. Local Access

We are submitting a TTRO to create a one way system for approx 1.2 mile from the A10 on the ingress route via the “unnamed road” marked on the A series and C series maps and documents. Residents of Mill End & Green End will be largely unaffected by the event.

We will be deploying CSAS accredited operatives as depicted at key points surrounding the event to enforce the one way system.

3.7 Emergency Route (Blue Route)

There will be a dedicated 2 way route for emergency vehicles on blue lights. [This route will not be open to the general public / event goers**](#) **See ‘Site Map’ Appendices: A Series & Traffic Management ‘C’ Appendices for details** This route is via private road and will be marshalled at all times to ensure blue light vehicles and reach the main event site unhindered.

4. Egress

4.0 Egress Plan General Overview:

In 2020, we are staggering egress (with stage closures on the Saturday starting at 10pm up until 1:30am) with a further late night refreshment provision open until 2am.

There will be overnight camping from Saturday into Sunday, which will result in vehicles staying parked overnight and not adding to the egress at closure. We are advising all event goers not parking at the event to pre arrange taxis or lifts in advance.

There will be taxi rank at egress, the Pick Up (PU) area has stacking area for up to 100 cars. We have consulted with NHDC licensing to run a private taxi rank (on-site)

- The above areas will have CSAS / TM and SIA badged team leaders with event experience, to help direct those leaving the festivals to the correct locations (ie. the main car park the shuttle busses and or the PU or taxi ranks) These staff members will manage the flow of traffic and organise pedestrians.
- The pedestrian route from the event site (zone 2, see maps) to the above mentioned PU, taxi, car park will be sectioned off via ped barrier as depicted and when vehicles and pedestrians can meet, we will have trained TM staff to manage this.
- We will be sending out emails and text messages to ALL ticket purchasers and our mailing list advising them to “PRE BOOK” their taxis or pick up / collection in advance.
- We will also be advising all event ticket purchases that the PU and taxi ranks are on site only and no collections will be made out on the road side (which is a private road)
- Local taxi firms will be advised and reassured that there won't be a long delay picking up fares and that we have a dedicated pick up rank and exit point and a one way system in place for smooth egress.

4.1. Pedestrian Egress & Routes

Pedestrian routes on egress from the festival site will be clearly signed and marked. We will be using festoon and tower lighting for well lit pathways (positions of the lights marked on the Appendix A series site maps) All routes on egress will be marshalled and we will have both CSAS and TM, team leaders to help segregate pedestrians (wherever possible) from vehicular traffic These dedicated TM team leaders with CSAS an SIA security support will guide event leavers to the separate PUDO point, taxi ranks.

4.2. Main Car Park Egress

Vehicles leaving the main car park will join the one way system as previous out line and depicted in the Appendix C series supporting documents. The exit from the car park will be organised and marshalled by CSAS operatives (with radio links to the other members of the TM team)

4.2.1 Pick Up Point (PU) & Taxi Rank (Egress)

There will be a separate Pick Up (PU) and 'Pre Booked' taxi / vehicle area and a dedicated taxi rank for event leavers. in the event of incremental or forecast inclemental weather, ground works will be completed prior to the event opening to provide and maintain an all-weather vehicle route.

4.3. Shuttle Busses TO FOLLOW

4.4. Artists Egress

Artists will be arriving and leaving throughout the event, with not many still on-site at final closure. They will join the outbound traffic. The artist car park is the closest to the site exit for this reason. All routes are marshaled.

5. Car Parking

5.1. Public

Public car parking will be managed using experienced traffic management staff. They will be Visible and recognisable by wearing orange hi-viz jackets and lanyards. All of the TM team will have a full briefing prior to the event opening.

5.2. Staff / Crew and Production

Staff, crew and production parking will be managed separately to public, on receiving Accreditation, crew will travel quickly to the staff parking zone.

6. Emergency Services

6.1. Police, Fire and Medical

There will be medical staff (2x military paramedics with a field hospital) and vehicles on site and also fire fighting equipment agreed with fire and rescue that will be managed by the security teams and overseen by the health and safety officer and fire marshal.

Any extra provisions needed from off site will enter through the emergency route on amber lights and meet a member of security team or production manager at the gate. In the event of an emergency all routes to the event will be made clear as there are ample off track points to drive / walk onto. The main track way (one way system) and the dedicated emergency blue lights route means there is access to the whole of the site for emergency vehicles. In the event 999, emergency services access is required, the "blue route" will be immediately secured and cleared by event staff ([REDACTED])

The 999 route across the field will only be potentially viable in dry weather by some vehicles. There will be a grid matted section always clear to the left hand side of the main route to zone 3.

7. Lighting

7.1. Roads

Large quantities of traffic will not be mobile during the evening (dark) hours, however, the entrance will be lit and the route into the car park will also be lit during dark hours.

7.2. Pedestrian Routes

All on-site pedestrian routes on site are lit using festoon lighting, and flood lights will be Provided for the public walkway leading to Green End and Mill End.

Realistically, on a handful of locals will leave on foot at event closure. We will have a mobile response team driving the one way system at egress.

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