

NORTH HERTFORDSHIRE DISTRICT COUNCIL



13 November 2019

Our Ref Licensing Sub 28.11.19
Your Ref.
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To: Members of the Committee: Councillor Elizabeth Dennis-Harburg, Councillor Gerald Morris and Councillor Richard Thake.

You are invited to attend a

MEETING OF THE LICENSING AND APPEALS SUB-COMMITTEE

to be held in the

**THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES,
GERNON ROAD, LETCHWORTH GARDEN CITY SG6 3JF**

On

THURSDAY, 28TH NOVEMBER, 2019 AT 10.00 AM

****MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL
AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION
ON YOUR TABLET BEFORE ATTENDING THE MEETING****

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Thompson', written over a thin horizontal line.

Jeanette Thompson
Service Director – Legal and Community

Agenda **Part I**

Item		Page
1.	HEARING PROCEDURE The Procedure to be followed at the Hearing.	(Pages 3 - 4)
2.	APPLICATION FOR THE GRANT OF A NEW PREMISES LICENCE FOR SANDON FIELDS REPORT OF THE LICENSING OFFICER	(Pages 5 - 164)

Application by Richard Maskell

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



SANDON FIELDS HEARING PROCEDURE

1. Chair's Welcome

Introduction of:

- Councillors sitting on Sub-Committee
 - Legal advisor;
 - Licensing officer(s);
 - Other Persons
 - The applicant
2. The Chair will outline the procedure for the hearing
 3. The Chair will ask the Legal Advisor to outline the matters for consideration during the course of the hearing.

The Licensing Officer's report

4. The Chair will ask the licensing officer if they have anything to add to their report to the Sub-Committee; if there has been any amendments to the hearing bundle, and if so, if all Other Persons, and the applicants have been made aware of the amendments.
5. The Chair will ask if there are any questions of fact of the licensing officer from:
 - Other Persons
 - The applicant
6. The Sub-Committee may ask questions of the licensing officer

The Applicant(s) case

7. The Chair will ask the applicant (and any other representatives) to present their submissions to the Sub-Committee.
8. The Chair will ask if there are any questions of fact of the applicant from:
 - Other Persons
9. The Sub-Committee may ask questions of the applicant.

The Other Persons submit their case

10. The Chair will ask the Other Persons, in turn, to present their submissions to the Sub-Committee
11. The Chair will ask if there are any questions of fact of the Other Persons from:
 - The applicant
12. The Sub-Committee may ask questions of the Other Persons



Closing Statements

13. The licensing officer may make final submissions to the Sub-Committee
14. The Other Persons may make final submissions to the Sub-Committee
15. The applicant may make final submissions to the Sub-Committee.

Conclusion

16. The Legal Advisor will summarise any legal points that have arisen during the hearing and will answer any legal questions from the Sub-Committee.
17. The Sub-Committee will close the hearing and retire to make a decision.
18. Where possible, the Sub-Committee will return and the Chair will announce the sub-Committee's decision including reasons for the decision.

**LICENSING AND APPEALS SUB-COMMITTEE
28 NOVEMBER 2019**

PUBLIC DOCUMENT

LICENSING ACT 2003

**APPLICATION BY RICHARD MASKELL
FOR THE GRANT OF A PREMISES LICENCE IN RESPECT OF SANDON FIELDS,
HYDE HALL FARM, SANDON, BUNTINGFORD, HERTFORDSHIRE, SG9 0RU.**

REPORT OF THE LICENSING OFFICER

1. BACKGROUND

- 1.1 No premises licence under the Licensing Act 2003 (“the Act”) is currently in place for the premises.

2. APPLICATION

- 2.1 The application is for the grant of a premises licence under Section 17 of the Act.
- 2.2 The licensable activities and hours applied for, including operating schedule conditions, are as attached as **Appendix A**.

3. APPLICATION PROCESS

- 3.1 On Wednesday 9 October 2019 Richard Maskell made an application to North Hertfordshire District Council (“the Council”) for the grant of a premises licence.
- 3.2 The prescribed consultation period was from 10 October 2019 until 5 November 2019.
- 3.2 The application was received electronically so copies were served by the Council to Hertfordshire Constabulary and the other responsible authorities.
- 3.3 A public notice was displayed on the premises for a period of not less than twenty-eight (28) consecutive days in accordance with the requirements of the Act.
- 3.4 A newspaper advertisement was placed in The Hertfordshire Mercury in accordance with the requirements of the Act.

4. REPRESENTATIONS

- 4.1 No representation was received from Hertfordshire Constabulary as conditions were agreed with the applicant. These conditions are included in **Appendix B** and now form part of the application that the sub-committee are considering.
- 4.2 No representation was received from Environmental Protection as conditions were agreed with the applicant. These conditions are included in **Appendix C** and now form part of the application that the sub-committee are considering.
- 4.3 No representation was received from Environmental Health as conditions were agreed with the applicant. These conditions are included in **Appendix D** and now form part of the application that the sub-committee are considering.
- 4.4 No representations were received from any other responsible authority
- 4.5 Twenty six (26) representations were received from 'other persons' against the application and are attached as **Appendix E**.
- 4.6 The Council's Scheme of Delegation requires the licensing officer to determine whether a representation is relevant as specified within the Act.
- 4.7 Where representations include comments that are not relevant to the Act, these comments have been clearly redacted by the licensing officer and should not be considered as part of the determination process. **Other persons must not refer to these paragraphs in any oral presentation at the hearing (see sections 8.17 – 8.23).**
- 4.8 Where the licensing officer has determined that the representations are relevant, it is for the sub-committee to determine what weight to apportion to each representation.
- 4.9 The applicant has been served with a copy of all representations by way of this report.
- 4.10 The applicant and the other persons making relevant representations have been invited to attend the hearing to present their cases respectively. They have been advised that they may be legally represented and of the hearing procedure.

5. OBSERVATIONS

- 5.1 In determining this application, the sub-committee must have regard to the representations and take such steps as it considers appropriate for the promotion of the licensing objectives.
- 5.2 In making its decision, the sub-committee must act with a view to promoting the licensing objectives. It must also have regard to the licensing authority's Statement of Licensing Policy and National Guidance.

5.3 The sub-committee has the following options when issuing the Decision Notice:

- i) Grant the application as made
- ii) Grant the application with conditions and/or amendments to the licensable activities and/or timings (conditions should only be added where they are appropriate to promote the licensing objectives).
- iii) Refuse the application.

6. LICENSING POLICY CONSIDERATIONS

6.1 The following paragraphs from the Council's Statement of Licensing Policy 2016 may be relevant to this application. This section does not prevent the sub-committee from considering other paragraphs of the Statement of Licensing Policy where they deem it appropriate:

B6

Our vision is:

“To ensure that North Hertfordshire continues to offer a diverse range of well managed entertainment venues and community and cultural activities within a safe and enjoyable environment.”

B7

The Council is committed to the continued promotion of the diverse cultural and community activities within the district and providing a safe and sustainable night-time economy for residents and visitors alike. Licensing Policy will be approached with a view to encouraging new and innovative forms of entertainment that promote this vision and are consistent with the four licensing objectives.

B8

The Council encourages greater live music, dance, theatre and other forms of entertainment for the benefit of the community. Where activities require a licence, the Council will seek to balance the potential for disturbance of local residents and businesses against the wider community and cultural benefits.

B9

In making a balanced decision, the Council accepts that those living in town centre environments are likely to experience a degree of disturbance associated with a vibrant night-time economy but this must be managed in such a way to limit its impact beyond that which is reasonable. The Council will at all times consider the wider benefits to and impacts on the community as a whole and will take a proportionate view on the weight to apply to representations.

D1.4

When determining applications the Council will have regard to this Statement of Licensing Policy, relevant legislation and any Guidance issued by the Home Office pursuant to section 182 of the Act. If relevant representations are made, the Licensing and Appeals Committee or its Sub-Committee, will balance its decision against all other factors for and against the application.

D1.5

The Council expects applicants to address the licensing objectives in their operating schedule and have due regard to this Policy. To achieve this, the Council supports the principles set out in sections 8.33 – 8.36 of the Statutory Guidance which state:

8.33

In completing an operating schedule, applicants are expected to have regard to the statement of licensing policy for their area. They must also be aware of expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Licensing authorities and responsible authorities are expected to publish information about what is meant by the promotion of the licensing objectives and to ensure that applicants can readily access advice about these matters. However, applicants are also expected to undertake their own enquiries about the area in which the premises are situated to inform the content of the application.

8.34

Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives that they understand:

- *the layout of the local area and physical environment including crime and disorder hotspots, proximity to local residential premises and proximity to areas where children may congregate;*
- *any risk posed to the local area by the applicants' proposed licensable activities; and*
- *any local initiatives (for example, local crime reduction initiatives or voluntary schemes including taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.*

8.35

Applicants are expected to include positive proposals in their application on how they will manage any potential risks. Where specific policies apply in the area (for example, a cumulative impact policy), applicants are also expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy.

8.36

It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application.

D1.6

Applicants should be aware that if they fail to have due regard to this Policy it is more likely that the licensing authority or responsible authorities may deem it appropriate to make a representation. If representations are made as a result of the applicants' failure to address this Policy in its operating schedule, the Licensing and Appeals Sub-Committee may take this into consideration when determining the application.

D1.8

Whilst there is no requirement for applicants to consult with the responsible authorities prior to submitting an application the Council encourages pre-application dialogue to take place.

D1.9

The Council will not solicit representations by distributing notification of applications to nearby residents; all applications are listed on the Council's website and subject to the prescribed advertising requirements which the Council believes to be sufficient.

D2.1

Each licence application will be decided by reference to this Policy, the National Guidance issued by the Secretary of State, relevant legislation and to the individual circumstances of the particular application. The Council may depart from the Policy where the individual circumstances of any application merit such a decision in the interests of the promotion of the Licensing Objectives.

Full reasons will be given for decisions taken by the Council when undertaking its licensing functions.

D2.4

In determining applications, the Council will focus primarily on the direct impact of the proposed activities on persons that may be adversely affected in relation to the licensing objectives. The scope of those persons that may be affected will be determined on a case by case basis taking into account all relevant factors.

D2.5

The Council acknowledges that the licensing process can only seek to impose conditions that are within the direct control of the licence holder. The Council does not consider that the term 'direct control' can be generically defined and will consider its definition relative to the specific circumstances of each application. For example, licensed premises at the end of road leading to a car park may be able to control its patrons leaving the premises and using the car park. In general terms, to be considered to be under the 'direct control' of a licence holder, there will need to be a direct causal link between the problems or likely problems and the specific premises.

D2.6

Where problems with a direct causal link to premises exist in relation to the promotion of the licensing objectives but they cannot be mitigated by the imposition of appropriate conditions, a Licensing Sub-Committee will seriously consider refusal of the application. For example, patrons from a licensed premise that are causing disorder in a town centre after leaving the premises cannot be controlled by conditions, however the problem may be resolved by the refusal of the application or revocation of the licence.

D2.8

The Council recognises that the exercise of its licensing function is only one of a number of means of securing the promotion of the licensing objectives. The exercise, by the Council, of its licensing function should not be seen as a panacea for all problems within the community. The Council will encourage co-operation between its licensing function, planning function and environmental health functions to ensure that any problems are addressed using the most appropriate means and that its licensing function does not duplicate any other statutory responsibilities.

D2.9

The Council will carry out its licensing functions in the promotion of the licensing objectives and, in addition, will support the stated aims of the Act which are as follows:

- (i) protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;*
- (ii) giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;*
- (iii) recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;*
- (iv) providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and*
- (v) encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.*

D3.1

The Council recognises that fixed and artificially early closing times previously established under the Licensing Act 1964 were one of the main causes of rapid binge drinking prior to closing times and one of the causes of disorder and disturbance when large numbers of customers were required to leave premises simultaneously. These concentrations of people leaving can result in friction at places such as late night food outlets, taxi ranks and other sources of transport. The aim through the promotion of the licensing objectives will be to reduce the potential for concentrations and achieve a slower dispersal of people from licensed premises through flexible opening times where appropriate.

D3.2

The Council recognises that arbitrary restrictions would undermine the principle of flexibility and should be avoided; the licensing objectives will be the paramount consideration at all times. That said, if there is a proliferation of disorder and/or disturbance related to licensed premises in a specific location, for example a town centre, the Council may determine that a fixed terminal hour to mitigate the problems may be appropriate if no other control method has resolved the problem.

D3.3

Generally, when the Council's discretion is engaged, the presumption will be to grant the hours requested unless there are representations raised by responsible authorities and/or other persons that demonstrate an adverse effect or likely effect on the licensing objectives

D3.4

The Council also recognises that licensing hours should not inhibit the development of a thriving and safe evening and night time economy, which is important for local investment, employment and tourism. The Council will not seek to restrict the trading hours of any particular premises unless this is necessary to promote one or more of the licensing objectives.

D6.2

The Council recognises that each application must be considered on its own merits and any conditions attached to licences and certificates must be tailored to the individual style and characteristics of the premises and activities concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises. A standardised approach to imposing conditions must be avoided and conditions will only be lawful where they are deemed appropriate to promote the licensing objectives in response to relevant representations.

D6.3

Conditions will only be imposed when they are appropriate for the promotion of the licensing objectives and will focus upon matters within the control of the individual licensee such as the premises, places or events being used for licensable activities or the surrounding areas of the premises, places or events. Conditions are likely to be focused towards the direct impact of those activities on persons living in, working in or visiting areas affected by, or likely to be affected by, those activities.

D6.6

The Council interprets Section L of the application form, "Hours premises are open to the public", as an integral part of the operating schedule. In assessing an application, responsible authorities and other persons are likely to read those hours as though they were part of the operating schedule and tailor their representations based on that interpretation. These hours, therefore, form conditions of the licence operating schedule and restrict the hours during which members of the public can be on the licensed premises at the conclusion of trading irrespective of whether licensable activities are taking place. Applicants are advised to consider any necessary 'drinking-up time' or wind-down period at the end of normal licensable activities when completing this section of the application.

D6.7

The Council strongly believes that a carefully considered operating schedule that fully considers the impact of the proposed activities in relation to the promotion of the licensing objectives, having regard to this Policy and the Guidance, is less likely to result in the imposition of conditions by a Licensing Sub-Committee following representations.

D6.8

It is the Council's view that the imposition of conditions should be restricted to those that are proportionate in addressing any concerns in relation to the promotion of the licensing objectives. Conditions should not be used as a tool to attempt to mitigate every possible scenario; this will serve only to place undue burden on applicants and is not consistent with the general principles of the Guidance.

D6.9

Operating schedules and licence conditions should be drafted in such a way that it is clear to licence holders exactly what is required of them and these requirements should be concise and well-worded to assist the licence holder in managing their premises. The Council is strongly of the view that the imposition of a substantial list of conditions in order to grant an application calls into question the suitability of the applicant to hold a licence. Where a Licensing Sub-Committee determines that it is appropriate to impose a substantial list of conditions to the extent that they are effectively determining the day-to-day management of the premises, they will give serious consideration to refusing the application.

D8.1

The Council recognises the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community.

D8.2

Only appropriate, proportionate and reasonable licensing conditions will be imposed on licences so as not to discourage the promotion of entertainment. Conditions will relate to the minimum needed to ensure the promotion of the licensing objectives.

D8.3

The Council will ordinarily avoid any measure which deters live music, dancing and theatre by imposing indirect costs of a substantial nature (for example, noise limiting devices for smaller or community premises). The Council acknowledges, however, that on occasions the imposition of appropriate conditions with cost implications may be the only alternative to refusing an application where there is sufficient evidence in relation to the effect, or likely effect on the licensing objectives.

E2.1

The Council recognises that the public safety objective is concerned with the physical safety of the people using the relevant premises and not with public health, which is dealt with in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning.

E2.2

The Council is aware that applicants are legally responsible for complying with a range of public safety legislation, for example the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005, and for conducting suitable risk assessments in relation to their premises. Failure to comply with these requirements may lead to representations from responsible authorities when public safety is put at risk.

E2.3

The Council takes its responsibility for public safety seriously and is aware of a growing trend nationally to encourage alcohol consumption by adding substances to alcohol to make them more attractive to customers either in appearance or by increasing the speed of alcohol ingestion, for example liquid nitrogen in cocktails. This practice is strongly discouraged due to the inherent risks to public safety and the Council will actively use its regulatory powers where premises licence/club premises certificate holders ignore this advice.

E2.4.1

“Safe capacities” should only be imposed on licences where necessary for the promotion of public safety or the prevention of disorder. If a capacity has been imposed through other legislation it would be unnecessary to reproduce it as a licence condition. It would also be wrong to impose conditions that conflict with other legislation. If no safe capacity has been imposed by other legislation, however, a responsible authority may consider it necessary for a new capacity to be attached. For example, a capacity limit may be necessary to prevent disorder as overcrowded premises can increase the risk of crowds becoming frustrated and hostile.

E2.5.1

Where venues providing entertainment use equipment or special effects that may affect public safety, such as strobe lighting, smoke machines, etc., the Council will expect the premises licence holder to have carried out risk assessments and taken the necessary actions to safeguard patrons at the premises.

E2.7.1

The Council expects premises licence holders and applicants to undertake a public safety risk assessment to ensure the safety of persons using their premises. The assessment should consider issues such as, but not limited to:

- safe capacities in identifiable areas of the premises that can be evacuated quickly in the case of an emergency*
- policies in relation to persons wishing to smoke at the premises, including provision of identified areas and separation from admission queues*
- policies in relation to admission and readmission particularly control of capacity and queuing*
- policies in relation to the safe dispersal of patrons from the premises and locality*
- sufficient basic first aid provision and responsibilities for contacting the emergency services.*

E3.1.1

Licensed premises may have significant potential to impact adversely on communities through public nuisances that arise from their operation. The Council interprets ‘public nuisance’ in its widest sense and takes it to include such things as noise, light, odour, litter and anti-social behaviour, where matters arising at licensed premises impact on those living, working or otherwise engaged in activities in the locality. Ordinarily, the Council’s Environmental Protection & Housing Team, in their role as a responsible authority, would take the lead in respect of nuisance issues.

E3.2.1

This may include noise from live or recorded music, human voices (both amplified and unamplified) and other forms of entertainment (i.e. indoor sporting events). Measures to prevent a public nuisance may include, but are not limited to:

- installation of soundproofing;*
- installation of noise-limiting devices;*
- provision of acoustic lobbies;*
- no externally played music;*
- restrictions on the times and types of entertainment;*

- *keeping windows and doors closed (i.e. with self-closing devices).*

E3.3.1

This may include noise and disturbance from customers on the premises and customers in outdoor areas such as terraces, beer gardens and smoking areas. It will also include noise, disturbance and obstruction from customers in the vicinity of premises smoking and/or drinking and customers arriving at, leaving or queuing outside premises. Measures to prevent a public nuisance may include, but are not limited to:

- *use of time restrictions on specified areas of the premises (different times can apply to different areas);*
- *cessation of the use of certain areas of the premises;*
- *supervision of outdoor areas, entrances and exits;*
- *suitably worded, clear and prominent signage;*
- *restriction of seating in outdoor areas of the premises;*
- *restriction of times that drinks can be taken in specified outdoor areas of the premises;*
- *restriction of the number of customers permitted in specified outdoor areas of the premises, including time.*

E3.7.1

This can include external lighting, security lighting and lighting displays. Measures to prevent a public nuisance may include:

- *suitably selected lighting installations (i.e. luminaires without excessive power output and with appropriate shielding);*
- *suitably located and directed lighting installations.*

E3.7.2

The Council is aware that security lighting plays an important part in securing the premises and promoting the prevention of crime and disorder objective. Before imposing conditions restricting security lighting, the Council will give consideration to paragraph 2.19 of the Guidance which states:

2.19

Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.

E3.8.1

Measures to prevent a public nuisance may include:

- *entering into a waste contract agreement;*
- *provision of external litter bins for customers;*
- *regular litter picks in the immediate surrounding area of the premises.*

E3.8.2

The Council is aware that it would be unreasonable and disproportionate to require licence holders to be responsible for littering associated with their products when patrons have gone beyond their control. The Council will, however, expect licence holders to take responsibility for ensuring that the immediate surrounding area is regularly cleared of litter associated with their business operation.

E3.8.3

Whilst accepting that littering beyond the control of a licence holder cannot be controlled by licence conditions, litter constituting a public nuisance under the Licensing Act 2003 may still require the licensing authority to restrict opening times or ultimately suspend or revoke a licence where the nuisance cannot be appropriately mitigated.

E3.9.1

The Council is fully aware of the nuisance that can be caused by poorly managed or inappropriately located premises, however will seek to strike an appropriate balance with its vision of promoting a diverse and vibrant night-time economy.

E3.9.2

The provision of well-managed and controlled entertainment will be encouraged to promote the vision, however the potential disturbance to residents and businesses will need to have been adequately considered by applicants as part of their operating schedule.

E3.9.3

Should disturbance from licensed premises become unreasonable, any review proceedings will seek to impose suitable control measures in the first instance. Should control measures prove ineffective or are deemed inappropriate then the restriction of licensable activity timings, removal of licensable activities, suspension or revocation of the licence will be seriously considered.

E4.1

The Council recognises that the protection of children from harm objective relates primarily to children accessing or using licensed premises, or being exposed to activities taking place without having to access the premises (for example, underage alcohol sales, exposure to performances or advertising of an adult nature whether within or outside a premises).

E4.3

When deciding whether to limit access by children to premises, the Council will judge each application on its individual merits.

E4.6.1

Whilst the Council encourages a diverse and vibrant night-time economy and will not seek to limit access by children without appropriate reasons, it is acutely aware that licensed premises have the potential to expose children to the risk of child sexual exploitation.

E4.6.2

The Council acknowledges that CSE awareness does not just apply to children on licensed premises. Applicants should be equally aware of children in the proximity of the premises that may be waiting for, or seeking, older persons.

E4.6.3

Applicants are encouraged to ensure that suitable management controls are in place to safeguard children against the risk of CSE. Measures may include, but are not limited to:

- awareness training for staff;*
- regular patrols of the premises, including external areas and the immediate proximity, to identify any vulnerable children;*
- close monitoring of patrons as they leave the premises;*
- recording and reporting concerns to the police.*

F4.1

In order to avoid duplication with other regulatory regimes the Council will not, as far as reasonably possible, attach conditions to licences unless they are appropriate for the promotion of the licensing objectives and inadequately covered by other legislation. Ordinarily, conditions will be considered unnecessary if they are already adequately covered by other legislation.

F4.2

Notwithstanding the above, it is the responsibility of the applicants to ensure that they have all necessary consents, whether statutory or otherwise, and it should not be assumed that an authorisation under the Licensing Act 2003 removes this responsibility.

F8.1

The Council acknowledges that conditions cannot be imposed on an authorisation where it would be either impracticable or impossible for the licence holder to comply with such conditions when customers have left the premises and are beyond the control of the licence holder.

F8.2

That said, if behaviour of customers beyond the control of the licence holder can be causally linked to a specific premises and it is causing crime and disorder or a nuisance it is wrong to assume that the Act cannot address this; section 4 of the Act gives the Council a positive duty to deal with it proportionately. Whilst conditions would be inappropriate in these scenarios, the Council is strongly of the view that activities and/or operating times of an authorisation should be restricted, or an authorisation refused or revoked, where appropriate for the promotion of the licensing objectives.

F8.3

The Council recognises that initiatives are available that assist with calming or reducing the incidences of disorder or nuisance as customers leave a premises and expects these to be fully considered in the operating schedule.

Section G (highlighted in bold) apply to any outdoor event with an audience of above 500

G2.5

Whilst the Council acknowledges the applicant's right to submit a one-off or time specific licence/certificate application, it encourages applicants to submit an application for a permanent licence/certificate. This provides the applicant with the flexibility of a licence that would allow the submission of an up to date and detailed operating schedule on each occasion the event is to be held, but safeguards the rights of responsible authorities and other persons to hold the licence/certificate holder to account by way of an application for a review.

G2.11

The Council has therefore adopted the following policy that will apply to large scale events when relevant representations have been made and the application is referred to a Licensing Sub-Committee for determination:

- (i) In respect of an application for a one-off, time-specific or permanent licence/certificate for the holding of occasional and/or large scale events the Council will consider, amongst other matters, whether the operating schedule:***
 - (a) defines the events proposed with sufficient certainty to enable responsible authorities and the Council to adequately consider the risks to the licensing objectives arising from the event; and***

- (b) *defines the measures proposed to avert those risks with sufficient certainty to enable responsible authorities and the Council to make a balanced judgment as to whether the measures will be sufficient to mitigate those risks.*
- (ii) *The Council will generally require a high degree of certainty before deciding that the operating schedule fulfils this requirement, but will decide that matter on the individual merits of each case.*
- (iii) *In cases where the Council determines that the operating schedule is not drafted with sufficient certainty, the application will normally be refused, save in exceptional circumstances. It is unlikely that the circumstances will be considered exceptional unless the applicant gives assurances and safeguards that the licensing objectives will be met despite the lack of certainty in the operating schedule and suitable conditions can be imposed on the licence to mitigate this risk.*
- (iv) *In cases where the Council determines that the operating schedule is drafted with sufficient certainty then, in determining the application, the Council will consider any relevant risks arising from the temporary nature of the events proposed in the application in relation to the promotion of the licensing objectives.*

G4.1

The Council is aware that responsible authorities, and sometimes other persons, often engage with applicants prior to submission of an application until sometimes after an event has taken place. This concept is referred to in the Guidance, as it would assist in promoting the licensing objectives by fostering a partnership approach. The Council supports this concept, but with an additional caveat. Prior to such engagement, applicants are expected to consider, and to make reference in their operating schedule to:

- (i) *relevant technical advice from any professionals they employ/involve in the planning of the event (such as Health & Safety Consultants, Event Management Companies, etc.);*
- (ii) *relevant National Guidance (such as The Event Safety Guide, MUTA's Best Practice Guide, etc.); and*
- (iii) *relevant professional advice from agencies that are not responsible authorities under the Act (such as the Highways Authority, local transport providers, medical service providers, etc.)*

G4.2

The Council's reasons for this policy principle are the following:

- (i) *The demands on the responsible authorities can be disproportionate to their resources, particularly in light of the Council's policy of encouraging cultural activities such as music, dancing and theatre. This may place undue pressure on such bodies, undermining the level of scrutiny of such applications.*

- (ii) It must be considered that the legal responsibilities connected to holding such events rests primarily with the organiser and land owner. Where an application does not contain reference to such guidance and expertise, statutory bodies may be placed in an untenable position where they may be open to litigation due to the level of input/advice they may have to provide, and by implication may have taken an inappropriate degree of legal responsibility/liability in connection with the event. The Council believes it is pertinent, therefore, to attempt to avoid such a problem arising.**
- (iii) Where an applicant does not consider such advice and guidance before making an application, this can place responsible authorities and/or other persons in a difficult position due to the fact that many aspects of an application may be lacking and it may not allow full and proper consideration of the proposals during the consultation period. This may undermine their full and proper consideration of an application.**

G5.1

In addition to encouraging applicants for occasional/annual events to apply for a permanent premises licence, the Council actively encourages applicants to build flexibility into their operating schedules. This allows for the event to evolve and incorporate best practice without undo restrictions on the management of the event and the site layout.

G5.2

The Council recommends an operating schedule that contains basic management control conditions that would apply from event to event but with the majority of event management details to be incorporated into an Event Management Plan (EMP). One of the basic management control conditions can then link the final EMP to the operating schedule making it an enforceable operating schedule condition.

G5.3

The content of the EMP can be defined by an operating schedule condition, ordinarily under generic headings, with any specific requirement of a responsible authority included as sub-headings. Varying timescales for each responsible authority and the provision of specified information can be incorporated within the EMP ensuring flexibility for the licence holder to develop the event and react to evolving issues such as ground/weather conditions or the availability of products/service providers.

G5.4

The Council encourages an applicant to include an operating schedule condition stating required timescales for the issue of a draft EMP and the final EMP, ideally a specified number of days prior to the commencement of event build-up on site or the opening of the event to the public. This condition should also include any consequence of the failure to meet this requirement, for example, certain licensable activities are not permitted until compliance has been achieved or the event will not be permitted without the express approval of the licensing authority.

G5.5

This type of EMP operating schedule condition (in effect a 'promise to provide' licence) allows the applicant flexibility to amend the details and layout for each event without the need to vary the premises licence whilst maintaining suitable control measures for the responsible authorities and the Council to ensure the promotion of the licensing objectives. As the EMP would be attached as a licence condition, failure to comply with its content would render the licence holder liable for operating otherwise than under an authorisation (section 136 of the Act).

G5.6

The Council has encouraged this type of event premises licence for a number of years leading to successful annual events at venues such as Knebworth Park and recommends applicants to enter into pre-application discussions at the earliest opportunity to explore the suitability of this option.

G6.1.1

Large scale events, in particular music festivals, have the potential to significantly impact on the prevention of crime and disorder objective for reasons such as, but not limited to:

- ***a significant number of event attendees being attracted to North Hertfordshire and the creation of 'an event community', often the size of small town;***
- ***disorder associated with travel to and from the venue;***
- ***potential criminal elements being attracted to the event, particularly multi-day events; and***
- ***the additional pressures on police resources associated with the event.***

G6.1.2

In preparing an application, applicants are encouraged to have early discussions with the police about the potential for crime and disorder associated with or at the event in order that any concerns can be addressed in the operating schedule.

G6.1.3

Given the potential impact on the licensing objectives of a large scale event, the Council will place significant weight on any representation received from the police and will give serious consideration to refusing the application unless the concerns raised in the representation are fully addressed.

G6.3.1

The Council is strongly of the view that it is not the responsibility of the police to provide a free security service for event organisers. The responsibility for security at events rests solely with the event organiser.

G6.3.2

Whilst it can be reasonably expected that the police will undertake their normal duties in support of an event, this service would be in addition to on-site security deployed by the event organiser.

G6.3.3

The Council is aware of existing case law in regard to the payment for policing resources at events and recognise the financial impact for event organisers. That said, if a police presence at an event is appropriate for the promotion of the licensing objectives, the Council accept that, save for exceptional circumstances, the need to secure the promotion of the licensing objectives outweighs the financial burden on the applicant.

G6.3.4

Where appropriate based on the evidence and/or any perceived risk, the Council may consider the imposition of conditions requiring a formal resourcing agreement with the police, including the advanced payment for such resourcing, to be entered into and complied with in order for the event to proceed.

G6.3.5

For events where the capacity, audience profile or perceived risk leads the Council to believe that a police presence on site is appropriate to promote the licensing objectives, the Council may consider the imposition of conditions requiring the applicant to make on site provision for any infrastructure required for the police to reasonably carry out their

duties. These requirements may include, but are not limited to:

- **a temporary custody area;**
- **a visible and accessible area for event patrons to attend;**
- **suitable accommodation on site for Police Commanders;**
- **suitable on site welfare provision for police personnel; and**
- **suitable IT equipment (telephony, internet, etc.) in order to facilitate any reasonable police request.**

G6.4.1

As part of an operating schedule or an EMP, the Council expects an applicant to fully apprise the police of the event security plan (including any requested details of security companies and operatives) and comply with any reasonable requests from the police in finalising the event security arrangements.

G6.4.2

For events that will have the potential to pose a significant risk to the licensing objectives, applicants should give serious consideration to including a Security and Stewarding Plan (SSP) as part of their operating schedule or EMP. Where appropriate for the promotion of the licensing objectives, the Council may consider imposing a condition requiring a SSP to be agreed with the police in advance of the event.

G6.4.3

Where appropriate based on the evidence and/or any perceived risk, the Council expects the security companies and operatives employed by the applicant to work closely with the police in regard to:

- **information sharing;**
- **best practice;**
- **attendance at police briefings; and**
- **co-operation and assistance during the event.**

G6.4.4

Where appropriate based on the evidence and/or any perceived risk, the Council may consider imposing conditions in relation to closed-circuit television (CCTV) at events for monitoring of audiences, camping, parking and ingress/egress.

G6.4.5

Where appropriate based on the evidence and/or any perceived risk, the Council may consider imposing conditions relating to a security search requirement on entry to an event site.

G6.5.1

The Council is aware that the provision of on-site camping for multi-day events increases the risk of crime and disorder, predominately through organised criminal elements that target festivals and festival campsites.

G6.5.2

Applicants are expected to liaise with local police to establish any perceived risk or intelligence associated with an event and address these concerns in the operating schedule or EMP. Control measures may include:

- **24hr campsite security patrols and car park stewarding;**
- **security fencing around the campsite;**

- **controlled entry points to campsites including identification wristbands (or similar);**
- **secure storage for campers (campsites and arenas); and**
- **raised security observation points.**

G6.6.1

Large numbers of event attendees give rise to pressures on local transport networks, particularly main and local roads, railway stations and taxi provision. The Council expects applicants to liaise with local transport providers, having assessed their target audience profile, and address any transport concerns within the operating schedule or EMP.

G6.6.2

For events that will have a significant impact on the local road/railway network, applicants should give serious consideration to including a Transport Management Plan (TMP) as part of their operating schedule or EMP. Where appropriate for the promotion of the licensing objectives, the Council may consider imposing a condition requiring a TMP to be agreed with the police in advance of the event.

G6.6.3

Where large numbers are expected to use local transport venues, such as railway stations, the Council considers these venues as areas that are causally linked to the event and within the licence holder's control. Where appropriate for the promotion of the licensing objectives, the Council may consider imposing conditions in relation to the provision of security at local transport venues to control event patrons.

G6.6.4

If the event venue is a considerable distance from key transport providers, such as railway stations, the Council expects the applicant to consider the implications of a significant number of pedestrians attending the event. This is particularly relevant for venues adjacent to main arterial routes such as Knebworth Park.

G6.6.5

Where appropriate to promote the licensing objectives the Council may consider imposing conditions requiring the provision of an additional transport provision between the venue and the main transport provider (such as railway stations), for example shuttle buses or organised taxi provision within the venue.

G6.6.6

Additionally, due to the causal link between the venue and the large number of pedestrians attending, the Council may consider imposing conditions relating to the stewarding of pedestrian routes where appropriate for the promotion of the licensing objectives.

G7.1.1

The Council recognises that the public safety objective is concerned with the physical safety of the people attending the event and not with public health, which is dealt with in other legislation.

G7.1.2

Given the nature of large scale events, particularly those that involve camping, the Council recognises that the applicant's responsibility in promoting the public safety objective is much wider than that of permanent premises with much shorter customer visiting periods.

G7.1.3

Where appropriate for the promotion of the licensing objectives, depending on the size, nature and duration of the event, the Council will expect applicants to address these wider responsibilities in the operating schedule or EMP. Examples of these wider issues include, but are not limited to:

- **washing and showering facilities;**
- **medical provision (first aid, on-site hospital, hospital transfer capability, etc.);**
- **suitable food and beverage provision;**
- **quiet areas away from entertainment; and**
- **emergency planning**

G7.1.4

The Council is aware that the responsibility for enforcing health & safety at outdoor events is shared between the local authority and the Health & Safety Executive (HSE). In general terms, the HSE enforce throughout the build-up and strike phases, whilst the local authority enforce throughout the event. As the HSE is not a responsible authority in its own right under the Act, applicants are encouraged to include the HSE in any pre-application discussions and address their concerns in the operating schedule or EMP.

G7.4.1

Large scale outdoor events, particularly greenfield sites, often involve a temporary or extended water supply network which has the potential to adversely affect the public safety objective.

G7.4.2

The water supply and distribution network must meet the standards required by BS 8551 and applicants should have due regard to the guidance provided by the document 'Guidelines for the Provision of Temporary Drinking Water Supplies at Events'.

G7.4.3

The Council expects applicants to provide a Water Management Plan (WMP), including an appropriate risk assessment, which should include provision of an alternative water supply in the event of loss of the original supply.

G7.4.4

If an operating schedule does not fully address public safety concerns in respect of the water supply a Licensing Sub-Committee may consider imposing a condition, where appropriate for the promotion of the licensing objectives, requiring the applicant to produce a WMP as part of the operating schedule or EMP.

G7.4.5

The Council encourages applicants to have early discussions with NHDC's Commercial Team to enable them to address any issues associated with temporary water supplies in the operating schedule or EMP.

G7.6.1

The Council expects premises licence holders and applicants to undertake a public safety risk assessment to ensure the safety of persons using their premises. The assessment should consider issues such as, but not limited to:

- (i) **safe capacities in identifiable areas of the event site, including camping and car parking, that can be evacuated quickly in the case of emergency;**
- (ii) **policies in relation to ingress, re-admission and egress, particularly control of capacities, queuing and safe dispersal from the locality;**

- (iii) policies in relation to securing the safety of patrons whilst at the event, including camping and car parking; and**
- (iv) sufficient on-site medical provision, including procedures for contacting the emergency services.**

G7.7.3

If children are expected to attend the event, applicants are expected to make suitable additional sanitary facility provision, for example baby changing facilities (if appropriate) or suitable height urinals.

G7.7.4

Applicants are reminded of their responsibilities under the Equality Act 2010 and the Council will expect applicants to demonstrate that they have provided appropriate sanitary facility provision to cater for the needs of disabled persons. Considerations for the provision of disabled sanitary facilities include, but are not limited to:

- level access, including wheelchair access;**
- suitable cubicle door widths;**
- suitable level hand-washing facilities;**
- suitable locations relative to stages, camping and other amenities.**

G7.7.5

Applicants for events that provide camping facilities will need to consider separate sanitary facility provision within the campsite. Adequate sanitary facilities should be provided in all camping areas and publicly accessible areas of the event site independent of other areas; it is not acceptable to the Council to have one centrally located sanitary facility provision serving all areas of the event site including camping.

G8.3.1

This may include noise from live or recorded music, human voices (both amplified and unamplified) and other forms of entertainment (i.e. playing of films). Measures to prevent a public nuisance may include:

- restrictions on the number of days that entertainment is held during an event;**
- restrictions on the timings and types of entertainment, including sound propagation testing and pre-event sound checks;**
- limiting the overall front of house sound levels including, where appropriate, limiting specific frequencies;**
- suitably located and orientated stages to minimise the potential for noise nuisance;**
- limiting the number of stages and/or sound sources that can be used for the provision of entertainment at any one time;**
- use of noise control measures, for example directional sound systems, noise limiting devices and acoustic barriers or enclosures;**
- employing a competent noise consultant to plan and implement noise control measures before and during the event.**

G8.3.2

The Council is aware that the potential for noise nuisance must be proportionately balanced against the benefits to the community and each application must be determined on its individual merits. That said, the Council will give additional weight to concerns where an event has the potential to affect a large number of the public (for example, multiple communities such as neighbouring towns and/or villages).

G8.8.1

Section G5 of this Policy details the Council's recommendation that an applicant utilises an Event Management Plan as a condition of a premises licence to allow maximum flexibility for multiples events. For the same reasons, the Council also recommends that applicants utilise a Noise Management Plan (NMP) as a condition of a premises licence.

G8.8.2

A NMP gives maximum flexibility for an applicant to adapt the measures required for managing any potential noise nuisance from an event by reacting to amended site plans, differing artiste profiles, weather conditions, etc.. It removes the need for inflexible fixed noise levels on a premises licence and allows the applicant to work with environmental protection officers to ensure the most appropriate controls are applied proportionately for each event.

G8.8.3

The Council acknowledges that a NMP cannot be a requirement to enable an applicant to obtain a licence, however it is the Council's preferred option to balance appropriate control and flexibility for the applicant.

G9.3

Measures to protect children from harm at large scale outdoor events may include, but are not limited to:

- **restricting access to unaccompanied children below a specified age;**
- **additional supervision of and/or restricted access to concessions selling age-restricted products;**
- **an identifiable wristband scheme to distinguish children from adults (including additional entry and sales policies to ensure children cannot access adult tickets);**
- **policies in relation to lost children (specifically, lost children points, welfare arrangements, contact with the police, secure or coded communication between agencies)**
- **additional security clearance for staff that may come into contact with children;**
- **mitigating additional risk factors in terms of the prevention of CSE;**
- **restricting access to children from events where the entertainment or nature of the event is not suitable for children.**

O1.1

The Council accepts that it can only consider matters in relation to the four licensing objectives when determining licensing applications, however as a public body it also has a statutory duty to consider the following legislative requirements:

- (i) **Crime and Disorder Act 1998**
Local authorities are required to have due regard to the crime and disorder implications of any decision it makes.
- (ii) **Human Rights Act 1998**
Local authorities are required to implement the Act in a manner consistent with the Human Rights Act 1998 by giving due consideration to the European Convention on Human Rights and Fundamental Freedoms.
- (iii) **Equality Act 2010**
Local authorities are required to implement the Act in a manner consistent with its responsibilities to consider the equality implications of any decision it makes.

O2.2

Any licence/certificate is issued without prejudice to any other consent, licence, approval or other authorisation required by other functions or responsibilities of the Council or any other statutory body. The possession of a licence/certificate under the Act does not supersede or replace any other statutory provision.

7. RELEVANT EXTRACTS OF STATUTORY GUIDANCE

7.1 The following paragraphs from the Guidance issued by the Home Office under section 182 of the Licensing Act 2003 (April 2018 version) may be relevant to this application. This section does not prevent the sub-committee from considering other paragraphs of the Guidance where they deem it appropriate and the determination should be based upon consideration of the full document:

1.3

The licensing objectives are:

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

1.4

Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

1.5

However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work.

They include:

- *protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;*
- *giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;*
- *recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;*
- *providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and*
- *encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.*

1.16

Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged. Licence conditions:

- *must be appropriate for the promotion of the licensing objectives;*
- *must be precise and enforceable;*
- *must be unambiguous and clear in what they intend to achieve;*
- *should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;*
- *must be tailored to the individual type, location and characteristics of the premises and events concerned;*

- *should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;*
- *should not replicate offences set out in the 2003 Act or other legislation;*
- *should be proportionate, justifiable and be capable of being met, (for example, whilst beer glasses may be available in toughened glass, wine glasses may not);*
- *cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and*
- *should be written in a prescriptive format.*

1.17

The licensing authority should only impose conditions on a premises licence or club premises certificate which are appropriate and proportionate for the promotion of the licensing objectives. If other existing law already places certain statutory responsibilities on an employer at or operator of a premises, it cannot be appropriate to impose the same or similar duties on the premises licence holder, or club. It is only where additional and supplementary measures are appropriate to promote the licensing objectives that there will be a requirement for appropriate, proportionate conditions to be attached.

2.1

Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).

2.10

Licence holders should make provision to ensure that premises users safely leave their premises. Measures that may assist include:

- *Providing information on the premises of local taxi companies who can provide safe transportation home; and*
- *Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks.*

2.12

“Safe capacities” should only be imposed where appropriate for the promotion of public safety or the prevention of disorder on the relevant premises. For example, if a capacity has been imposed through other legislation, it would be inappropriate to reproduce it in a premises licence. Indeed, it would also be wrong to lay down conditions which conflict with other legal requirements. However, if no safe capacity has been imposed through other legislation, a responsible authority may consider it appropriate for a new capacity to be attached to the premises which would apply at any material time when the licensable activities are taking place and make representations to that effect. For example, in certain circumstances, capacity limits may be appropriate in preventing disorder, as overcrowded venues can increase the risks of crowds becoming frustrated and hostile.

2.15

The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

2.16

Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

2.18

As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

2.19

Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.

2.20

Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.

2.22

The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Licensing authorities must also consider the need to

2.26

Licensing authorities and responsible authorities should expect applicants, when preparing an operating schedule or club operating schedule, to set out the steps to be taken to protect children from harm when on the premises.

8.41

In completing an operating schedule, applicants are expected to have regard to the statement of licensing policy for their area. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. Licensing authorities and responsible authorities are expected to publish information about what is meant by the promotion of the licensing objectives and to ensure that applicants can readily access advice about these matters. However, applicants are also expected to undertake their own enquiries about the area in which the premises are situated to inform the content of the application.

8.42

Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:

- the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;*
- any risk posed to the local area by the applicants' proposed licensable activities; and*
- any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.*

8.44

It is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. For example, premises with close proximity to residential premises should consider what effect this will have on their smoking, noise management and dispersal policies to ensure the promotion of the public nuisance objective. Applicants must consider all factors which may be relevant to the promotion of the licensing objectives, and where there are no known concerns, acknowledge this in their application.

8.47

Applicants are expected to provide licensing authorities with sufficient information in this section to determine the extent to which their proposed steps are appropriate to promote the licensing objectives in the local area. Applications must not be based on providing a set of standard conditions to promote the licensing objectives and applicants are expected to make it clear why the steps they are proposing are appropriate for the premises.

8.49

For some premises, it is possible that no measures will be appropriate to promote one or more of the licensing objectives, for example, because they are adequately covered by other existing legislation. It is however important that all operating schedules should be precise and clear about the measures that are proposed to promote each of the licensing objectives.

9.5

It is for the licensing authority to determine whether a representation (other than a representation from responsible authority) is frivolous or vexatious on the basis of what might ordinarily be considered to be vexatious or frivolous. A representation may be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause or justification. Vexatious circumstances may arise because of disputes between rival businesses and local knowledge will therefore be invaluable in considering such matters. Licensing authorities can consider the main effect of the representation, and whether any inconvenience or expense caused by it could reasonably be considered to be proportionate.

9.6

Frivolous representations would be essentially categorised by a lack of seriousness. Frivolous representations would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.

9.12

Each responsible authority will be an expert in their respective field, and in some cases it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their

local area⁵. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective. However, any responsible authority under the 2003 Act may make representations with regard to any of the licensing objectives if they have evidence to support such representations. Licensing authorities must therefore consider all relevant representations from responsible authorities carefully, even where the reason for a particular responsible authority's interest or expertise in the promotion of a particular objective may not be immediately apparent. However, it remains incumbent on all responsible authorities to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

9.37

As a matter of practice, licensing authorities should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation and should be allowed sufficient time to do so, within reasonable and practicable limits.

9.38

In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- this Guidance;
- its own statement of licensing policy.

9.42

Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

9.43

The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

9.44

Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.

10.8

The licensing authority may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives. In order to promote the crime prevention licensing objective conditions may be included that are aimed at preventing illegal working in licensed premises. This provision also applies to minor variations.

10.9

It is possible that in some cases no additional conditions will be appropriate to promote the licensing objectives.

10.10

The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided. For example, conditions should not be used to implement a general policy in a given area such as the use of CCTV, polycarbonate drinking vessels or identity scanners where they would not be appropriate to the specific premises. Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions. These could be a deterrent to holding events that are valuable to the community or for the funding of good and important causes. Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives.

8. LICENSING OFFICER COMMENTS

- 8.1 The comments within this section of the report are provided by the licensing officer to assist the sub-committee with the interpretation of the Act, the Guidance and existing case law. It is for the sub-committee to determine what weight they attach to this advice.

Definition of 'appropriate'

- 8.2 The previous Statutory Guidance first issued in July 2004 and subsequently updated up until April 2012, specifically required Licensing Sub-Committees to ensure that their decisions were based on measures that were 'necessary' for the promotion of the licensing objectives. This placed a burden on the licensing authority to demonstrate that no lesser steps would satisfy the promotion of the licensing objectives and any conditions imposed on a licence would only be those necessary for the promotion of the licensing objectives with no opportunity to go any further.
- 8.3 The revised Statutory Guidance issued on 25 April 2012 and subsequently amended, has amended the 'necessary' test to one of 'appropriate'. This has changed the threshold which licensing authorities must consider when determining applications by requiring that they make decisions which are 'appropriate' for the promotion of the licensing objectives.
- 8.4 The Guidance explains 'appropriate' as:

9.43

The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

9.44

Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.

8.5 It is anticipated that, in due course, case law will provide clarity on the meaning of 'appropriate' as referred to in paragraphs 9.43 and 9.44 of the Guidance. The sub-committee is therefore advised to give 'appropriate' its ordinary meaning, as expanded upon by paragraph 9.43 of the Guidance, subject to the over-riding requirement on all local authority decisions of reasonableness.

8.6 This approach, of allowing the courts to provide clarity, is reflected in the following paragraphs of the Guidance:

1.9

Section 4 of the 2003 Act provides that, in carrying out its functions, a licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182. This Guidance is therefore binding on all licensing authorities to that extent. However, this Guidance cannot anticipate every possible scenario or set of circumstances that may arise and, as long as licensing authorities have properly understood this Guidance, they may depart from it if they have good reason to do so and can provide full reasons. Departure from this Guidance could give rise to an appeal or judicial review, and the reasons given will then be a key consideration for the courts when considering the lawfulness and merits of any decision taken.

1.10

Nothing in this Guidance should be taken as indicating that any requirement of licensing law or any other law may be overridden (including the obligations placed on any public authorities under human rights legislation). This Guidance does not in any way replace the statutory provisions of the 2003 Act or add to its scope and licensing authorities should note that interpretation of the 2003 Act is a matter for the courts. Licensing authorities and others using this Guidance must take their own professional and legal advice about its implementation.

8.7 The sub-committee should also be aware that their decision must be proportionate to the evidence received in respect of the application and representation. Proportionality is a key factor in assisting with the definition of 'appropriate'.

Case law

8.8 As the Guidance confirms, public nuisance under the Licensing Act 2003 has a wide interpretation and it is for the sub-committee to determine, based on the evidence, whether they consider these issues to be a public nuisance.

- 8.9 The Guidance states at paragraph 2.20 that conditions relating to public nuisance beyond the vicinity of the premises are not appropriate and the Council's Statement of Licensing Policy supports that view. Conditions that it would be either impracticable or impossible for the licence holder to control would clearly be inappropriate.
- 8.10 That said, if behaviour beyond the premises can be clearly linked to a premises and it is causing a public nuisance, it is wrong to say that the Licensing Act 2003 cannot address this. Whilst conditions may well be inappropriate, if the evidence deems it necessary, times and/or activities under the licence could be restricted or, indeed, the application could be refused.
- 8.11 The magistrates court case of *Kouttis v London Borough of Enfield*, 9th September 2011 considered this issue.
- 8.12 In a summary of the case provided by the Institute of Licensing it is reported that District Judge Daber considered an appeal against a decision of the local authority to restrict the hours of musical entertainment of a public house to mitigate the noise from patrons as they left the premises in response to representations from local residents. The appellant relied on the sections of the Guidance that state that "beyond the vicinity of the premises, these are matters for personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right" (para 2.24). It was also suggested that, given that certain residents were not disturbed, this did not amount to public nuisance within the meaning of para 2.19 of the Guidance as approved by Burton J in the Hope and Glory case.
- 8.13 The District Judge held that there was ample evidence of public nuisance relating to the specific premises, and that section 4 of the Act gave the licensing authority a positive duty to deal with it proportionately. In this case, no less interventionist way of dealing with the nuisance had been suggested. He held that not only was the authority not wrong, but that it was in fact right to reduce the hours as it had. The appeal was therefore dismissed.

Evidence to consider

- 8.14 Representations include comments relating to the management of the previous Sandon Fields festivals held at the Poplars Farm location in Sandon. These comments have been deemed relevant to this application as it is appropriate to give consideration to the previous events as the applicant intends to use a similar business model and services in relation to this application, the only difference being a new location.
- 8.15 There are numerous comments made in representations under the public safety objective relating to the increase in traffic that may be caused and that the safety of walkers, cyclists, horse riders and pedestrians will be compromised and that the surrounding road network will be placed under strain prior to, during and after the event. These comments have been regarded as relevant as the proposed event is for a two day period during the months of June to September. The applicant has applied for a licence to accommodate up to 4999 persons on each day of the event. It is reasonable to assume that there will be an increase of vehicle traffic that is not normally present in the area. The public safety licensing objective is for the applicant to provide safety measures for persons within the venue and outside, within the licence holders control. It

is reasonable to extend this to wider area road network as being under the applicants control due to volume of traffic that will be created because of the event.

Evidence not to consider

- 8.16 A number of points made in the representations have been deemed not relevant by the licensing officer. The points have been redacted and cannot be seen. The following paragraphs 8.17 to 8.23 are a summary of the redacted points which, for clarity, should not be discussed during the hearing.
- 8.17 Representations have made reference to the impact that the event would have on animals and local wildlife. The licensing objectives prescribed by the Act do not include the impact of the welfare of animals; this is a matter which is considered separately under the Animal Welfare Act 2006 and the Wildlife and Countryside Act 1981. The Licensing Act 2003 does not seek to reproduce control measures available under other legislation. If a licence was granted, the licence holder would have a responsibility under the Animal Welfare Act 2006 and the Wildlife and Countryside Act 1981 to consider what impact his/her event would have on animals and wildlife in the area.
- 8.18 Comments have been made relating to the increased risk of individuals drink driving as a result of being at the venue and due to the lack of public transport in the village, the assumption being that an individual would drink and drive. The Road Traffic Act 1988 provides for a criminal offence of drink driving for which individuals are responsible for their own actions. For this reason these comments have been deemed not relevant.
- 8.19 Objections have been made by residents referencing the proximity of local police stations being a considerable distance to the village should an emergency situation occur or the police are required to attend. Hertfordshire Constabulary has raised no objection therefore it should be assumed that they have no concern in relation to this matter.
- 8.20 Residents have suggested that there are more appropriate sites for this venue to be held away from the village of Sandon. An application can be made for any site which will be assessed on its own merits with regard to the licensing objectives.
- 8.21 References have been made to suggest that patrons of the venue will become drunk whilst on the premises. It is an offence under the Licensing Act 2003 to serve persons that are believed to be drunk or to allow disorderly conduct on a licensed premises. The licence holder will have a duty under the Licensing Act 2003, were a premises licence to be granted, to ensure that patrons behave in a lawful manner.
- 8.22 Comments made relating to planning conditions imposed at the proposed site, surrounding farms and other surrounding buildings are not relevant to this application. Claims made that planning conditions will be breached should a licence be granted for this premises are unsupported evidentially and are not to be considered.
- 8.23 Representations that have included statements of vexatious accusations and predictions of how the applicant will behave and operate have been deemed not relevant to this application. Whilst consideration may be given to facts relating to the applicant's previous management of the Sandon Fields festival, it is not appropriate to make unsubstantiated assumptions. Whilst tensions exist between the residents and the

applicant, representations must focus on genuine concerns that the sub-committee can consider against the applicant's proposed operating schedule and EMP.

9. APPENDICES

- 9.1 Appendix A Application (Inc. plan, operating schedule and accompanying documents)
- 9.2 Appendix B Conditions agreed between the applicant and Hertfordshire Constabulary
- 9.3 Appendix C Conditions agreed between the applicant and NHDC Environmental Protection.
- 9.4 Appendix D Conditions agreed between the applicant and NHDC Environmental Health.
- 9.5 Appendix E Representations from 'other persons'

10. CONTACT OFFICER

Molly Shiells
Licensing Officer
molly.shiells@north-herts.gov.uk

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

You may wish to keep a copy of the completed form for your records.

I/We Richard Maskell

(Insert name(s) of applicant)

Apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Hyde Hall Farm

<https://www.google.com/maps/place/51%C2%B058'23.7%22N+0%C2%B002'40.0%22W/@51.9743432,-0.0432764,1004m/data=!3m1!1e3!4m1!1m7!3m6!1s0x48762baad482f58b:0x244973be27f36ab2!2sHyde+Hall+Farm+Cottages,+Sandon,+Buntingford+SG9+0RU!3b1!8m2!3d51.9778526!4d-0.0462373!5!1s0x48762a53834ba2c3:0x268ac3df67b5d16a!7e2!8m2!3d51.9732345!4d-0.0444415>

Post town	Sandon / Buntingford	Postcode	SG9 0RU
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TEL:	01462 490466
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Non-domestic rateable value of premises	N/A
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Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | | |
|----|---|-------------------------------------|-----------------------------|
| a) | an individual or individuals * | <input checked="" type="checkbox"/> | please complete section (A) |
| b) | a person other than an individual * | | |
| | i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| | ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| | iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| | iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) | a recognised club | <input type="checkbox"/> | please complete section (B) |

- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

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

Please tick yes

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

I am making the application pursuant to a
 statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Maskell			First names Richard		
I am 18 years old or over				<input checked="" type="checkbox"/>	Please tick yes
Current postal address if different from premises address		London Road Audio Services Ltd Unit 13, London Road Studios, Baldock Ind Est			
Post town	Baldock			Postcode	SG7 6NG
Daytime contact telephone number			01462 490466		
E-mail address (optional)		info@sandon-fields.co.uk			

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?
01/06/2020

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

On going Annually

The event will be held over one consecutive, Saturday and Sunday in either the months of June, July, August or September (only one event to be held per calendar year)

Hyde Hall Farm is spanned over 100's of acres of fields, meadows and farmland. The event will be held on private land over x2 fields / meadows. One field for the event, one for parking and camping. The site maps provided with this application will detail the areas used.

Site Location:

<https://www.google.com/maps/place/51%C2%B058'23.7%22N+0%C2%B002'40.0%22W/@51.9743432,-0.0432764,1004m/data=!3m1!1e3!4m1!1m7!3m6!1s0x48762baad482f58b:0x244973be27f36ab2!2sHyde+Hall+Farm+Cottages,+Sandon,+Buntingford+SG9+0RU!3b1!8m2!3d51.9778526!4d-0.0462373!3m5!1s0x48762a53834ba2c3:0x268ac3df67b5d16a!7e2!8m2!3d51.9732345!4d-0.0444415>

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

4999

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

- | Provision of regulated entertainment | Please tick any that apply |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon				Please give further details here (please read guidance note 3)	
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon				Please give further details here (please read guidance note 3)	
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Amplified live bands, performers and DJ's		
Mon					
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5) The main open air live music stages will finish by 11pm sharp. Only the smaller stages undercover (Marquee, Big Tops etc) will remain open until 2am at greatly reduced volume levels as advised in our Noise Management Plan and Event Management Plan.		
Sat	12:00	02:00			
Sun	11:00	19:30			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3) Amplified music, played by either DJ's or background music from an audio device.		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) The main open air live music stages will finish by 11pm sharp. Only the smaller stages undercover (Marquee, Big Tops etc) will remain open until 2am at greatly reduced volume levels as advised in our Noise Management Plan and Event Management Plan.		
Sat	12:00	02:00			
Sun	11:00	19:30			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

H

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

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Catering Units, Vans, temp gazebos Serving hot and cold food to the public and staff members during the event.		
Mon					
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur					
Fri					
			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sat	23:00	02:00			
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	12:00	01:30			
Sun	11:00	19:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		

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

Name Lawrie Alderman
Address [REDACTED]
Postcode [REDACTED]
Personal licence number (if known) [REDACTED]
Issuing licensing authority (if known) [REDACTED]

K

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

- Wristbands will be issued to all guests.
- Those issued to persons under eighteen (18) years of age will be a different colour and marked as "Under 18" to those issued to persons over eighteen (18) years of age, making it easier to control the supply of alcohol.
- Management will have a child welfare point set up with staff that are DBS checked.
- Head counts via clicker system

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p>
Tue			
Wed			
Thur			
Fri			
Sat	12:00	02:30	
Sun	11:00	20:00	

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

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

- The DPS is a experienced Licensed personnel.
- The heads of the main bars have personal licenses.
- Barriers will be used for crowd control, security fences are in use to ensure the capacity is not exceed, security will be using clickers for headcounts in and out.
- A noise management officer will be on standby for the whole event.
- An accredited audio professional will ensure the permitted levels of sound are adhered to for this license.
- CCTV will be used to ensure safety of the public and the security of the event.
- Security to ensure there is not a public nuisance.
- Security / stewards to ensure that the correct bands are fitted for children with contact number on children wrist bands.
- All security and management personnel will be fitted with radios
- Security personnel will be in the bar with CCTV at all times whilst the event site is open to the public

b) The prevention of crime and disorder

- Security will be provided by HSC security working in conjunction with Hertfordshire police.
- All entrances and gates will be manned by SIA (Badged staff) or stewards
- All members of staff will be fitted with radios and the CCTV will be used throughout.
- Personnel that cause nuisance in the venue will be removed by the security and will either be settled by our staff or handed over to the police.
- CCTV will be used for prevention of crime and public safety.
- Wristbands to be used to stop underage drinking and the ensure we stay within the capacity of the license.
- Bar will have security and cctv in place at all times whilst open to the public.

c) Public safety

- Plastic glasses and containers will only be used throughout the event.
- A CHALLENGE 25 SCHEME WILL BE IN OPERATION.
- Stewarding throughout the event will be provided by HSC.
- BARRIERS will be in place to ensure CROWD MANAGEMENT.
- The CCTV will be assisting the security and public safety.
- Guest will be subject to search as per the terms and condition
- Security fence will be in place to ensure the safety of the guests in and around the event.
- Response team Security staff will wear body cameras
- Searches by the security will be in operation during the event.
- Security teams to patrol the event with manned security at the bar, all gates and stage also to provide security outside the event.
- Liaise with highways and environmental health to ensure safe crossing points
- Festoon and tower lighting for all key areas (campsite, emergency gates and main gates, car park) and walkways after dark
- Campsites will have a fire marshall on standby

d) The prevention of public nuisance

- HSC security will ask all event goers to leave quietly via the routes marked on the EMP / Appendices
- The event PUDO (pick up / drop off point) will be on the festival site, well away from the village, residents and main roads.
- Litter will be controlled by stewards and the cleaning team after the event to insure the area is clean this also includes around the paths of the event.
- The sound tech/crew will ensure to stay within the license of sound and noise management, insuring that any live music finishes as per the license agreement.
- Car parking will be provided on Private land.
- At the end of the event the security and stewards will channel the guests towards the car park, taxi rank and mini bus / coach rank.
- Security teams will wear high vis jackets to help them stand out
- Cleaning company will be hired to ensure the event and outside the event stays clean and not a mess
- Street drinking outside the event isn't allowed, people will be stopped from leaving the site with drinks
- Security teams will patrol the event and outside the event.
- Signs will be placed up around the event informing the guests that CCTV being recorded.
- Event patrons that cause a nuisance will be dealt with by SIA badged security and if necessary handed to the police.
- Noise management plan is in place to prevent noise nuisance

e) The protection of children from harm

- Safety stewards will patrol all areas of the site, there will be a lost child point at the Information point,
- If a child is reported missing the control room will shut all gates and doors with no members of the public being allowed to leave or enter the event until the child is found.
- Under 18's will be fitted with an assorted colour wristband to ensure the staff that the person is under the age of 18.
- Tamper proof wristbands will be used during the event.
- Children will not be allowed to leave the event unless accompanied by an adult.
- Management team will have a welfare person on site that is DBS checked to cater for lost children.

Checklist:

Please tick to indicate agreement

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

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

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

Signature	[REDACTED]
Date	09/10/2019
Capacity	Event Director

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Richard Maskell
London Road Audio Services Ltd
Unit 13,
London Road Studios,
Baldock Ind Est

Post town	Baldock	Postcode	SG7 6NG
-----------	----------------	----------	----------------

Telephone number (if any)	[REDACTED]
---------------------------	------------

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

[REDACTED]

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.

5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

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SANDON FIELDS FESTIVAL

Saturday 20th & Sunday 21st June 2020

HYDE HALL FARM, Sandon, Buntingford, Herts, SG9 0RU

EVENT MANAGEMENT PLAN V1

Document Control	
Project:	Sandon Fields - 2020
Title:	Event Management Plan
Revision:	V1
Date:	Last Updated – 05 th Oct 2019
Author:	John Heath / Richard Maskell
Risk Safety Services Ltd / London Road Audio Services Ltd /	

Introduction

This document is the backbone of our Event Management Plans and its purpose is to provide a general overview of all the considerations and detailed planning required staging the event.

As a standalone document it will contain all pre- event details and will reference other documents that may be found as appendices. It is intended that it is a 'working, live document' that will evolve with on going liaison between the event organisers, the local licensing authority (in this instance NHDC) and other responsible authorities.

The event organisers are an experienced team and our 3rd party consultants are experts in their given fields. This is the 4th year of the event under the Sandon Fields name, but the first on this new more suitable site. For the most part the event team and management structure remains unchanged.

The team are committed to responsible event management practices. Our work is conducted to the highest standard to increase our contribution to arts and culture whilst minimising any adverse effects to residents, public safety and the environment. We believe good communication with stakeholders, such as the local responsible authorities and community groups, is vital to the success of any event and hope collaborative documents like this aid such communication. We will be following the advice provided at the various SAG (Safety Advisory Group) meetings and by following the **Purple Guide's** recommendations as closely as possible. The management team will be in the position to provide evidence of our experiences, if this was called upon by any, body or individual.

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Sandon Fields Residents Noise Complaints Letter 2020 (To Follow)

1 Event Overview

1.1 Event Site Location & Overview

The event will take place at Hyde Hall Farm, Sandon, Buntingford, Herts, SG9 0RU the event site is set over 16 acres, split over 2 grass fields, 1 field for the event and the other for parking and camping. We have full permission to use this private land by the land owners.

Ground Event Location:

All areas of land listed below are privately owned and permission for the event to take place / rights of access have been granted.

See **Site Maps Appendices A1-A3**

<https://www.google.com/maps/place/51%C2%B058'23.7%22N+0%C2%B002'40.0%22W/@51.9765625,-0.0483283,15z/data=!4m6!3m5!1s0x48762a53834ba2c3:0x268ac3df67b5d16a!7e2!8m2!3d51.9732345!4d-0.0444415>

1.2 The Site

1.2.1 - Site Layout

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

1.2.2 - 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: A1 – A3 & 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.

1.2.3 - 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: A1 – A3 & Traffic Management 'C' Appendices for details**

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

1.3 Event Summary / Audience Profile

Sandon Fields is designed and themed as a family friendly event with something for all age groups to enjoy. The 2020 overall theme will be “Back to the 80’s, 90’s & 00’s”

The event programme consists of a wide range of art forms and activities including:

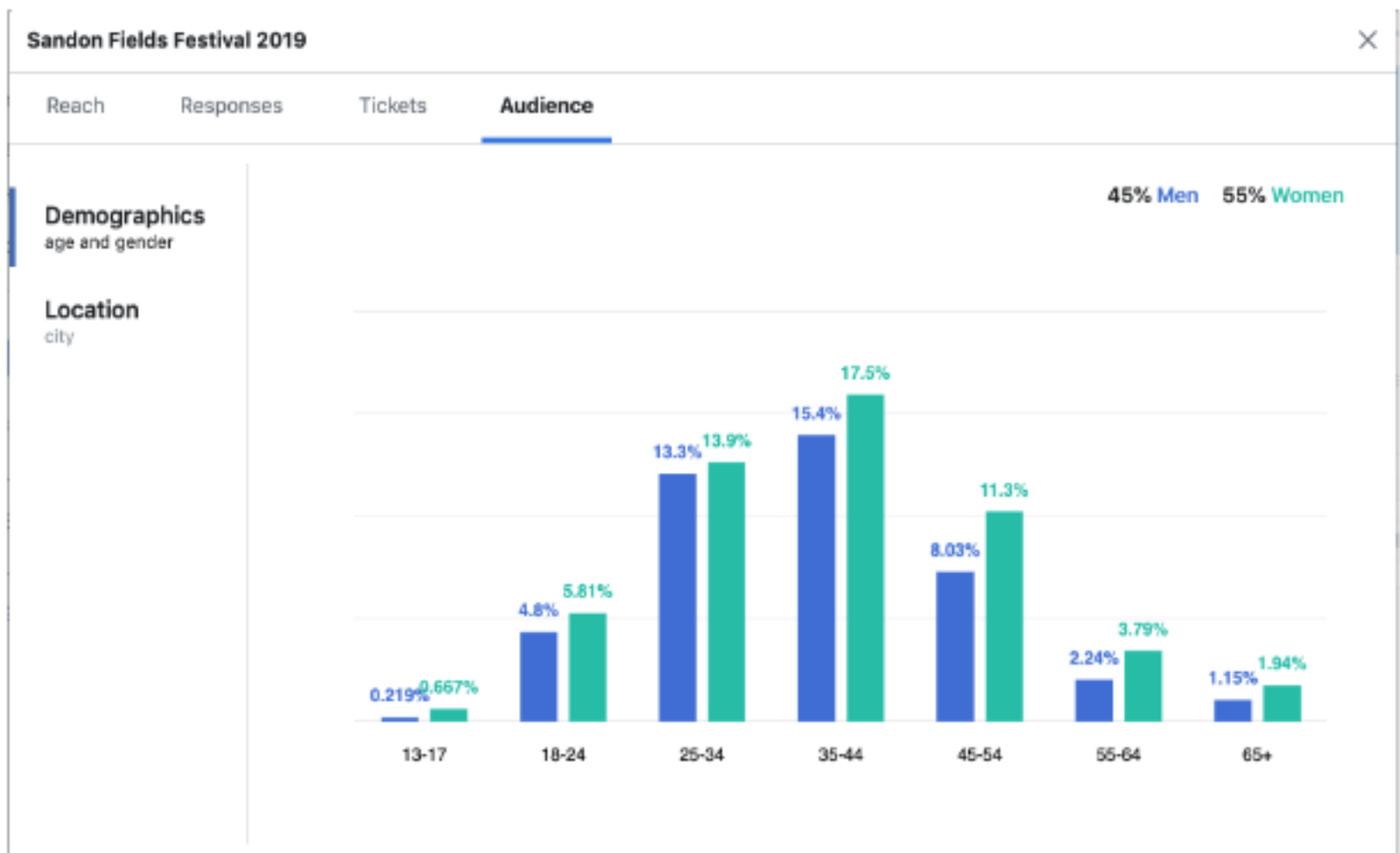
Live music / DJs / World food

The theme and genre of music is predominantly from yesteryear, featuring tribute bands acts from the 1960s through to mid 2000’s and DJ’s dance music acts from the 1980’s until mid 2000s. Pop, chart, light rock, electronic (inc sub genres) indie, blues, soul, jazz, acoustic & reggae. Something for all ages and backgrounds.

There will be a family & children’s fun area that includes fairground rides, a ‘bounce zone’ family face painting, storytelling and a mini ball park. This area will close promptly by 7:30pm *(in June this will be before sunset)*

‘Audience Profile’

Previous event data shows the largest percentage of attendees were in the 35-44 year old age range, with 25-34 and 45-54 age groups following respectively. The event population was made up 45% Male and 55% Female.



1.3.1 - Site Entry Points / Security Control Points / Ticket Holder Access / Local Access

The public site entry point will be the main entry gate marked on the site map to zones 1,2,3 (also marked on the site map) this entry point will be staffed by CSAS accredited TM marshals, stewards and SIA badged security who will direct attendees to the correct location, from the car park and then onto control / security points, based on their event ticket. There will be multiple security, ticket, bag, wrist band check areas along the paths to the event fields and other areas marked on the site map. Ticket holders will only be granted access to the zones their purchase allows and what corresponds to their wristband colour and ledgering.

1.3.2 - Vehicle / Pedestrian Routes

We are separating pedestrians from vehicle traffic, via taped off walkways, The main site entrance is controlled by highly skilled CSAS operatives and TM Marshals,=. A sectioned off path leads straight to the ticket / wristband exchange area (bag search) and then into the event. There will be no crossing of pedestrian and vehicle traffic after this point. There is no set down point at the main front gate, this is further into the site, where we separate the pedestrian footfall from vehicle traffic via taped of walkways. The percentage of vehicle drop offs before obtaining a coloured parking pass (see TMP) will be low, as the majority of attendees will arrive at the site via vehicle and park in Zone 2's car park.

Event Control will be situated just off of the main event site (Zone 1) in a secure location, **as marked on the site maps in yellow**. This area will house management resources and will provide a point of contact between the organisers, event staff and any responsible agencies.

There will be **staff welfare marquees** situated to the left of the main stage (see site maps) that will have refreshments and toilet facilities for staff and a localised point for any mini staff briefings that aren't required in event control.

When closed or vacated, there will be radio contact with the production manager, safety / security head officers and a list of phone numbers for emergency use made available to all working on site.

1.3.3 - Fire Patrol Vehicle and other Emergency Vehicles

There is a direct 'blue lights' vehicle route to the site when emergency vehicles can access any of the event zones. **Please see - Appendix A1 & A2 & TM C Series.**

1.3.4 - Emergency Gates

Several foot emergency exit gates/zones have been designated on the A: site map appendices for use in the event of a full evacuation (dependant on the nearest viable exits) in depth details are included in our site risk assessments, security policy and in section 2.1.4 below.

The vehicle emergency gates are [REDACTED] in length this is to ensure access to the largest emergency service vehicle. **Public footfall** emergency gates are [REDACTED]

1.3.5 – Public Walkways / Public Footpaths

Residents of Sandon village will use footpath '3' to attend the event. We are using this public right of way for exactly that reason. We will **not** be attempting to close these public footpaths or walkways off and any walkers / hikers can pass through the Zone 4 meadow and continue along the footpath freely along a clear and secure path. They will not be able to gain access to the event, which is held on private land and would require a wristband and bag search.

****PLEASE SEE SECTION 2 "EVENT SPECIFICS" FOR ALL IN-DEPTH SITE INFO****

1.4 Licensable Activities

The licensable activities are:

- The provision of regulated entertainment.
- The provision of entertainment facilities (live and recorded music)
- The supply of alcohol by retail, for consumption
- The provision of late night refreshment

1.5 Licensable Areas (Zones)

Licensable activities on the 'Hyde Hall Farm / Sandon Fields' site will only take place within ZONE 1 (marked on the site map) which will be contained and manned by SIA accredited security personnel at all times. We are using a multi stage checking in system via

- Ticket scanning
- Coloured tamperproof wristbands
- Clicker system for headcounts.

Please see appendices A1-A3 for detailed site maps of the licensable zone and other areas

1.6 Dates and Times

Production Dates:

Build	10th – 20th June 2020
Live Event Days	20th & 21st June 2020
Breakdown	21st – 27th June 2020

Licensable Activities

The timings given below cover all the different activities happening on site.

The provision of regulated entertainment (to include live music, recorded music)

DATE	START	FINISH
20/06/2020	12:00	02:00
21/06/2020	11:00	19:30

The sale by retail of alcohol for consumption on the premises:

DATE	START	FINISH
20/06/2020	12:00	01:30
21/06/2020	11:00	19:00

The Provision Of Late Night Refreshment

DATE	START	FINISH
20/06/2020	23:00	02:00
21/06/2020	N/A	N/A

See Appendix O: Sat 8th June – Sandon Fields Line Up & Set Times

It is not our intention to have continuous musical performances throughout the licensed period! Rather, the day will feature a mix of activities with louder and quieter periods.

See sec on 3.16 Noise for further information on the noise limits during each period

1.7 EVENT TEAM

**All of the event team will be contactable via radios (see page 14) in the unlikely event of a radio comms failure, the team is contactable via mobile phone*/ See Appendix 'I' Event Management Team Contact Telephone Numbers*

Event Directors:

Richard Maskell / James Rogers

Event Safety Officers:

John Heath & Neil Wheeler

Event Controllers

Dale Mabert & *Deputy* Glen Chambers

Fire Marshall: Simon Rann

Head of Security:

Keith Barton HSC Security

Production Managers

Alex Lewis / Lee Morris /

Traffic Management Team Leaders:

Tony Fenton / Sam Davies

Noise Management Officers (ROSSCO)

Ross Shaples / Ryan Short / James Taylor
Mark Kozuch

DPS: Lawrie Alderman / Jo Martin

Event Medical Team:

Sabre Medical Team - William Rae +2

Waste Management Team leaders:

Natalie Linford / Ben Drake

The role of an Event Director is to organise and coordinate the event staff, event participants, and the other members of the event team for the successful execution of an event. The ED will liaise with all of the event team throughout the event.

ROLES & RESPONSIBILITIES OF SAFETY TEAM

The responsibilities of the Event Controller/Deputy Event Controller are to:

- Take overall control & responsibility for the management of the event
- Call & chair pre-event planning meetings
- Ensure the implementation of the Event Management Plan
- Ensure the provision of adequate stewards & security and first aid & medical staff for the event
- Control the event from the Event Control room from at least one and half hours before the festival starts each day until at least one hour after it has finished each day (Event Controller or Deputy)
- Conduct a post event meeting on the event

The responsibilities of the Event Safety Officer/Deputy Event Safety Officer are to:

- Ensure that the safety details & conditions agreed for the holding of the event are implemented & site layout & safety arrangements are in accordance with specifications & agreements, as far as they are matters of safety.
- Be present at all major planning meetings
- Act as a co-ordinator of all technical aspects of arrangements in so far as they impinge on safety matters
- Attend the event itself to evaluate the efficiency of structural & safety arrangements
- Pay particular attention to the crowd densities in primary viewing areas.
- Monitor first aid & rescue tactics for distressed patrons
- Take any necessary action to alleviate any perceived risks
- Recommend emergency procedures to be initiated

The Event Safety Officer is to have sufficient status, competence & authority to take responsibility for safety at the venue & to be able to authorise & supervise safety measures. He/she is to report directly to the Production Manager & Event Controller

The responsibilities of the Head of Security are:

- To be responsible for the operational management of the stewarding and security arrangements for the event, reporting to the Event Controller
- To ensure adequate stewards & security are in attendance at each day of the event as agreed with the Event Controller.
- Provide clearly defined roles & responsibilities & operational briefings for all supervisors and staff.
- Liaise and cooperate with the responsible authorities.
- Ensure that SIA staff are trained and accredited, well briefed and checked such that none are under the influence of drink and/or drugs.

The Responsibilities of the Event Medical Co-ordinator are to:

- Attend the relevant medical planning meetings
- Co-ordinate the medical facilities & provision
- Liaise with all medical agencies
- Will act until handing over to the NHS ambulance officer / first NHS resource on scene if required.
- Be present at the event from an hour before the gates open until medical services are stood down by Event Control

OBJECTIVES, RISK ASSESSMENTS, CODES OF PRACTICE

It is the event director(s) objective to provide competent trained staff and recognised safety management systems including risk assessments, in order to ensure a safe event with minimum risks to the health, safety & welfare of those attending and working at the Festival.

The planning of this event has been undertaken in accordance with the recommendations of the following Codes, Guidance, Acts & Regulations, where these are considered relevant & practicable for this event:

- Code of Practice for Safety at Outdoor Pop Concerts & other outdoor musical events
- Code of Practice for The Event Safety Guide (HSG195) and purple guide.
- Code of Practice for Fire Safety of Furnishings & Fittings in Places of Assembly, Department of Environment
- Regulatory Reform (**Fire Safety**) Order 2005
- A Framework for Major Emergency Management,
- CDM Regulations 2015
- Health, Safety & Welfare at Work regulations

Hazard identification & risk assessment provide the basis for this safety plan. The event specific risk assessment is provided in the Appendices. Risk assessment is a continuous process and as such the risk assessment will be updated regularly.

Stage Managers: (see site maps for stage, tent marquee arrangement)

Main Stage: Ross Freeman & Joe Eastwick

LDN RD Stage : Alex Lewis / Steven Hampshire

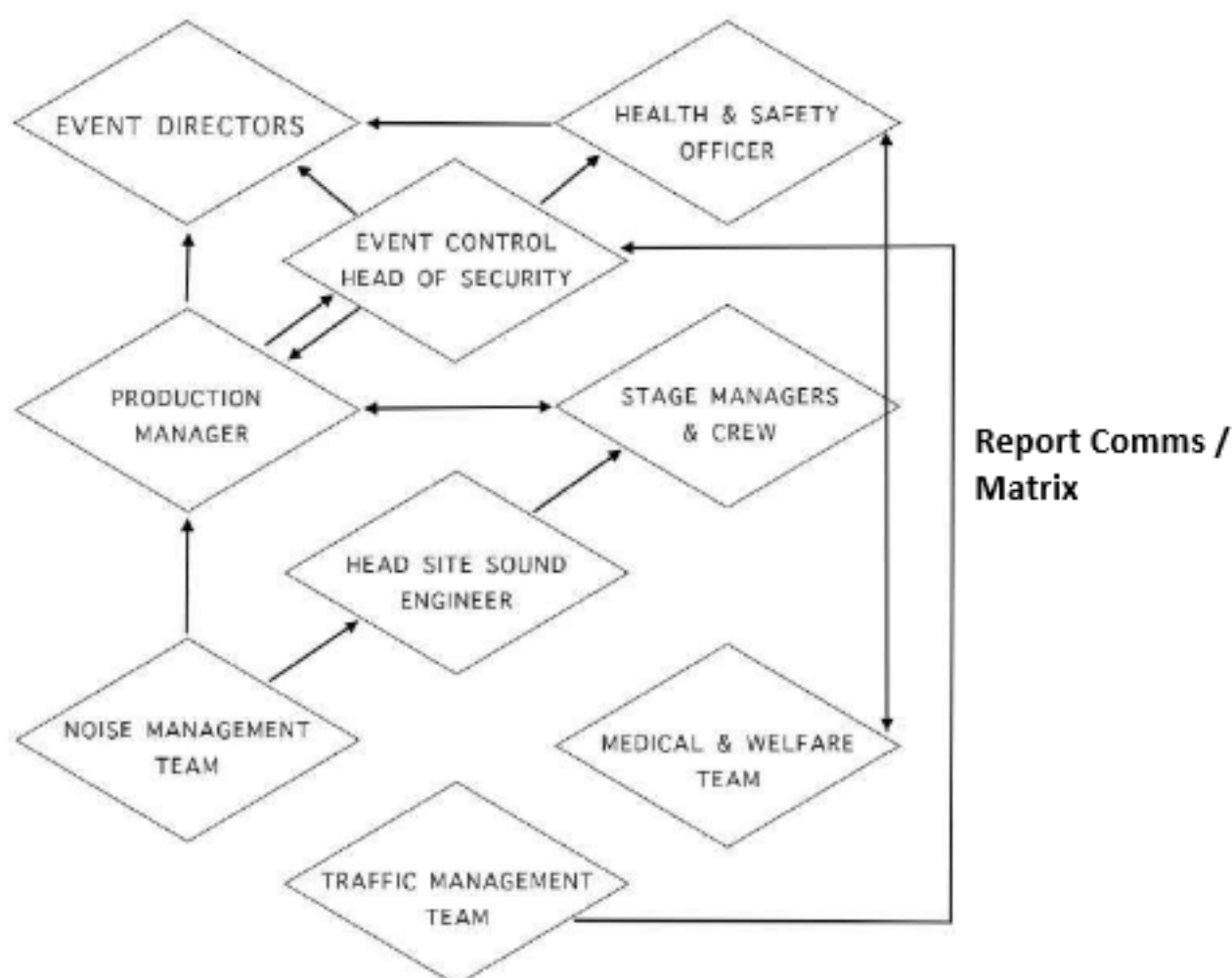
DT 1 Errol Mckie & Alex Smith

DT 2 Jamie Short / Kyle Sherwood

80's & 90's Marquees Dan Barnicott / Ryan Perrin

Radios:

All key members of the event team listed above will be issued with a radio on both the main event channel and a specific, dedicated, sub channel relevant to the area of their jurisdiction - *See Appendix D, Security Policy.*



1.7.1 Contractors & Suppliers

Security & Crowd Management: HSC Security

Medical & First Aid: Sabre Medical

Sound, Staging & Lighting: London Road Audio Services / Focus Sound & Light.

Bars: Sandon Fields

Food Vendors: (See Appendix: 'K' for full list TBC)

Toilets: Elliot Hire

Noise Management Control: Roscco

Water: On-site

Fencing, Matting, Tower Lights, Generators, Crowd Barriers etc: Charles Wilson Plant Hire

2 Event Specifics

2.1 Capacity and Audience Numbers

The capacities below have been established via the combination of meetings with the responsible authorities, information relating to the desired audience density and the available site space. Further consideration concerning the available means of escape and evacuation times will be available in the general event fire risk assessments

For this event, the desired audience density is low within the licensable areas. All event safety, sanitary and security provisions will be planned (and exceeded) to be suitable for this intended capacity.

2.1.1 Licensed Area Capacity and Venue Exiting Capacities

For the event site the maximum capacity numbers have been set as below:

Category	Numbers
Public	4769
Performers & Staff	230
Total	4999

The total area of the event site (including parking and camping) is approximately 16 acres. The main licensed event area (Zone 1) has 4.5 acres of usual area. This will provide ample space for the expected attendance and achieve the desired audience density within the licensed event area.

2.1.2 CAMPING:

We will be offering overnight camping in 2020, via a separate ticket purchase This will be overnight on Saturday 20th. No camping overnight on Sunday 21st

The campsite has approx 4.3 acres of useable space. 4.3 acres equates to 1.74 Hectares Using a maximum density of 500 tents per hectare (**Purple Guide**) This would allow for 870 tents on the campsite. For safety we would sell no more than 800 camping tickets to allow for variance in tent size and other placement factors.

The entrance and ticket / wristband exchange to the campsite will be marshaled and there will be a security check point manned by SIA badged security who will perform a full search (including bags) before admission to the campsite is allowed)

2.1.3 Campsite Additional

We will provide separate and adequate toilet facilities on the campsite

We will provide free bottle water on the campsite

We will post 24 hour security on the campsite

We will have an overnight fire marshall on standby at the campsite.

We will allow the following amounts of alcohol onto the campsite per person (aged 18+)

8x cans of beer, lager or cider

1x 70cl bottle of spirits and 1x litre of mixer (Soft drinks) **(decanted into a plastic bottles or container)**

1x bottle of wine **(decanted into a plastic bottles or container)**

NO GLASS PERMISSABLE ON-SITE

The above quantities per person are the maximum allowance.

Once a camping wristband has been supplied and fitted to an attendee. There can be no re-admission with further alcohol. Attendees will be advised they must bring any alcohol at first entry and that alcohol will be confiscated if it exceeds the personal allowance maximum.

No alcohol can be taken off of the campsite into the main event arena (Zone 1)

Challenge 25 system in operation.

No Portable BBQ's

No camp fires will be permissible at any time.

2.1.4 Car Park Capacity

SEE APPENDIX C – TRAFFIC MANAGEMENT PLAN 2020

2.1.5 Venue Timings and Capacities

All capacities are based on the Purple Book guidelines and recommendations from our health and safety officer.

****Please See Appendix N - Site & Event Capacities (To Follow)**

2.1.6 Venue Exiting Capacities

Evacuation time

The maximum escape time for open-air events can vary dependant on various factors, including the size of the venue, whether full or partial evacuation is employed, etc. This is normally between five and 15 minutes. These times depend largely on the level of fire risk present, with the figure of five minutes suggested for higher-risk events, and a longer period for lower fire-risk events.

Escape route capacities

There will be emergency exits gates at the event that will be manned by stewards. The purple guide and the HM Government guidelines for open air events and venues will be used and will consider the field areas and inclines involved. This has resulted in a calculation that follows.

Max capacity of 4999 for 2020's event,

Risk level	
Escape Time	
Exit flow rate	
Occupancy	4769 plus 230 staff, vendors and artistes = 4999
Total Exit width required	
Total exit width provided	

2.1.7 Fencing and Barriers

Anti-climb heras fencing and crowd control barriers will be used to enclose the site erected in line with the site map, parts of this will be covered with air transparent 'breathable' scrim to aid the natural theme of the event and to act as screening between the event site and non-event space. The scrim This will be patrolled by SIA accredited security. Walkways will be marked by stakes and rope and be lit using tower lights or rope lights powered by generators situated backstage.

Suitable safety barriers will be used in front of stages and to cordon off non-public areas, such as around generators, trip hazards and to form queue lanes. Front of Stage barriers will be used in the main 2 zones / areas to ensure crowd safety.

2.2 Temporary Demountable Structures

Temporary demountable structures will be used to house the venues, bar and food traders as well as some production facilities. These will be signed off by our site Health and Safety Officer.

One of the greatest risks with temporary structures is that of high winds. Contractors will provide a wind management system for their structures, an anemometer will be fitted on the highest point of the main stage and wind speeds will be monitored throughout the event by the staging contractor. Mitigation measures will be applied at the appropriate wind speed. The Health & Safety Officer, will inspect & certify the relevant temporary structures before the event.

2.2.1 Event Stage Barriers

We are using metal frame barriers, locked together (with posts at both ends to secure) The barrier will be placed at least 2.5 meters in front of the stage. SIA badged security and or stewards will flank each end of each stage at the event (if required) Stewards will patrol the “tunnel” between the barrier and the stage. The event showcases family orientated chart acts with no history of crowd surge issues. This coupled with size of the main stage arena, expected low density in front of stage and the presence of SIA and stewards in hi viz jackets, mitigates crowd surge and barrier failure concerns further.



2.3 Erection & Maintenance of Structures

The responsibility for all temporary structures for the safe erection will be erected & dismantled in accordance with the Code of Practice and the ISE Guide to Temporary Structures. All temporary structures will be erected by competent contractors on accordance with submitted calculations, plans & specification, and in accordance with their method statements and risk assessments.

2.3.1 Structural Safety & Wind Management

Structural calculations relating to imposed loads from production infrastructure and wind loading have obtained from contractors in advance of the event and a note made of the wind speeds at which action must be taken.

We are using clearspan marquees at the event. A clearspan marquee with one full sidewall paneling off, can still be safely used with wind speeds up to 30 meters per second (67mph) the event site is also naturally protected via 12ft high hedge rows that act as a natural wind break and a large woodland area to the west, increasing this figure further, if the wind speed were to be measured (before and during the event, monitoring the Met office wind speed forecast and manually using an anemometer) at being above this safety threshold we wouldn't open the marquees and would put a show stop in place.

Companies erecting temporary structures will provide on request a wind management plan which should clearly state the Level 1 wind speed - at which speed the structure & the wind speeds require monitoring - the Level 2 wind speed at which speed mitigation measures are taken & what those measures are & Level 3 at which speed the structure should be closed and evacuation of the area initiated.

Our health and safety officer will monitor wind speeds throughout the event and ensure that any required action is taken should the prevailing, or forecasted conditions require. Please refer to our risk assessments for more details. The above will have access to portable Anemometers in the control centre.

2.3.2 Operational Preparation / Water Hazards on Site

There is a small shallow lagoon on site (See site map) This will be completely fenced off and will also be monitored via CCTV, the main security tent and staff welfare tent will be close to this hazard also (Cont>>>)

2.3.3 Fire Safety of Materials

Marquee and lining fabrics will comply with fire safety standards BS5438 (For new tents) and/or BS3120 (For old tents). Flame retardancy certificates will be from contractors in advance of the event and be filed in this document.

2.4 Power Supply & Electrical Equipment

2.4.1 Generators

Generators will be installed and managed by an experienced electrical contractor. Generators will run on diesel or from renewable sources such as solar. No petrol generators will be used. No other generators will be allowed onsite. Generators will be inaccessible to attendees.

2.4.2 Electrical Installations & Appliances

Installation of generators & lighting will be undertaken by a competent electrician who will provide written confirmation that the installation meets the relevant ETCI standards. This will be available for inspection by the relevant authorities.

Emergency lighting & Illuminated (maintained) exit signage in the structures is to be provided.

Electrical installations will be managed and signed off by experienced electrical contractors with the relevant qualifications and will comply with all statutory provisions and will be of adequate capacity, reliability and durability in accordance with the requirements set out in the Electricity at Work Regulations (1989) Cont>>>

Most appliances brought on site are hired from reputable companies, from whom we can obtain PAT test certification.

Any other appliances brought onto site will be PAT tested before by onsite electricians before their use is permitted. We will have a qualified PAT testing accredited person on site, to re-test any equipment with out dated certification.

All electrical equipment exposed to weather will be suitably waterproofed and fitted with circuit breakers. Cables will be flown or buried where necessary and cable ramps used.

2.4.3 Site Lighting

Site lighting will be positioned in suitable areas around the event site.

Two sets of lighting will be maintained, one for general use and another for emergency use in the instance that the generator, electrical systems or general use lighting fail or must be switched off.

Most site lighting will only be used in an emergency, however, the areas listed below will be lit always after sundown:

- Toilets
- Production area,
- Emergency Exits and Security positions.
- Car Park
- Main Entrances
- Pedestrian Walkways On-Site
- Camping area

2.5 Fire Safety

Also refer to - [Appendix F: Fire Risk Assessment \(To Follow\)](#)

A fire safety risk assessment, undertaken to determine the likelihood and potential effects of a fire at the event and provide measures to reduce both, will be completed and sent to the Local Authority and Local Fire Authority before the event begins.

2.5.1 Fire Fighting Equipment

All concessions attending must carry

- One 2Kg dry powder extinguisher
- One fire blanket as part of their setup.

Any deep fat frying units will require one additional wet chemical extinguisher.

We will provide and maintain a schedule of fire fighting equipment, distributed around the event site, for use by staff in the early stages of tackling a fire.

All the stages and the 2x bars will have relevant extinguishers to hand

All event staff will be trained onsite on how to use a fire extinguisher; all fire fighting equipment will be kept out of public access.

2.5.2 Fire Safety Checks



- [Redacted]
- [Redacted]
- [Redacted]

2.5.3 Raising the Alarm

Upon spotting a fire, or being alerted by an attendee, any member of staff or security can communicate this to the production office via radio. The production office can then dispatch fully briefed security response teams to deal with the incident, telephone the fire brigade and begin a partial or full evacuation if required.

2.5.4 Preventative Measures

- Cigarette Buckets / Bins will be provided.
- No Smoking area will be enforced
- All Grass will be cut short prior to public access.

2.5.5 Fireworks & Sparklers

Attendees will not be allowed to bring fireworks or sparklers onsite. Any found during security searches will be disposed of.

2.5.6 Emergency Services Rendezvous Point

The emergency services rendezvous point is at the vehicle entrance to the event site, as marked on the site map (Blue Gate).

2.6 Provisions for Disabled People

Disabled access toilets will be provided. Routes through the event site will be made suitable for wheelchair users and those that have difficulty walking. Adequate signage will be used to assist those with impaired hearing and vision. Priority parking spaces will be made available to improve access to the event for disabled attendees. We offer free tickets to disabled people for their carers if required.

2.7 Crowd Management

See Appendix H - Crowd Management

2.8 Alcohol & Bars

The bars on site will be managed in accordance with The Licensing Act 2003 and all mandatory licensing conditions will be met.

All bars will serve drinks via plastic containers only, **no glass will be on-site.**

2.8.1 Designated Premises Supervisor

Our Designated Premises Supervisor will be Lawrie Alderman.
Licence number LICPL/04520/15 Personal licence issued by
NHDC

2.8.2 Bar Operating Times

Date		Start	Finish
20th	June	12:00	01:30
21st	June	11:00	19:00

2.8.3 Challenge 25

We will operate a 'Challenge 25' policy at the entrance to the event. Any persons without valid identification will be refused an adult wristband. A further challenge will be made at the point of sale if there is any doubt about the attendee's age.

2.9 Communications

2.9.1 Event Website & Social Media

The event website and social media channels will provide attendees with information relating to transport, terms and conditions of entry and general safety advice prior to and during the event.

2.9.2 Radios

All key staff will be issued with a radio (Event Directors, Production Head, Health & Safety Teams, Security Teams, Noise Management Teams)

All event staff will be provided with a contact sheet prior to the event that will state which teams are using which frequencies and a list of key mobile phone numbers for use in case of radio failure.

2.9.3 PA Systems

Information and emergency directions can be broadcast to the public using the PA systems available in each venue. This includes the main stage sound system

2.9.4 Loud Hailers

The security team will provide loud hailers for use during any partial or full evacuation, Members of the public won't be allowed to enter the event with Loud Hailers

2.9.5 Signage

All emergency exits will be clearly denoted using the standard form of white lettering on a green background, and suitably illuminated and displayed at height.

Other points of interest will be clearly signposted such as the main entrance, first aid tent, water points and control point, as well as delivering safety advice.

2.9.6 Lost Property

Any lost property found (mobile phones, coats, bags etc) will be stored in an area inside the event control room (which is constantly manned just outside of the main Zone 3) event area. The main gate staff (and security staff) will be made aware of this Lost Property position (as this will be the first places / persons, that the public will enquire to. Our staff or security will make efforts to restore it to lawful owners and inform police if required, so that we can cross check any theft allegations against what may transpire to be losses, such as occurs with mobile phones, for example.

2.10 Medical First Aid & Welfare

The provision of first aid during the event will be planned and managed by a suitable specialist contractor, who is now confirmed as 'Sabre Medical Group'

The onsite medical team will be the first responders in any medical emergencies and will be responsible for telephoning for assistance from the local ambulance service if required. They will have direct radio contact to the production office and security team to request assistance in meeting the emergency vehicle and ensuring the ambulance can easily access the incident.

SEE APPENDIX G FOR FULL MEDICAL PROVISIONS PLAN

2.10.1 Medical Equipment & Staff Provisions

Sat 20th June 2020

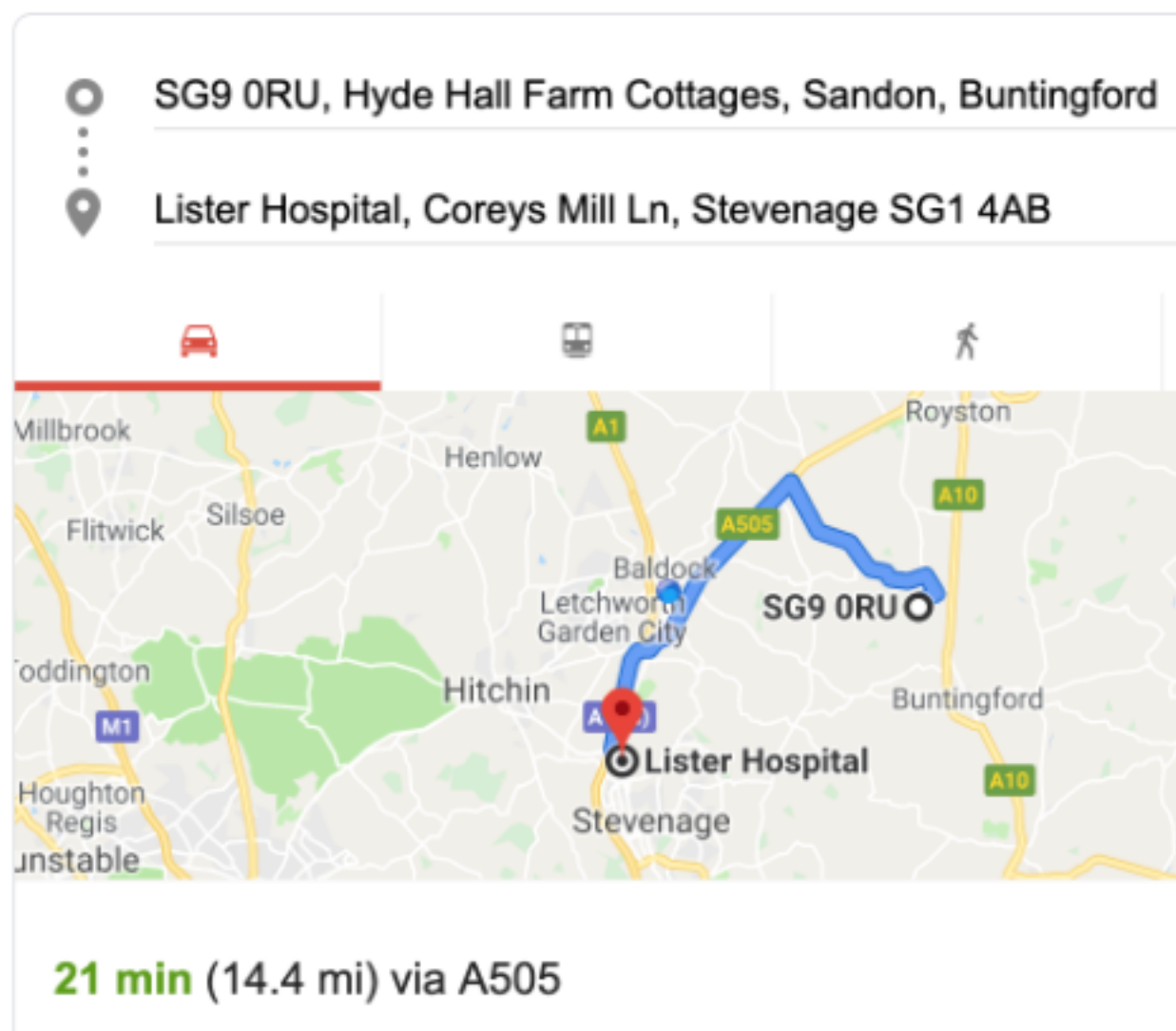
Sun 21st June 2020

Opening to closing hours: 2 x Paramedics and 2 x First Aid Medics.

2.10.2 Nearest Hospitals

Nearest A&E Department (21 mins by road. 24 Hrs.)

Lister Hospital
Coreys Mill Ln,
Stevenage
SG1 4AB



2.10.3 Notice to customers of environmental risk

Laminated posters will be erected pre-show to warn of the risks of any known environmental risks, such as ticks, and how to deal with any contact or reactions.

2.10.4 Medical Preparation

Our site Medical, Security, Campsite teams and Welfare teams will be equipped, briefed and be prepared to recognise and deal with any adverse effects that may be transmitted from the natural environment such as tick bites, general insect bites and allergies.

2.11 Waste Management

Please See Appendix J - Waste Management Plan

2.11.1 Liquids on Site:

All Traders and Bars will have a grey water facility for disposal of all liquid waste created by their operations. All traders and bar staff will be fully briefed on proper disposal of liquid waste and the consequences of disregarding the briefing.

Any trader or bar staff seen to be discarding of liquid waste anywhere other than in its proper place will be subject to a severe verbal warning (1st warning) and the trader will receive a red card and will not be allowed to resume trade until proper systems have been introduced to deal with liquid waste appropriately.

A further breach of the rules will lead to bar staff being relieved of duty and traders escorted off site.

Human liquid waste will be dealt with in a similar manner so as not to pollute water courses and ecosystems.

Adequate toilets will be provided in high risk areas such as at the bars and between venues. Urinals will also be provided to encourage proper disposal of human liquid waste and to alleviate toilet queues at peak times and avoid customers taking alternative options.

Much of the covered space will be out of bounds, which again will discourage customers from avoiding the proper provisions put in place. All temporary toilets, diesel containers and tanks will be inspected on arrival to ensure that there are is no possibility of leakage.

Chemicals will be stored responsibly in a locked steel container and spill kits will be available from the production office always.

2.11.2 Refuse & Recycling

No glass will be allowed into the event. Additional measures will be taken to reduce the amount and types of materials coming onto the event site.

Concessions will be required to use compostable serving plates and cutlery, which can be provided by the Sandon Fields team.

2.11.3 Attendee Waste

Bins will be provided across the event site for use by attendees.

Locked Amnesty Bins will also be located next to the entry search points for the disposal of confiscated contrabands.

The refuse team will ensure bins across the event site are regularly emptied and the event site is kept clean of any discarded materials. The team will be required to wear appropriate PPE at all times

Attendees will not be allowed to leave the event with any cups or plastic bottles, helping to reduce any litter dropped outside the event site.

At the end of the event a full litter sweep will be conducted across the sections of the estate that have been used and immediate surrounding areas.

2.11.4 Concession and Production Waste

Larger industrial bins and liquid containers will be provided for the safe disposal of food waste and production waste such as grey water.

2.11.5 Waste Transfer Licence

A copy of the waste disposal contractors Waste Transfer Licence will be made available to local authorities upon request.

Anti-climb Heras fencing will be erected 3 days pre-event, mainly as a security measure, but also to keep out larger animals such as deer.

Security will be briefed to be vigilant and made aware of these provisions at these areas. All fencing will be inspected as part of the fire walk around and any weak spots will be reclipped. Trees will be visually inspected and managed prior the show, any dangerous branches will be removed.

2.12 Emissions

Electric appliances will be kept to a minimum and backstage signage will be erected to remind staff and crew to use as little energy as possible.

Lights will be turned off in all daylight hours, unless required for artistic purposes. LED lights will be used where practical.

No power is available for public use.

All generators are eco/super silent, emissions will be logged post show and a strategy will be put in place to reduce the event's carbon footprint for the future.

2.13 Inclement Weather

Please see Appendix L: Contingency Plans

The health & Safety Officer will monitor weather predictions and prevailing conditions in the build week and during the live event.

2.13.1 Wind

Safe working wind loads for each Temporary Demountable Structure will be provided by the supplying contractors to the production manager.

If at any point the safe wind speed is likely to be exceeded the production manager will ensure appropriate action is taken. This could include evacuating and dismantling the structure if necessary.

2.14 Flooding & Wet Weather

Shelter for all attendees is available in various places across the site. The event is taking place on high ground, so the risk of large scale flooding is minimal. In the event of localised flooding areas will be closed off. Signage will be available to warn of flooding and muddy areas.

Main ingress and egress routes, and key areas such as near to the toilets will be monitored and if necessarily made safe using straw, woodchip or temporary pathway and trackway.

2.14.1 Extreme Heat & Cold

In the case of extreme heat (**above 27⁰C**) staff will be briefed to verbally remind attendees of the need to keep hydrated, remain clothed and wear sunscreen.

Sunscreen will be available in the first aid tent and welfare tent for anyone without their own. In extreme cold (below 10⁰C) staff will be briefed to verbally remind attendees of the need to keep warm. Blankets will be available in the first aid tent for anyone who does not have enough clothing.

2.15 Concessions

There will be many concession facilities on the event site serving hot and cold food and drink to attendees and staff. No concessions will be permitted to sell alcohol.

Copies of food safety & hygiene certificates, gas safety certificates, public liability insurance and risk assessments will be retained by the event organisers and made available to local authorities.

We will be operating our own 'Green Card' scheme, whereby concessions will be required to adhere to our set of rules and be subject to inspections by the production or safety team before they are given a 'Green Card' to trade on site.

2.16 Traffic & Transport

2.16.1 Vehicle Access

There is one main access point to the event site for vehicles, located on the site map. **Please see Appendix C: Traffic Management Plans / ingress and egress maps**

2.16.2 Car Parking

The required space for car parking, to accommodate for both attendees and staff is 7 acres.

There is space at the event site to accommodate this.

Parking will be managed by stewards to ensure available space is used adequately and that attendees only park in permitted locations.

2.16.3 Speed of Vehicles

A 5mph speed limit will be in action on site always during the event and our presence on site to prevent any accidents and/or collisions including cars and pedestrians attending the event. This will be signposted around the site and access routes.

2.16.4 Traffic Signage

The event will be signposted in the local area

Please see Appendix C: Traffic Management Plans / ingress and egress plans & C series signage maps

2.16.5 Public Transport

We will encourage attendees to travel to the event by public transport or to car share if possible.

Several shuttle bus services are planned be running from Baldock, Royston & Stevenage train stations to the site.

The pickup points will be published nearer the time and will correspond with train times and planned engineering works.

It is planned at present that the bus will run every hour or every half hour depending on our expected arrival times. On the egress the busses will wait until full or until the schedule allows.

More detailed information is available in the Traffic Management Plan regarding all transport provisions. Appendix C.

Several local taxi providers will at the event to ensure they are aware of the event timings and location. Their telephone numbers will be published in the festival programme and on posters at the box office. Box office staff will have a telephone and be briefed on how to support customers in booking taxis to leave the event site.

2.17 Noise

We have hired a professional (Associate member of the 'institute Of Acoustics') 3rd party noise management company to provide background noise surveys, compile a Noise Management Plan and be our noise management officers for the event duration.

See Appendix B for detailed Noise Management Plan and a Post 2019 Event report

2.18 Build and Break Procedures

The physical build and break of the site will be carried out by Sandon Fields own dedicated crew plus some specialist 3rd party contractors for services such as technical, production, provision of power, marquees and provision of toilets.

Before the event, all contractors will be thoroughly vetted, and their documentation assessed and kept on file in this document.

Sandon Fields's safety officer will be checking the following (if applicable) Risk Assessments, Method Statements, all relevant qualifications, documentation connected with specialist equipment (MUTA Marque, general equipment maintenance documentation MSDS sheets, PAT tests, Gas Safety Certificates, Ladder Tags) insurance & Fire Extinguishers

All site crew working directly for us will be again fully vetted by the Production Manager and Site Safety Officer and all relevant qualifications will be examined and collated.

At the start of each day, the crew will be fully briefed, there will be no lone working activities, and all will be in radio communication for the duration of the working day. PPE will be examined and reissued if incorrect.

All personnel will be subjected to a thorough Site Induction on arrival until the first public access day. Personnel will then be required to sign an acknowledgement sheet which will be kept on file, the contents of which will make up an appendix in this document.

3 Emergency Procedures

Please Refer to Appendix L - Contingency Plan & Emergency Procedures

If the situation can be resolved and the event can continue, control of the event will be transferred back to the production manager. If the situation requires the curtailment of the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the production manager.

3.1 Emergency Radio Codes

Will be documented in Appendix D: Security Policy

3.2 Emergency Vehicle Rendezvous Point

The designated rendezvous point for emergency vehicles

3.3 Temporary Show stop

An incident may require the show (music or entertainment) to temporarily be stopped to assist with the response. *A temporary show stop is not an order to evacuate.*

A show stop can be ordered by the **Event Safety Officer, Deputy Safety Officer** Production manager, Head of Security or Event Organiser at any time. The performers will be asked to leave the stage by the stage manager, and all sound will be cut except for one microphone for use by the stage manager who will make the following announcement:

“Ladies and Gentlemen. Owing to an incident (provide brief details) it has become necessary to temporarily stop the performance. We will restart the show as soon as possible, please remain where you are.”

Further details will be documented in Appendix D: Security Policy

3.4 Evacuation **Please Refer to Appendix L - Contingency Plan & Emergency Procedures**

The purpose of a full or partial evacuation is to move people away from actual or potential dangers to a place of safety. A full or partial evacuation will be co-ordinated by the Head of Security following the procedures set out in the Crowd Management Plan. The Production manager will assist by co-ordinating other event staff and resources as needed.

3.5 Cancellation & Curtailment

Refer to Appendix D: Event Security Policy / & to Appendix L

The event organisers will make the final decision to cancel or curtail the event, after consultation with onsite teams, emergency services and local authorities.

Cancellation (Event not yet commenced)

Following a decision to cancel the event the following will happen; the police and local authority will be informed of the decision, a written statement will be circulated via emails, event website, social media channels and the press, notices will be erected around the site, security will secure the site until after the due commencement time.

Investigate the event egress procedure and secure the site against re-entry. The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press.

Curtailment will usually follow an emergency incident as outlined in the event status section above. Following a decision to curtail the event, the Head of Security will instigate the event egress procedure and secure the site against re-entry.

The police and local authority will be informed of the decision and a written statement will be circulated via emails, event website, social media channels and the press

3.6 Bomb Threats

Please Refer to Appendix L - Contingency Plan & Emergency Procedures

A bomb threat is usually in the form of verbal or written threat to detonate an explosive or incendiary device. The device may or may not actually exist. If it does not exist, then the motivations of the threat are more likely to be to induce a state of panic and confusion and to interrupt business operations.

After any bomb threat is received a thorough inspection should be undertaken to establish the true motivations of the threat and establish whether an evacuation is necessary. The police should be informed of all bomb threats by the head of security. The head of security and production manager should jointly co-ordinate the search, briefing staff to question the items found around them;

- Should the item be there?
- Can it be accounted for?
- Is it out of place?

3.7 The Licensing Objectives

Statement of Intentions

As organisers we intend to build on our success with other events, maximizing the positive benefits we offer to arts, culture and communities whilst minimising any disruption or disturbance.

To satisfy the four main licensing objectives we intend:

- To provide a safe, enjoyable, and successful event of leading standards.
- To provide a high standard of planning, organisation, and management.
- To listen and respond to the needs of residents and communities.
- To work in partnership with NHDC District Council, Police, Fire, and Ambulance services, and to involve the authorities in agreeing priorities and setting standards.

3.8 Prevention of Public Nuisance

We do not consider any areas to be particularly vulnerable to public nuisance surrounding the event, as the site is situated on private land with between 200 and 500 meters of fields and both natural and fences off barriers away from resident's properties. The event site is being monitored (both via CCTV and visually) and there will always be SIA badged security and marshals in high vis jackets patrolling on foot in and around the event site.

3.8.1 Event Sound

The event will meet the guidelines of the Noise Council Code of Practice on Environmental Noise Control at Concerts (1995). An event Noise Assessment & Noise Management Plan will be produced (V1, by Monday 5th March) to ensure compliance with the guidance of the code.

3.8.2 Crowd Noise

Crowd noise is not expected to be a problem during the event as the nearest residential premises are more than 200m away, the car park, minibus and taxi rank areas (to enter and leave the site) are all staggered towards the centre of the event site and as far away from the nearest neighbours as possible. The main campsite is surrounded by natural barriers (12ft high hedges on all sides) and we will also be adding sound barrier matting to the heras fences containing the main campsite to further reduce vocals travelling.

Posters will be displayed at the main exit asking attendees to leave quietly; stewards will amplify this message verbally.

3.8.3 Publicity

In the past we have found that publicity is the best combat we have against public nuisance. Individual letters have been sent to all immediate residents we feel might be affected by the event, detailing the event timings and providing contact telephone numbers and email address for the event directors that can be used to discuss concerns. We are also offering reduced priced tickets to residents of 'Roe 'Green (the closest set of residents to the event site) We have also organised a public meeting on Monday 5th March 2019 (whilst still well within the 28 consultancy period of the premises license application) for all local residents to attend and voice their support and discuss their concerns / issues with the event management team and other 3rd party contractors. This meeting has been well advertised by social media, to the local village newsletter, to the parish council and via notice boards around the village. We have run a pilot event already on the site (Sep 16th, 2017) which was very well received and attended by a significant portion of the local village residents.

3.8.4 Lights

All effects lighting will be contained by the marquees and surrounding trees. Security and site lighting will be positioned to prevent any light spillage into residential windows.

3.9 Prevention of Crime and Disorder

Refer to Appendix D: Event Security Policy

3.9.1 Drugs

We operate a strict zero tolerance policy on drug use and possession. All guests to the event will be searched upon entry, any drugs found will be confiscated, the offending patron detained and the police informed. Locked amnesty bins will be provided at the entrance to the main arena to encourage any attendees carrying drugs to hand them in. Welfare councillors will be onsite to offer information on the dangers of drugs and support to any drugs users.

The festivals strict zero tolerance policy on drugs is advertised on the festivals website in the FAQ and Terms and Conditions sections.

3.9.2 Violence

Violence of any sort is not expected from our guest profile and is very much frowned upon in the ethos of the event. However, measures will be in place to prevent and/or deal with any incidents effectively. All guests will be searched on entry, any weapons found will be confiscated and the police called. Violent persons will not be admitted to the site. A licensed security team will be available for easy deployment to any incident on or off site.

3.9.3 Egress Dispersion

The security team will carry out post event crowd dispersion. A dispersion plan will be available as part of the Crowd Management Plan.

3.10 Protection of Children from Harm

Also Refer to Appendix M: Safeguarding Policy

3.10.1 Alcohol

All attendees will be searched upon entry and asked for identification. Any contraband material will be confiscated. Contraband material includes alcohol if the person carrying it cannot prove they are over the age of 18.

It is a mandatory condition of entry that Under 18s wear a brightly coloured 'Under 18's' wristband with the telephone number of their elected guardian written on it to enable easy identification of children onsite.

Attendees will be asked for identification if attempting to buy alcohol from the bars on-site using the challenge 25 procedure.

Any under 18's who appear to be or are found to be intoxicated will be taken to the first aid point where they will be supervised, and their parents or guardians contacted. If no contacts can be found, then they will be passed on to the police for further care.

3.10.2 Explicit Material

Any venue featuring entertainment or material that may be considered explicit or adult will have age restricted entry and will be inside opaque tented venues to prevent access or viewing by children.

3.10.3 Age Restrictions for Entry

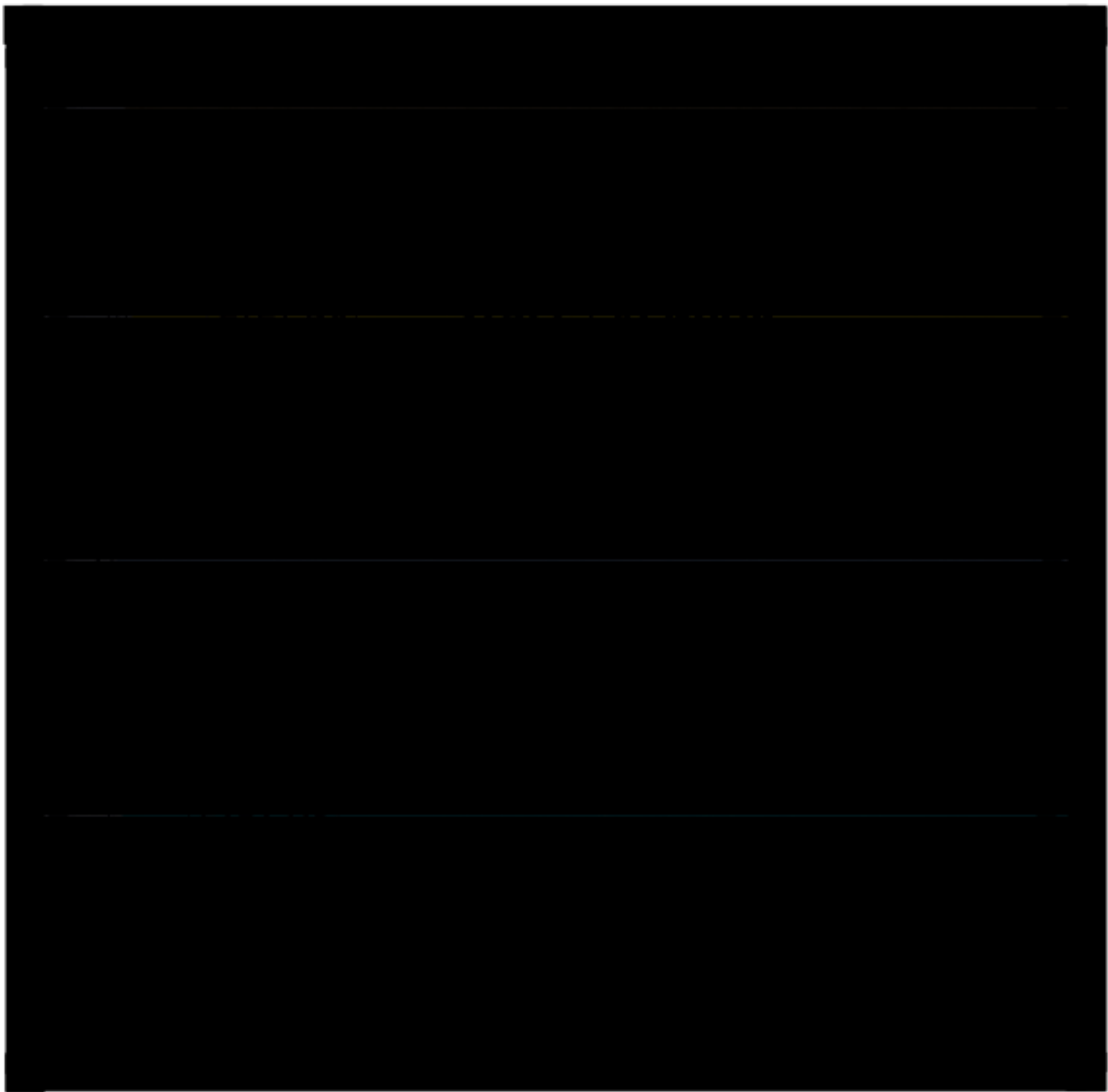
Sandon Fields is a family / community event and therefore open to anyone of any age. Children aged 16 and under must be accompanied by an adult aged 21+ years always during the festival. Parents will not be allowed to drop children off and leave them for the day, they must be paying guests at the event and remain with their children always.

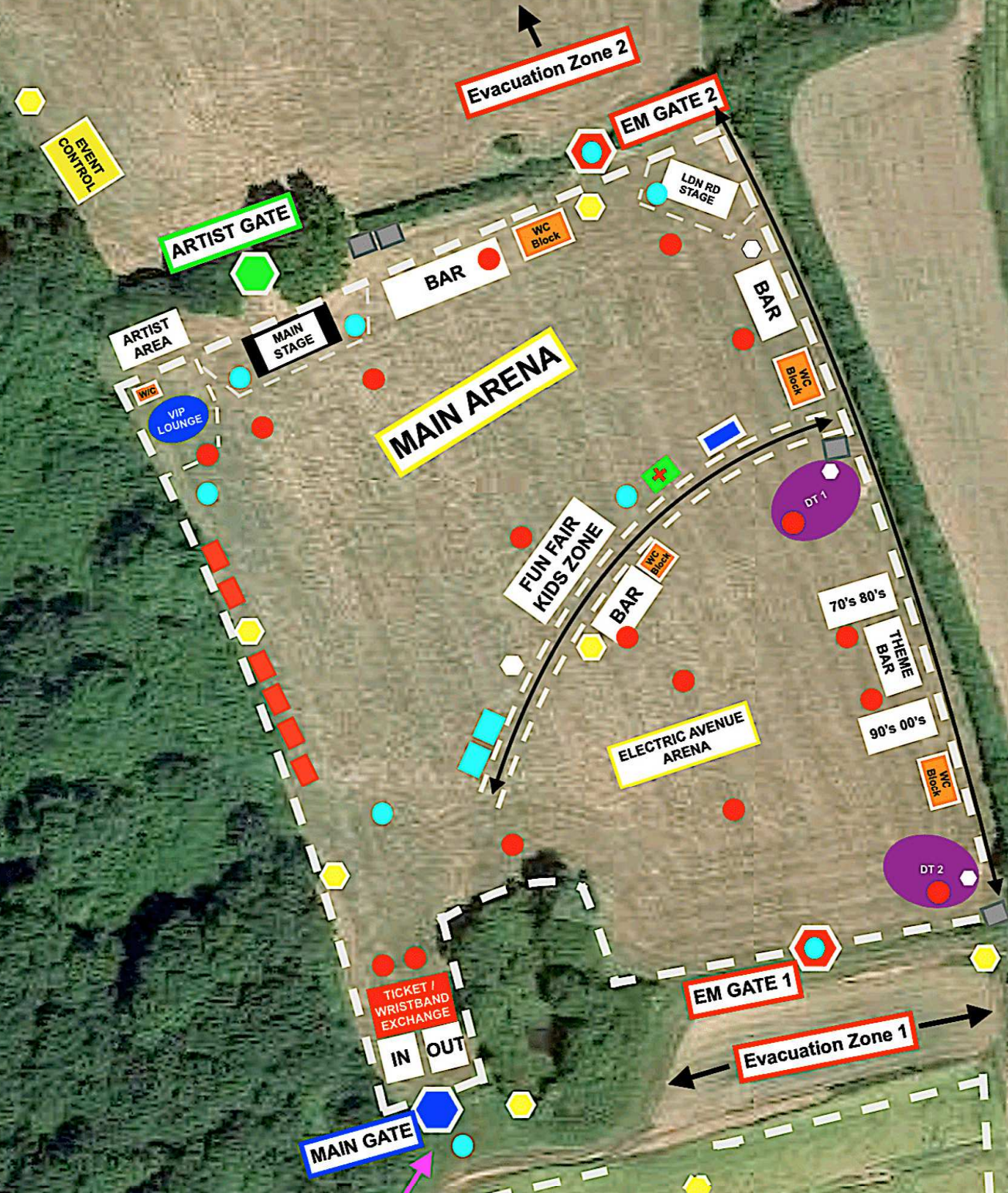
Those aged 17 and over may attend of their own accord but must wear an Under 18's wristband with the contact details of their parents or guardians. Children aged 16 and under can attend for free.

3.11 Public Safety

The event management plans have been developed in accordance with the guidance given by the Event Safety Guide and are continually being developed as part of the consultation between with local authorities. All activities and installations necessary for the running of the event are fully risk assessed by the event organisers or the supplying contractors, and will meet any relevant regulations, standards and guidance.

Wristbands



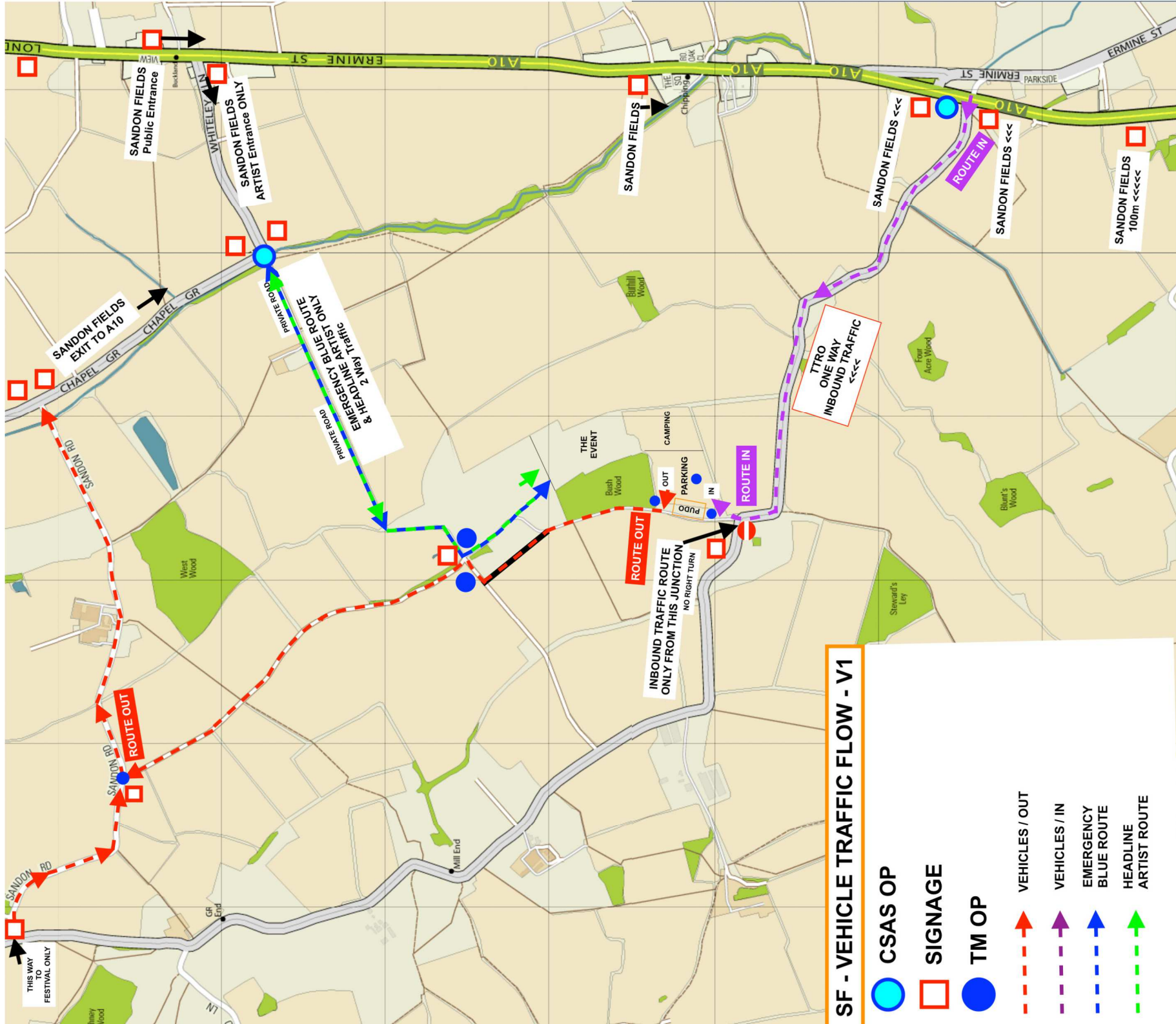


KEY:

- SIA / SEC
- STEWARD
- TOWER L
- - -
- CCTV
- FOOD VENDOR
- GENERATOR
-
-
- FIRE MARSHALL

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Conditions Proposed By Hertfordshire Constabulary

1. The Premises Licence Holder shall notify the responsible authorities of the exact dates of the event no less than 6 months prior to the start of the event.
2. An Event Management Plan (EMP) shall be made available to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The final version of the EMP must be supplied to all responsible authorities 28 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
3. In the event of any responsible authorities advising the licencing authority that the final version of the EMP does not fully satisfy their reasonable requirements, the event will not proceed until such time as the reasonable requirements are met and approval of the final EMP is confirmed in writing by the licencing authority.
4. The event management plan shall contain a summary document covering an overview in the following areas -
 - Event overview
 - Audience profile
 - The site – summary description
 - General site safety policy
 - Management structure, responsibilities and roles - names of specific personnel, key roles and responsibilities and how the structure of these roles is planned.
 - Vehicle access
 - Ticket holder access
 - Local access
 - Campervan access
 - Accreditation
 - Artist Liaison
 - Bars
 - Camping
 - Capacity calculations for demountable structures and open areas
 - Car Parking
 - Communications and IT
 - Concessions
 - Catering
 - CCTV
 - Crime and Disorder
 - Electrical Systems

- Event timings
- Fencing
- Insurance
- Licensing
- Lighting plan
- Local Community
- Lost property policy
- Medical Cover
- Build and breakdown period
- Plant
- Public information
- Site signage
- Showers
- Sound
- Temporary Structures
- Sanitary provisions, including toilets, washing facilities, washing-up facilities, waste water disposal, and on-site management arrangements.
- Smoking policy within licenced area
- Waste Management
- Water Provisions
- Event control
- Emergency Protocols and Contingency Procedures

5. The EMP shall contain Appendices detailing fully the following areas –

- **A scaled site plan** which shows the location and size of all areas of the event and the site infrastructure as well as showing the immediate surrounding area including ingress and egress for pedestrians, vehicles and crew. As well as emergency evacuation routes, zones or relative safety, and access / egress routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.
- **Event risk assessment** covering all areas of risk and management of risks to ensure the health and safety of all those on site
- **A crowd management plan** including Capacities and Evacuation times from each area of the site to allow for safe and quick evacuation in the event of an emergency
- **A stewarding plan** including details of staff deployments and confirmation of qualification of role carried out
- **Emergency protocols and Major Incident Plan** covering the following types of emergencies, fire, bomb threat, suspect packages, public disorder / disturbance, structural failure, hazardous substances, person in water, detained person, injury to a person, crime in progress. To also

cover the role of the Event Liaison Team (ELT), coded messages, alert levels and procedures for each, partial evacuation procedure, full evacuation procedure, rendezvous points (RVP's), emergency announcements, event stop procedures, crime scene management.

- **Extreme weather procedure and action plan** covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
- **Fire safety plan** – in line with conditions set by Herts Fire and Rescue
- **Traffic management plan** covering the management of the traffic on the roads surrounding the event. Management of those attending and leaving the event as well as local residential traffic. Internal site signage for traffic. Car park management and lighting. Expected traffic levels throughout the event. Control measures to be used. Taxis and drop off facilities and operation of this facility. Pedestrian routes and lighting of routes. Management of pedestrian and vehicle crossing points.
- **Noise management plan** - in line with conditions set by Environmental Health
- **Waste management plan** - in line with conditions set by Environmental Health
- **Medical provisions plan** covering details of medical / first aid posts, location and description of facility available. Staffing levels of the facility and process to be used when treating patients. Medical emergency procedure.
- **Security operations and deployment plan** covering security management structure, roles and responsibilities, security staff briefings, security control area operations, communication with the ELT, expectations of SIA staff and non SIA staff, perimeter integrity, searching policies upon entry and on the site, bar security, camping / tent security, car parking security and security incident log
- **Drugs policy including psychoactive substances.** Zero tolerance policy to be adopted in relation to any quantity of drugs, any items found to result in ejection or refusal of entry. Surrender bins to be provided at all entrances and must be clearly marked. Possession of a small quantity results in confiscation, incident documentation to be supplied to the police at the conclusion of the festival. Possession of larger quantities results in confiscation, person being detained and police being immediately informed. All confiscated drugs are to be stored securely and safely, sealed where possible and documented accordingly. Quantities which constitute a police response to be confirmed with Hertfordshire Constabulary no less than 28 days prior to the event.
- **Weapons policy** - Zero tolerance policy to be adopted in relation to any weapons found that are made, used or adapted to cause injury, any such items found to result in ejection or refusal of entry. Such items are to

include knives where the blade is more than 3 inches in length (excluding un-lockable pocket knives).

- **Entry policy and procedure** including publicised conditions of entry, prohibited items, search policy on entry, entry refusal process. Prohibited items to include glass of any kind, weapons, illegal drugs, including psychoactive substances, fireworks, sky lanterns or kites, CO2 canisters, flares, laser pens, open or unsealed vessels of any description, alcohol over the allowed allowance of 8 cans of beer or 2 litres of cider, or 2.2 litres (one box) of wine per person with camping tick entry. On re-admittance of a person no alcohol to be brought onto the site by that person.
- **Eviction policy and procedure**, including eviction notice. Detailing circumstances under which a person will be evicted, the eviction process and onward travel from the festival of the evicted person.
- **Bar management and Alcohol policy** including staff management structure and responsibilities, bar staff briefings for the event. The use of challenge 25 protocol, refusals registers and incident logs.
- **Safeguarding policy and plan** to cover both children and vulnerable adults, but especially those under 18's and those who lack capacity through intoxication. To include a lost child procedure
- **Communication strategy** covering local community engagement, transport options, complaints, arrival and dispersal from site

6. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
7. All areas of the event and all documents referred to in the Event Management Plan shall be available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.
8. A competent (suitably experienced and qualified) safety officer be appointed for assisting in the planning, build, and oversight during the event
9. CCTV will be monitored and controlled on-site by a licenced and authorised person at all times during hours of licensable activity. Any CCTV feed will have the facility to stream live to the operator on-site as be recorded and stored locally. Any recording will be made available to police upon request as soon as practicable, and within four hours while the event is active (i.e. while members of public are on site) and three working days after the event has concluded.
10. The premises License holder shall have procedures in place to;

- Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and
 - Allow the swift access for emergency vehicles.
11. The maximum capacity for each event at any one time is 4500, this includes all staff on site.
- Entry numbers will be monitored and recorded at all times through the use of attendance clickers
 - Entry numbers to be supplied immediately on request by any police officer
 - Entry onto the site will not be allowed between 2300 hours and 0600 hours.
 - The licenced area will be shut down no more than one hour after the licensable activities have ceased.

11b. Operating Hours Saturday

- 23:00hrs - Open air music to cease (outdoor stages)
- 00:30hrs - Alcohol sale and supply to cease ** except for one arena / tent, which from hereon in will be referred to as the "Late Night Tent" **
- 01:00hrs - All music to cease other than within the "Late Night Tent" **
- 01:30hrs - Alcohol sale and supply ceases in the "Late Night Tent" **
- 0200hrs - Music within the "Late Night Tent" ends
- 0200hrs - Late night refreshment ends
- 0230hrs - Site closed to public

****Late Night Tent**

- (a) Recorded music between the hours of 0100 and 0200 hours are restricted to within the "Late Night Tent".
- (b) The Late Night Tent will be restricted to a maximum number of 500 people at any time.
- (c) Late night tickets will be limited to 500 adult tickets
- (d) The "Late Night Tent" will be emptied at 0000 and re-opened at 0030
- (e) Access to the "Late Night Tent" will be restricted to camping ticket holders or those with VIP late night tickets from 00:30 hours onwards
- (f) Access to the Late Night Tent will not be permitted after 01:00, other than by those already within the tent immediately prior to using the designated smoking area for the tent.

12. All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.

13. The Premise License Holder shall publish a message on the event website at least 3 months prior to the event containing the following information;

- Terms and Conditions of entry, to include searching on entry and list of prohibited items

- Under 18's will need to be accompanied by an adult 21 years old or over
 - Challenge 25 Policy
 - Quantity of alcohol permitted
 - No glass vessels and bottles allowed on site
 - Disabled access and facilities information
 - Medical facilities
 - Local weather updates (required only in the 7 days prior to the event)
 - Travel Information
 - Maps of the site and surrounding area
 - Post code for Satellite Navigation Systems.
14. The Premise License Holder shall ensure that all Stewards and Security Industry Authority personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the EMP documents relevant to their role.
15. There shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.
16. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable.
17. The Premises Licence Holder shall ensure that all Security Industry Authority staff employed at the premises wear and clearly display their Security Industry Authority registration badge at all times whilst on duty.
18. No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
19. An event log shall be maintained which includes any actions or decisions taken by the manager of the medical provisions and the reasons for those actions, and a record of all people seeking treatment. The record shall detail the name, address, gender, age, presenting complaint, diagnosis, treatment given, onward destination and signature of person treating
20. The Designated Premises Supervisor must be actively involved in the running of the event or clearly nominate someone to act on their behalf in the case of illness or injury. The Designated Premises Supervisor must be on site when alcohol is permitted to be sold or supplied or clearly nominate someone to act on their behalf in the case of illness, injury or required rest time.
21. Each bar will be clearly identifiable by number or name. Only 100% polycarbonate to be used by the public on site, no glass to be permitted in

areas open to the public. Each bar will have visible signage (challenge 25/ free water/ weights and measures act/ drinks and price list including abv's). Tap water will be made freely available in the main bar.

22. The premises license holder will notify Hertfordshire Constabulary of all the artists performing at the event 28 days before the event takes place. The license holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
23. The license holder will notify Hertfordshire Constabulary of all contractors and volunteers employed at the event 28 days before the event takes place. This will include registered company name and where possible name, address and date of birth of individual staff.
24. The license holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event 14 days before the event takes place.
25. Accurate and up to date details of ticket sales to be supplied immediately on request from any of the responsible authorities to allow for event planning.
26. The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. The Premises Licence Holder shall provide the Licensing Authority with certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, not later than 14 days prior to the start of the event
27. An on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities.
28. Under 18's must be accompanied by an adult 21 years old or over in order to gain entry.

Sandon Event Draft Public Nuisance Related Conditions 2020

N1.

The premises licence holder shall appoint a suitably qualified and experienced noise consultant who is a member of the Institute of Acoustics and/or the Association of Noise Consultants to produce and fully implement a noise management plan for the event. The Licensing Authority and Council's Noise Control Officer shall be advised of the name and contact details of this person/company no later than three (3) months prior to the commencement of the event. This timescale shall remain in place unless otherwise agreed in writing by the Council's Noise Control Officer.

N2.

(a) A noise management plan shall be submitted to and approved in writing by the Council's Noise Control Officer no later than six (6) weeks prior to the commencement of the event. The plan shall include, but not be limited to, the following unless otherwise agreed in writing by the Council's Noise Control Officer:

- (i) Details of all music sources and other significant noise sources within the licensed area including a site plan of their location and orientation;
- (ii) A background noise survey, if requested by the Council's Noise Control Officer;
- (iii) Comprehensive sound level predictions at noise sensitive locations based on the type of event proposed within the licensed area;
- (iv) A scheme designed to minimise the impact of noise from the event to noise sensitive premises;
- (v) Specification of appropriate noise criteria that shall be achieved during the event;
- (vi) Details of the how noise levels will be monitored, communicated and managed at the event and by whom, including on-site and off-site noise monitoring schedules and locations and the procedure for reducing noise levels if the noise criteria are exceeded;
- (vii) Details of proposed sound tests, rehearsals and noise propagation tests, the dates and timings of which are to be agreed in writing by the Council's Noise Control Officer;
- (viii) Details of a dedicated twenty-four (24) hour telephone complaint line and the procedure for dealing with noise complaints received about the event;
- (ix) A scheme designed to notify occupiers of nearby noise sensitive premises, including information on the nature, date and timings of the event (including sound testing) and the dedicated telephone complaint line number.

Only in exceptional circumstances will the premises licence holder request a reduction in the timescale for compliance with this condition and it shall only be granted if the Council's Noise Control Officer confirms the revised timescale in writing.

(b) Where the requirements of condition N2(a) have been met, if there are any subsequent proposed changes to the event which may impact on noise following the approval of the noise management plan, the premises licence holder shall ensure their noise consultant liaises with the Council's Noise Control Officer to ascertain if any additional measures, noise predictions or noise criteria are required. If the Council's Noise Control Officer or the premises licence holder's noise consultant determines that additional measures are required they will form part of the revised noise management plan.

(c) In addition, no changes to the noise management plan will be permitted in the period commencing seven (7) days prior to the commencement of the event.

(d) If the noise management plan is not approved in writing by the Council's Noise Control Officer, their requirements will form part of the noise management plan.

N3.

The premises licence holder shall ensure the approved noise management plan is fully implemented and the agreed noise criteria are met during the event

N4.

The premises licence holder shall ensure the Licensing Authority and the Council's Noise Control Officer shall have access to the results of any noise monitoring at all times.

N5.

The premises licence holder shall ensure that a post event report is provided to the Licensing Authority and the Council's Noise Control Officer no later than thirty-one (31) days after the event. This timescale shall remain in place unless otherwise agreed in writing by the Council's Noise Control Officer. The report shall include the results of all noise monitoring carried out during the event indicating whether or not compliance to all the noise criteria was achieved, details of all noise complaints received and any remedial action taken to minimise noise disturbance off site.

N6.

A waste management plan designed to minimise the impact of litter associated with the event must be submitted to and approved by the Council's Environmental Protection Officer no later than six (6) weeks prior to the commencement of the event. The premises licence holder shall ensure that the measures agreed in the plan are fully implemented.

Dear Molly,

In relation to the emails below, on the grounds on public safety, providing that the conditions to which the applicant has agreed are added to the licence, I have no objection to the licence being granted.

Kind regards,

Suzanne Lane
Senior Environmental Health Officer
North Hertfordshire District Council
District Council Offices,
Gernon Road
Letchworth Garden City
Hertfordshire
SG6 3JF

From: Sandon Fields Festival
Sent: 25 October 2019 10:08
To: Molly Shiells
Cc: Suzanne Lane
Subject: Re: Proposed conditions for Sandon fields

Hi Molly,

I can confirm that i am in agreement with Suzanne's conditions as listed below.

Thanks

Richard Maskell - Event Director
Sandon Fields Fair

From: Suzanne Lane
Sent: 24 October 2019 15:35
To: 'Sandon Fields Festival'

Subject: FW: Proposed conditions for Sandon fields

Dear Mr Maskell,

LICENSING ACT 2003
Event: Sandon Fields
Location : Hyde Hall Farm, Sandon Lane, Sandon, Buntingford. Herts SG9 0RU
Proposal : Premises license application

Schedule 1 : Proposed Conditions for Public Safety
Location : Hyde Hall Farm, Sandon Lane, Sandon, Buntingford. Herts SG9 0RU
Proposal : Premises license application

As discussed, please could you give me your written agreement to the proposed Conditions stated below. This needs to be received prior to the end of the consultation period in order to be put onto the licence. If we are unable to agree Conditions by that date, then I shall make representations to the Licensing Officer and the application will go to a Hearing.

I confirm that following our conversation today, I have added an extra condition to those originally provided, in order to ensure that egress traffic can move freely from the site.

PS1 – Event Management Plan

The premises license holder will notify the Council's Environmental Health Officer of the dates of each year's event no later than 6 calendar months prior to the commencement of the event or such lesser period as agreed with the Safety Advisory Group.

1. The premises license holder will provide draft copies of the Event Management Plan and Risk Assessments to the Council's Environmental Health Officer no later than 6 calendar months prior to the commencement of each year's event or such lesser period as agreed with the Safety Advisory Group.
2. The premises license holder will provide a second draft version of the Event Management Plan to the Council's Environmental Health Officer no later than 3 months prior to the commencement of the event build-up on site of each year's event. The second draft version should be well progressed and comprehensive in the content and not differ significantly from the final version.
3. The final Event Management Plan should be provided no later than 28 days prior to commencement of the event build up on site to the Council's Environmental Health Officer.

PS2 – Event Management Plan

Demonstrate that suitable arrangements are in place for operating a safe event in accordance to the timescales in PS1, or it shall not go ahead. To demonstrate suitable arrangements for the management of a safe event, an Event Management Plan shall be prepared that is not limited to but includes the following:

- a. A scaled electronic site plan showing how each part of the area will be used, identification of all structures, access routes and ingress/egress points;
- b. Roles and responsibilities of all key personnel responsible for managing the event, including names, contact telephone numbers and back-up contact details in the event of non-availability;
- c. Risk assessments for all activities relating to public safety at the event;
- d. Full details of security and stewarding arrangements including means for giving warning of an emergency, including the initiating and effecting of any evacuation, including from structures;

- e. Details of all proposed safety barriers and fencing to be erected on site, including the positioning;
- f. Details of proposed special effects (including fireworks, lasers, dry ice, special lighting effects) and proposed safety arrangements associated with their use;
- g. Details for managing all traffic and vehicle movements on site, including within parking areas, during the event build-up phase, during the event and during the site breakdown phase;
- h. Management arrangements for site access and egress, including specific arrangements for emergency services;
- i. Layout and facilities in any campsites and management arrangements for camping areas (including policies on camp-fires and barbecues);
- j. Medical and first aid provision;
- k. Details of electrical installations for the event, including generators. This should include how cable hazards will be avoided and measures to prevent members of the public from interfering with any parts of the electrical installations;
- l. Provision of artificial lighting to all parts of the licensed area, including emergency lighting;
- m. Arrangements for the provision of sanitary accommodation (including toilets, washing facilities and washing-up facilities) plus methods for the disposal of waste water;
- n. Arrangements for the management of sanitary accommodation during the event;
- o. Details of the water supply and network available at the event (BS 8551)

PS3 – Temporary Demountable Structures

The premises license holder shall submit a scaled plan showing the location of all proposed temporary demountable structures within the licensed area no later than twenty-eight (28) days prior to the commencement of the event build-up on site. Details of these structures will include:

- a) a plan to a suitable scale indicating the location of all such structures;
- b) a description and type of each structure, for non-standard structures a detailed design statement should accompany the description;
- c) the person(s) responsible is/are identified and their competency proven for the:
 - i) construction of each structure;
 - ii) 'sign-off' of each structure, including the format of the certificate (the term sign off refers to written documentation that states that the structure is safe and fit for the proposed purpose and identifies any limitations);
 - iii) for non-standard structures or designs those responsible for third party accreditation with regard design and sign-off;
 - iv) for monitoring the structure during the licensed period
- d) location and availability of the 'sign-off for use' completion certificates;
- e) monitoring of structures in line with the risk assessment
- f) details of the limitations placed upon the structure other than wind speed;

g) details of limiting wind speeds for each structure, the method of assessing the wind speed during the event and what action is to be taken at relevant speeds;

PS4 – Water Management Plan

If extending a supply network, the premises licence holder is to provide a water management plan for their event to Environmental Health no later than twenty-eight (28) days prior to the commencement of the event. This plan should contain, but not be limited to;

- a. The source of the water (mains or private water supply)
- b. A Schematic of the water distribution network and drainage arrangements
- c. Contingency arrangements for failure of the supply
- d. Drinking water testing arrangements
- e. Calculation that the water supply is sufficient for activities onsite during peak demand
- f. Ensure that only a suitably competent person commissioning or working on the water supply network. A suitably competent person is a member of "watersafe" or holding equivalent accreditation

PS5 – Multi-agency meetings

The premises licence holder will ensure that a schedule of multi-agency meetings are held on site before and during the event, and that a multi-agency debrief is organised and attended by the premises license holder or their representative, as soon as possible, but no later than three (3) months after the event taking place each year

PS6 – Safe movement of traffic from the site

In order to ensure that the traffic can be managed effectively on site through the use of the one way system for the pick up/drop off point and use of the car park, you must ensure that the farm track forming the vehicle egress route onto Sandon Road is provided with a durable surface to sustain unimpeded vehicular traffic movement - primarily road motor vehicles - throughout the duration of the event.

I look forward to your response. Please note that I am on leave next week and will not be able to acknowledge your response until my return on Monday 4th November which is the day before the deadline This leaves a very short space of time to try to agree matters, should you wish to alter any of the proposed conditions before a representation would need to be submitted. I hope, from the indication that you gave on the phone, that this will not be an issue as you appeared to verbally agree with the conditions that I have put forward and a representation will not be required on behalf of my role in relation to public safety.

Yours sincerely

Suzanne Lane
Senior Environmental Health Officer
North Hertfordshire District Council
District Council Offices,
Gernon Road
Letchworth Garden City
Hertfordshire
SG6 3JF

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The Warren
Green End
Sandon
Buntingford
Herts
SG9 0RQ

3 November 2019

Licensing

North Herts District Council

Council Offices Gernon road

Letchworth

Dear Sirs

Re Licensing Application No 10184 Hyde Hall Farm, Mill End Sandon

I am very concerned with the application for a two-day music festival at Hyde Hall farm in June 2020.

The applicant has tried to arrange a number of festivals in the middle of the village on a much smaller scale. At the last event [REDACTED] conditions were imposed by licencing [REDACTED]. These ranged from highways being blocked, a waste management plan that did not deliver (rubbish still needs to be removed some 9months later). Security fencing was missing in places, no ongoing monitoring of capacities of people within each area as required, underage drinking, drinking outside the event. [REDACTED].

Prior to the event Environmental Health officers expressed concerns about the management of the egress of the visitors. False promises were made and Environmental officers were so disturbed with what they saw and asked for the licence to be revoked. In other words, the applicant has a track record which should preclude from holding a much larger event.

The application is for 5000 visitors plus 800 tents. Such an event is likely to attract drug dealers and rogues.

Even well organised festivals generate lots of waste and whilst this waste may be cleared away it does not obviate the actual generation of the waste in the first place.

From an environmental health point of view the event will generate significant human waste and demand for water.

The event is due to run until 2am which means that many visitors, all those not camping, will be leaving the site having "partied "all day ang night sometime after 2 in the morning.

The roads around the site are narrow and are too narrow for two-way traffic in broad daylight and for "tipsy" strangers in the early hours of the morning even less suitable.

The proposal also shows a temporary traffic restriction making the main entrance route one way. If this is for the two days of the event it will be bad enough but if it extends for the setting up and take down period it will cause a public nuisance and inconvenience.

The proposed emergency access route will at times clash with other event traffic. The application suggests that the proposal is for a reoccurring event. We are due to suffer the effects of the new wedding venue for which you have granted a licence. There is a possibility that both venues could have events at the same time which would cause even more problems. The proposed event will put a significant demand on Police, EH and other resources which are all currently under resourced.

I have not mentioned the disturbance to the neighbouring residents [REDACTED]
[REDACTED]

In conclusion the proposal is not suited to the area and given the proposers track record we strongly urge you to reject the application.

Yours sincerely

Mrs J Roberts

The Warren
Green End
Sandon
Buntingford
Herts
SG9 0RQ

3 November 2019

Licensing

North Herts District Council

Council Offices Gernon road

Letchworth

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The proposed emergency access route will at times clash with other event traffic.

I have not mentioned the disturbance to the neighbouring residents [REDACTED]
[REDACTED]

In conclusion the proposal is not suited to the area and given the proposers track record we strongly urge you to reject the application.

Yours sincerely

P.A.Roberts

Dear Sirs,

**Licensing Application No. 10184 Hyde Hall Farm, Mill End, Sandon
Entertainment Licence for Sandon Fields Annual 2 day Music Festival**

I wish to make a **strong objection** to the above application on behalf of my wife Joan and myself.

Others from Sandon village and elsewhere have already made objections and argued eloquently on matters such as traffic, noise, crime [REDACTED] etc., so we won't labour the point other than to confirm that we share their concerns.

The applicant for this event has already demonstrated severally that the unfortunate occurrences that accompanied and followed the two Sandon Fields events he organised on Roe Green, failed to satisfy the Licensing conditions in numerous instances BUT he is now applying for an even bigger event — two-and-a-half times BIGGER - at Hyde Hall, Sandon.

[REDACTED] The opportunities for breaking the law in a badly controlled situation are numerous: causing disturbance, noise level, litter, distribution of drugs (especially to minors), underage drinking, damage to property, disruption, drunkenness and other anti-social forms of behaviour.

We live in Mill End which has 20 households, all are within 1,000 yards of the proposed site (average age of residents estimated 62 years); other nearby hamlets in a similar distance include: Green End, Lye End, Chipping and Buckland.

[REDACTED]

An event such as the proposed 'Sandon Fields, Mill End' would not be welcomed by my wife or I nor by our neighbours. There would be no benefit to the residents of the surrounding household nor to those in Sandon Village. [REDACTED]

It would be an awful blow for us and our fellow villagers who enjoy the year-round tranquility in our homes of this beautiful rural area.

We ask that the Application be emphatically **refused**.

Yours sincerely,
Joan and Christopher Hoefkens
Grassmere, (1,000 yards distant from Hyde Hall)
Mill End, Sandon, Herts. SG9 0RN

Jubilee House

Rushden Road

Sandon

SG9 0QS

4 November 2019

Dear Molly,

We wish to object to the licence application for the music festival, Sandon Fields at Hyde Hall Farm Sandon.

We feel it is far too big an event to be held in a small, relatively remote rural village like Sandon.

There is no public transport to the village so the vast majority of attendees will have little or no option but to arrive by private transport and most will arrive by car. The local roads are narrow, winding and unlit. Because of run-off from the surrounding farmland they are subject to frequent potholes and erosion. The roads are often muddy due to farm tractors travelling down the roads from field to fields and after heavy rainfall the roads become flooded in places. Locals are used to the roads and know where the passing places are but visitors to the area often travel too fast for the road conditions and ignore passing places forcing traffic travelling in the other direction to brake suddenly and pull onto rough ground at the side of the road. Most music festivals suffer from a constant stream of traffic to and from the venue around the opening and closing times and we feel that this event, which could have some 1500+ vehicles arriving, will also have a continuous stream of traffic going in one direction through the village, possibly driving too fast, making it impossible for traffic to go in the other direction and creating a danger not only to themselves and other vehicles but also to walkers, cyclists and horse riders who all use the road, particularly at weekends, as there are no footpaths or cycle tracks along most of the roads.

If the junction to the A10 via Mill End is made one way for the duration of the festival, this would considerably inconvenience us personally and the many other villagers who regularly use this route, especially at the weekend. Many villagers use Buntingford for shopping and leisure activities as well as having their GP, pharmacy, dentist and optician located there, as it is the nearest town to Sandon. In addition, our local Royal Mail delivery office is located at Ware and this is where we have to go to pick up any parcels or letters that could not be delivered.

Up to 5000 people attending the event will swamp village residents by 10 to 1 as there are only about 500 residents in the village. It is inevitable that with such a large

number of people in such a small area there will be an increase in crime and disorder especially if alcohol and possibly drugs are involved over a long period of time. It is not acceptable if all that the event organisers will do is to eject disorderly individuals from the event itself with no consideration as to what might happen once the individual has left the venue. [REDACTED]

[REDACTED] considerable damage could be done to either property or residents before the police could arrive to deal with the matter. Allowing up to 800 tents and consequently possibly 2000 people to camp in an area with no facilities will compound the problem, especially as no food or beverages will be provided on site between 2.00 a.m. and 11.00 a.m. on Sunday. It is to be expected that some of the campers will leave the site in search of food and drink.

In terms of public nuisance, noise does travel considerable distances in the countryside. We did hear noise from the previous festivals held at in Roe Green, which were much smaller in scale. Sandon village is very quiet, particularly after 11.00 p.m. when most houses are in darkness. Those that are not in darkness are quiet. Garage and bass music unit 2.00 a.m. would be extremely intrusive as would a large amount of traffic on the roads in the early hours of the morning.

Can we end by saying that we are not opposed to music festivals as such. We are well aware that not all young people who attend music festivals take drugs and cause trouble but equally most do drink alcohol sometimes to excess and incidents do happen. We just feel that music festivals should be held in appropriate locations and Sandon is not one. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Regards

Derek & Lydia Pollard

LICENSE for SANDON FIELDS 2 DAY MUSIC FESTIVAL

Dear Ms Shiells,

I write to endorse all the comments and points made by Sandon Matters Group about the above application and would like to add a few points of my own:

CRIME AND DISORDER

The applicants are asking for 5000 attendees and 800 tents, and inevitably there will be some who may behave in a disorderly manner on their way home. Previously there were people walking along the local country lanes trying to get a taxi etc. , a car driver I know who had been at the concert , said it was very disorderly , she had come on groups of singing and drunk people heading for Baldock (7 miles) . This was when there were 2000 people. The route proposed goes through Sandon village, when there are normally very few cars late at night.

PUBLIC SAFETY

Our roads are narrow and winding with no allotted passing places. Locals know the roads, but strangers may well get involved in accidents, as not all will be camping, especially after drinking or taking the inevitable drugs at these events.

[REDACTED]

[REDACTED]

[REDACTED] Of course there is no public transport, so once again I will mention the people walking on the roads, unable to get enough taxis after the concert ends.

PREVENTION OF PUBLIC NUISANCE

Weekends in Sandon see many groups of cyclists on the roads, also walkers and riders who have to go partly on the roads to get to the Footpath and Bridleways network.

Noise also comes into the considerations, as we witnessed before that it jumps across country, people in Rushden heard the Festival, also in outlying parts of Sandon. It is the bass boom that travels. The campers will also want to play music and talk and there will be lights all over the site.

The Festival equipment will be arriving over 5 days beforehand, with unusual traffic. At the end , it will take several more days to take away and hopefully clear up the site.

PREVENTION OF HARM TO CHILDREN

There are many Public Footpaths crossing and near to the site which the public are at liberty to walk at any time, and in the summer we have masses of walking parties and families on these paths.

Yours sincerely ,

Anne Cottam

~~Address needed~~

Millsted, Green End, Sandon.

We wish to object to the above application,

We feel that 5000 people arriving in Sandon is more than the road system can cope with.
The lanes are narrow and in many places only room for one car.

Also the organiser of this event has failed three times [REDACTED]
[REDACTED] at the venue in Roe Green Sandon, and this was for far less people, and no
Camping. Also the music continuing until 2:00am seems very excessive for local people.

Would you please note my Objection.

A Linard
Address needed

OBJECTION

A change of venue is no justification for granting a new license for this event. If the organisers couldn't manage it properly at Poplars Farm they are not going to do so at the much larger Hyde Hall Farm.

We, as do most of the residents of Green End and Mill End, live very close to Hyde Hall and know from past experience how the sound carried from Roe Green when the event has been held there, so we would expect it to be very much louder and intrusive. It is also intended for the event to be much larger this year, catering for many more people, resulting in large numbers of vehicles negotiating our quiet country lanes generating noise, pollution and inconvenience to local people trying to go about their business, particularly if they are going in the opposite direction.

I object to the granting of a license on the basis of the above.



Beverley Dowler, The Cottage, Green End, SG9 0RQ

Attn Molly Shiells

I object to the granting of a license for this event.

I live close to Hyde Hall

Therefore if the license is not approved the event will probably not take place and we can all have a quiet weekend!

Chris Dowler, The Cottage, Green End, Sandon, SG9 0RQ

I would like to register my concerns with the event taking place on the above dates.

As a Green End, Sandon, resident I support the points made by the Sandon Matters letter recently sent to you.

Kind regards,
Carolyn Downing, Dowsetts, Green End,
Sandon, Buntingford, Herts SG9 0RQ.

Hello

Licensing Application No. 10184 Hyde Hall Farm, Mill End, Sandon
Entertainment Licence for Sandon Fields Annual 2 day Music Festival

I am writing to strongly object to this application:

Sandon is a small rural village consisting of hamlets connected by narrow, windy country lanes which are one track in places and unlit at night. There are about 150 houses and 500 residents in total. There are almost no facilities or services, no shops, no pubs, no public transport. People choose to live here for its peacefulness, tranquillity, rural nature [REDACTED] This event with proposed 5,000 people is totally unsuitable. [REDACTED]

Public Safety

Public Safety around the event has not been addressed at all. Visitors will not be used to driving around the narrow lanes – the route planned in from the A10 has totally blind corners and is used by local businesses 7 days a week.

The route out is misleading with the red arrows just stopping in the middle of nowhere and not showing that traffic could then clash with the emergency route in and out to the A10.

This A10 junction at Buckland is already a hazard with parked cars which causes those driving from the A10 being on the wrong side of the road as they overtake and unable to see cars coming up the hill.

The map also neglects to highlight that cars will turn west back through the centre of the village for the A1 and A505, causing more disturbance

Many cyclists use the quiet roads because they are quiet as do horse riders and walkers, there are no pavements or cycle lane and all are at risk from a large influx of drivers unused to the road network. [REDACTED]

The exit route from the event – which is only a farm track has a number of registered footpaths across it and alongside it which villagers will use to walk to the event. The emergency route also has footpaths across and alongside it.

Prevention of Public Nuisance

Number of cars generated by an event this size will create a huge amount of cars, the only method of transport to the village – upwards of 1600 cars all arriving within a short peak time and leaving all at the same time. No consideration has been given to the impact of this volume on villagers, not only those that live along the border of Hyde Hall but also the rest of the village. A large number will be arriving from the A1 and A505 and will travel through the village [REDACTED]

It is not only the cars with visitors but all the trucks/lorries for setting up and dismantling the event – 17 days in total.

Noise

A considerable public nuisance. Music to finish at 2am - what an antisocial hour! Let alone the noise generated by 5,000 people. Campers – up to 800 tents with how many people – the size of the tent is not limited so could be upwards of 1600 people overnight and then all hanging around Sunday morning with nothing to do. There's noise created by children's fairground, food outlets, bars, all the vehicles travelling to and from the venue, the set up and take down of structures.

There is very little noise in this rural part of the country and so it will have a significant impact and travel much greater distances. We regularly hear the music from FarFest held at Bygrave 5 miles away so it won't only be Sandon that will be affected but other local villages such as Throcking, Buckland, Wydial, Chipping, Rushden and Buntingford.

The plan states that there is only one night of camping – the music however goes on until 7.30pm on Sunday evening – after a day of drinking will campers be in a position to take down their tents let alone drive home causing further noise and public nuisance.

Light Pollution

The whole area is very dark with no public lighting, it is inevitable that there will be light pollution with the tower lights, stage lights, food vendors etc. This is [REDACTED] a nuisance to local residents [REDACTED]

Crime & Disorder

With so many people attending this proposed event, the possibility of some crime and disorder occurring is inevitable with alcohol being on sale for such a long period, drugs will be sold, [REDACTED]

Most worryingly is the fact that in the management plan, the event organiser Richard Maskell keeps stressing his experience of running festivals – however he has already had 3 attempts at running this Festival at Roe Green, one of Sandon's hamlets which were all a disaster. These events were on a smaller scale too – limit of 2,000 people and no camping allowed. The issues were sufficiently serious that reviews of the licence were granted – one instigated by local residents resulting in more conditions, another by Environmental Health that wasn't completed because the applicant surrendered the licence prior to the hearing.

Why should this applicant be given yet another chance – he has continually made false promises [REDACTED] ranging from highways being blocked, waste management plan did not deliver (rubbish still needs to be removed months later) security fencing was missing in places, no ongoing monitoring of capacities of people within each music area as required, underage drinking, drinking outside the event, drug use and drug dealing was widespread within the event and outside and this event was promoted as family orientated/community/village fete. [REDACTED]

I urge you to totally refuse this application once and for all

Thank you.

Regards
Gay Ayton
The Six Bells
Sandon
Buntingford
Herts SG9 0QX

I would like to raise an objection to the proposed licence for Hyde Hall on the grounds that it is not a suitable venue for this type and size of event due to the single track roads in the surrounding area, this is particularly relevant to the proposed access road which is a very narrow stretch of the lane with multiple unmarked blind bends which would cause a danger to pedestrians, cyclists and horse riders who use this very popular route both at the weekend and during the week. I am very surprised that the venue organisers have suggested this as an access route as there are already notices restricting access to Hyde Hall industrial units from this lane, I would like to think that this is due to their awareness of the hazardous nature and unsuitability of this lane to large and or numerous vehicles. This concern regarding access to the event is not restricted to the period of the event as I also have concerns with the amount and type of traffic during the setup and take down that will inevitably be trying to access the event venue.

I have bullet pointed other issues that I have concerns about that I believe need to be considered during the derision process.

1. Concerns about pedestrian access onto unlit single track lanes with no pedestrian foot paths.
2. Access roads not suitable for increased traffic volume during the set up and take down.
3. No facilities for large numbers of campers, toilets, shower facilities, water.
4. Risk to water cause contamination if appropriate facilities are not provided.
5. How the proposed one way system is to be managed and enforced.
6. How event traffic is going to be forced to only use the proposed access routes.
7. How is the venue to be secured when the venue is crossed by multiple rights of way.

I would also like to question the suitability of the applicant to hold the licence as it would seem that the applicant has failed to run smaller events, of a similar nature in the area, [REDACTED]

[REDACTED] As the proposed event applied for is more than twice the number of attendees over two days I have serious concerns over safety issues and any conditions stipulated for the event being applied or adhered too.

Alastair Hazlewood
Brewers Cottages
Mill End
Sandon
Hertfordshire
SG9 0RW

Ian Dell
Clare Cottage
Roe Green
Sandon
Herts
SG90QG

4 November 2020

FAO: NHDC Licencing department

This is an objection to the application, Richard Maskell, for a perpetual (year on year) Premises Licence at Hyde Hall Farm.

As the application and supporting documentation submitted by the applicants refers to "experience of past events" and "previous Sandonfield events" it should be taken into consideration the unbiased and factual historical incidents such events, 2017, 2018 and 2019.

However, the following issues cover the reasons why any licence is detrimental to the local community, the local vicinity and the reputation of all authorities engaged in the approval procedure.

They cover the 4 key Licence Objectives:

Prevention of Crime and Disorder
Prevention of Public Nuisance
Public Safety
And the Protection of Children from Harm

Background:

There is a continual sequence of episodes of poor management, the same management, an unchanged/consistent team requesting this licence that provide a consistent pattern of the 4 key objectives being breached or failing to be delivered, and why the approval of the licence will lead to the same consequences.

The Licence will fail on the following:

TRAFFIC AND NUISANCE

1. The build of the event starting weeks before the 10 days allowance on the licence and the nuisance that it will cause will be extensive, over weekends, evenings and Bank Holidays. These activities causing public disturbances will be reported to the police.
2. The clearing up taking more than 5 days to be completed, with rubbish in the local vicinity.
3. Highways will be blocked prior to, during and after the event.

SECURITY



[REDACTED]

[REDACTED]

6. Trespass will prevail

DRUGS

7. Evidence of Drugs will be found

8. The Waste Management will not deliver for the event nor in the local vicinity.

[REDACTED]

[REDACTED]

ALCOLHOL

15. There will be underage drinking

16. There will be drinking outside the event. The Licence holder will claim this practice will not be allowed

[REDACTED]

NOISE and Child Safety

[REDACTED]

21. Children will be subjected to a damaging environment

22. Child Safety will be a cause of concern

[REDACTED]

25. There will be a Public disturbance issue after the event due to noise

[REDACTED]

[REDACTED]

EGRESS and OTHERS

27. There will be a concern of the number of people on the road at egress including families with children

28. Welfare of all attendees, and the local residents, during egress will be disregarded and not managed

[REDACTED]

32. The dark lanes of the vicinity will have event attendees fearing for their safety

[REDACTED]

34. The type of music being played according to the site plan are drum and base, garage and anthems, "This type of music would not normally be associated as family orientated. This raises concerns over the type of event that is in fact planned"

35. People using Public footpaths close to the event location will be put at risk by abnormal traffic

The demographics of the 2018 event supplied by the Licence holder, shows less than 30 children under the age of 18 actually attended, it confirms the concerns on the type of event that is being held. It is not family orientated.

[REDACTED]

Background for fact

As already stated the applicants of this licence were also the holders of the Sandonfields licence for 2017-19, but due to a NHDC application for a review, based on poor management and which was summarised, "It is recommended to the committee based upon the evidence above that the licence is revoked", the organisers chose to surrender the licence."

It can be expected that the organisers having had 3 attempts already to run a well managed and orderly event, with more than 1 warning on their ability to deliver that the following will hold true once again.

[REDACTED]

[REDACTED]

Dear Sir/Madam

I am writing to **STRONGLY OBJECT** to the above application.

I understand that the applicant has previously run events in Roe Green, Sandon and the last event run there suffered [REDACTED]:

- Major public safety risk with no segregation from vehicles
- Highways being blocked
- Ineffective waste management plan (some rubbish has still not been removed 9 months later)
- Security fencing was missing in places (the proposed site for this application is far bigger)
- Underage drinking
- Drug use and drug dealing was widespread within the event and outside

I have no faith that this new event will be run any better and I expect it will suffer from the same risks, dangers, and impact on the community. However, I realise that this is a new application and therefore the history of the previous event may sadly be ignored, but there are still many reasons why I feel that this event would have a very negative impact on the community.

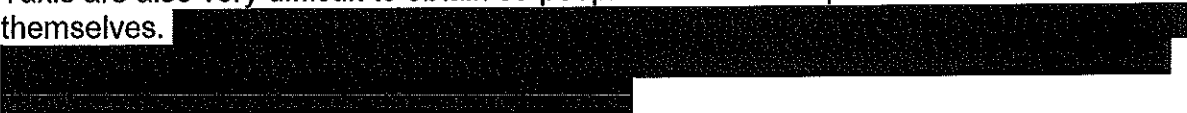
ROAD SAFETY

The routes into and out of the venue are all very narrow, twisty roads and totally unsuitable for additional traffic. There are many blind corners very few places where two cars can pass each other. Drivers who are not familiar with these roads introduce a huge risk to other road users. These roads are also not limited to cars. They are regularly used by tractors, horses, cyclists and walkers. Mixing these users with a high level of traffic going to and from the event is just asking for an accident to happen. Local wildlife, particularly deer, are a common risk and can pop out of the hedges and bushes quite unexpectedly. Visiting drivers will not be familiar with such risks so are unlikely to be driving with the required caution.

There are no pavements or lights along the roads in the vicinity of the venue but there will be pedestrians, including locals, going to and from the event as well as local walkers. I fail to see how the mix of pedestrians and road vehicles on these roads and tracks can be considered safe.

I note that the best and safest route to and from the event has been reserved for headline acts, forcing attendees to drive on the narrower, more dangerous roads to get into and out of the event. Surely this cannot be a sensible move.

As there are no accommodation options near the venue other than camping, this will force many attendees to travel daily, thereby increasing traffic volumes even further. Taxis are also very difficult to obtain so people will have no option but to drive themselves.



PUBLIC NUISANCE

An event such as this is almost guaranteed to cause public nuisance. 5000 revellers and a campsite for 800 people will lead to a very noisy environment well into the early hours of the morning. In addition, with such a big site it is very unlikely to be sufficiently well fenced or marshalled to stop attendees being able to wander on to adjoining lands and properties. This is particularly the case when people arrive early and the entertainment has not started so they have nothing better to do. With many neighbouring barns, houses and outbuildings, these are a prime target for both burglary, damage and for dealing / taking drugs.

I am extremely concerned that if this application is approved it will introduce a major risk of road accidents and significant nuisance to the locals. There is also likely to be an increase in crime. Even if stringent conditions are put in place, history suggests that these will not all be met.

I sincerely hope that this license will not be granted.
Yours faithfully

Jim Farquhar
Harrowdene
Green End
Sandon
Herts
SG9 0RQ

Letter from

James de Uphaugh
Danyells
Sandon
Buntingford
SG9 0RF

Licensing Application No. 10184 Hyde Hall Farm, Mill End, Sandon
Entertainment Licence for Sandon Fields Annual 2 day Music Festival

I write to OBJECT to the licence terms applied for by Sandon Fields at Hyde Hall.

Looked at through just one of the four licensing objectives – prevention of public nuisance, I would argue that the amount of people applied for (up to 4999) is highly likely to cause nuisance to the village and neighbouring area. This is particularly given that the closing time applied for is 2.30am on the Sunday morning and the serving of alcohol is applied for up until 1.30am.

In calibrating the scale of nuisance likely, the applicant makes reference to their experience in the EMP [REDACTED] is it really sensible to grant yet another licence to that applicant in the same village.

Furthermore the application is for any one weekend in a three month period. [REDACTED]

[REDACTED] From the perspective of Sandon residents this open timeframe creates a nuisance and if a licence were to be granted we respectfully ask for a degree of certainty on what period an event is likely to happen because if a village resident is planning an event they will not want it to clash with this mayhem. So we would ask any licence to be restricted to a two week window that the applicant needs to decide on by 1st January 2020. That would provide a modicum of certainty for villagers.

Kind Regards

James

James de Uphaugh

Dear Sir/Madam

Regarding the above application I **STRONGLY OBJECT**.

As this is a "new" application from a man who has an "existing" licence to hold this event in Sandon, I understand that the council has to view this application without any pre-determined bias.

However, the Council also has a duty of care when it comes to the **PREVENTION OF PUBLIC NUISANCE, CRIME & DISORDER AND PROVIDING PUBLIC SAFETY.**

There is enough evidence that these key areas were previously disregarded by this applicant – so the warning signs are already there that this will happen again. Surely the council has to take this into account with PREVENTION being the main aim?

At the last event, [REDACTED]
[REDACTED]:

- Major public safety risk with no segregation from vehicles
- Highways being blocked
- Ineffective waste management plan (rubbish still needs to be removed 9 months later)
- Security fencing was missing in places (the proposed site for this application is far bigger)
- Underage drinking
- Drug use and drug dealing was widespread within the event and outside

[REDACTED] let me point out my concerns as far as the new application stands:

PUBLIC SAFETY

Sandon is a rural village and all lanes in and out of Sandon are dangerous to navigate at the best of times. The planned route in from the A10 has several blind bends, is only wide enough for 1 vehicle and is dissected by existing public footpaths. The planned exit route is along a farm track, also traversed by existing public footpaths. There are cyclists, horse riders, walkers [REDACTED] that use these lanes and footpaths and their lives will be in peril from the increase in traffic.

There are no pavements or lights along the roads in the vicinity so the safety of pedestrians joining and leaving the site could be at risk of vehicles travelling on unfamiliar poor roads.

There are no accommodation options in the village or nearby which encouraging attendees who are not camping (approx 4,200 people) to come by car. [REDACTED]

Although the plan states there will be "one way in and one way out", how can this possibly be implemented on a site that is vast and doesn't have adequate fencing to stop pedestrians leaving by whatever route they want to, at whatever time they want to?

PUBLIC NUISANCE

The proposal for 5000 revellers and a campsite for 800 people is ludicrous. What are these people who arrive early going to do with their time before the festival starts? There will be no deterrent to stop them wandering all over adjoining lands – lots of which have crops which will be ruined.

The overall site is vast with lots of surrounding hedgerows, neighbouring barns and out buildings – these can not possibly be marshalled and are a prime target for both burglary and for dealing / taking drugs.

I am extremely concerned that if this application is approved there will be an increase in crime and public safety will be put at risk no matter how many conditions are put in place. The proposed site is vast and an extensive well managed plan will be required to be developed and fully implemented. All the evidence is that this plan will not be forthcoming to enable such an event to go ahead without significant intervention of the police and local authorities.

Yours faithfully

Kate Farquhar
Harroldene
Green End
Sandon
Herts
SG9 0RQ

Dear Ms Shiells

I would like to express my grave concerns regarding the application for Sandon Fields at Hyde Hall Farm next summer. The sheer size of the event and the extremely long licensing hours applied for will mean that Sandon will effectively be under siege for a period of up to two weeks which I feel is unacceptable.

There is an enormous amount of traffic coming in and out of the Hyde Hall Farm on a daily basis in relation to businesses already there.

I would like to draw your attention to the recent "Sandon Matters" letter, all of the points contained within that letter I concur with entirely and therefore, I OBJECT to the granting of a licence for this event.

Yours sincerely

Kerry Jarman

Cedar House
Beckfield Lane
Green End
Sandon
Herts
SG9 0RL

Dear Licensing Officer

I refer to the above application and object on the grounds of public safety, public nuisance and potential for crime & disorder.

The proposed road management plan is inadequate – access-in route off A10 is too narrow and will endanger local residents travelling westbound. A10 southbound traffic turning right will create a highways danger on the A10.

Vehicle access leaving the venue is along an unfenced unmade farm track, crossed by public footpaths – see attached plan – not designed or meant to take any traffic apart from occasional farm vehicles, let alone the volume of festival traffic. Applicants road plan fails to show how traffic then disperses. In reality, all A1 bound traffic will then go through the centre of Sandon, creating public nuisance and endangering public safety. A10 bound traffic will route back to Whiteley Lane which creates 2 major problems - which is why the applicant has stopped the red hatched route on the road map in the middle of nowhere – a) a bottleneck at the junction with A10 at Buckland and b) this conflicts with the emergency “blue route”.

Applicant refers to the experience of the event management team in running such events as one of their key factors in meeting the 4 licensing objectives – this has to be called into question given the same team’s dismal record of running Sandon Fields in previous years and in a different location - but in the same village – and for significantly smaller numbers. I appreciate this application should be considered solely on its own merits, but a series of statements by applicants in the management plan stating they have the necessary experience is completely meaningless if it is not backed up by any firm evidence of successful or woeful previous event experiences.

Event management plan provides no credible plan on staff numbers to properly manage a 5000 person event.

Proposed max capacity of 5,000 is therefore not sustainable.

Provision for 800 tents for 1 night’s camping is unrealistic. As the event is not scheduled to finish until 19.30 on Sunday evening, there is no way that campers will be in a fit state to leave the site by then after a day’s partying, drinking and drug taking.

Proposed licence operating hours to 2am will create noise and nuisance for people living in the surrounding area.

Plan for eviction of miscreants is inadequate – will they just be evicted from site and left on the nearest country lane?

There are no public transport services in the area.

There are no safe pedestrian routes along the country lanes leading to and from the venue.

There will be substantial public nuisance from noise from the event – and noise from various sources: from the playing of live music to 2am; noise from campers carrying on in the campsite after the event and on Sunday morning before the 2nd day’s events start; traffic noise at unsociable hours of the evening and night when attendees leave; steady incessant and unrelenting noise from the music events throughout the 2 days; noise carries in the countryside, there is no natural sound proofing, and will affect all the surrounding hamlets and villages, some more so than others depending on the wind direction and weather at the time.

In short, it is difficult to find any reasonable justification as to why this event should be held in this location, it brings no benefit to the local community. The above issues highlight the simple fact that the proposed event will fail to meet the key licensing objectives and I would ask that you take these comments into account and refuse the application.

Thank you.

Mike Ayton
The Six Bells, Sandon, Buntingford, SG9 0QX

Dear Molly Shiells,

Licence Application 10184, Sandon Fields Music Event to be held at Hyde Hall Farm, Sandon

I live in Sandon and write to raise several objections to the granting of a licence for a yearly two day event detailed above, to be run by the Sandon Fields team who have organised previous events in the area.

The proposal is to bring some 5,000 people and their vehicles, with overnight camping into a very small, rural area. Sandon has a population of around 400 people. An ENORMOUS increase.

TRAFFIC and PUBLIC NUISANCE

The only way to access the proposed site is by car/minibus/taxi, many of the vehicles coming from the A1/A505 across winding country roads unsuitable for such a volume of traffic. From the A10 vehicles are to be directed to the site along a lane so narrow that it could not possibly be so used except as part of a one way system. This would involve closing or severely restricting the use of the road to normal road users including the residents, the vehicles from the farm along that lane, as well as the many cyclists who regularly use the normally quiet roads in our area, especially in the summer and especially at weekends. While a new route is suggested across fields to take the traffic from the site at the end of the event, once clear of the site, drivers will choose whatever route home is best for them, but all of them will involve small, country roads. For anyone driving home after attending an event outside of the village there will clearly be a greater risk of an accident with such an increase in traffic, particularly but not exclusively after dark. Many of the event goers will be unused to winding, narrow roads and unaware of local hazards, quite apart from the fact that, at an event of this kind, most people will have been consuming alcohol of some kind and in varying quantities

The public nuisance from traffic would not be confined to the two days of the event. The 10 days build up and 5 days break down proposed would, in my experience, be a minimum and would involve heavy lorries with the hazards already outlined to other vehicles, horse riders and pedestrians. There is a particular risk to pedestrians since there are very, very few sections of pavement or even accessible road verges, so walkers are obliged to use the road.

NOISE and PUBLIC NUISANCE.

Perhaps the most obvious source of public nuisance from a music festival is noise: noise from the bands, noise from the generators, noise from the crowds, as well as the noise from the lorries, cars, taxis etc getting people there and getting them home again very late at night. While most of the surrounding areas would be adversely affected by most of these, it is impossible to predict which would be most badly affected, since so many variables are involved, including the wind direction, the weather more generally and the direction of the speakers. However, there would undoubtedly be public

nuisance from noise which travels long distances in the quiet of the countryside. The proposed running times for this event, from 12.00 until 2am on the Saturday would subject residents to quite unreasonable public nuisance. The proposed 2am finish, with refreshments served right up to 2am would mean that people would still be exiting the site and driving through the villages until closer to 3am.

In addition, 800 camping permits are requested. Would this mean 1600 people, two people to a tent, or 2,400 people if there were three to a tent, or possibly even more, camping overnight. It would be foolish to ignore the fact that drugs and music festivals tend to go hand in hand, even if for only a minority of the audience. Drugs and alcohol are a potent mix. Given this and the fact that there is nothing to stop the partying on the campsite going on all night, the potential for public nuisance and the possibility of crime and disorder is very real.

I have no faith in the ability of the Sandon Fields management team to run a well ordered event of this nature.

Mary McElroy, Polyanna Cottage, Sandon, SG9 0QG.

3 November, 2019.

**THE OLD VICARAGE
SANDON
HERTS
SG9 0QX**

4 November 2019

LETTER OF OBJECTION

Also by email: licensing@north-herts.gov.uk

Dear Sirs

Premises licence application Hyde Hall Farm, Mill End, Sandon – ref 10184

I am writing to lodge my objection to the above premises licence application.

My wife and I have lived in Sandon since 1994. Our house is located close to the church in the Church End area of Sandon, just a few hundred yards away from the proposed site for this huge event. We are close to the road leading from this part of the village to the A505, and any traffic coming to the proposed venue from that directions will pass our house, creating noise and further damaging the surface on that section of road, which is already poor in many places.

This letter addresses each of the four criteria by which I understand all premises licence applications are to be assessed.

1. The Prevention of Crime and Disorder.

As the Committee will – or should – be aware, the applicant and the person who I understand is organising the event, Richard Maskell, has been associated with applications to hold a similar event at a different venue in Sandon (Poplars Farm on Roe Green). This event, which is known as Sandon Fields, has been objected to by many villagers and many conditions attached to it. [REDACTED]

[REDACTED] and this can give no confidence that the organisation of the 2020 event would, if granted a licence, take appropriate steps to ensure that whatever conditions are imposed are complied with [REDACTED]

[REDACTED] This application is the organiser's next equally inappropriate attempt to run the event in this village.

As far as the prevention of crime and disorder at the new site is concerned, [REDACTED]

[REDACTED] the previous maximum number of people allowed to attend the event was just 2,000, and no camping was allowed. In contrast, this application is for two and a half times as many people and seeks permission for 800 tents.

There can be very little doubt that even if – as I would argue it should be if a licence is granted at all – the number of people was reduced the likelihood is that many people will drink heavily and take drugs and (as they are not driving home later in the day) and fights will break out or other forms of disorder will occur. Even if the event is well policed the few officers who are there (and the number is likely to be reduced after a certain time of day) will be unable to stop all such incidents and the chances of multiple offences being committed are very high. If there is overnight camping and late availability of alcohol there is a substantial

risk that people will take the view that as they are not driving home they can get drunk and this will greatly increase the chances of crime and disorder breaking out both within the site and outside it in the village.

The application seeks a licence to serve alcohol from midday on Saturday until 1.30 am on Sunday morning (with opening hours lasting until 2.30am). That is a very long period, and this increases the chances of drunkenness and offences being committed. Similarly, the long proposed hours on Sunday risk further drinking – or just a continuation from the day before – encourage people to drink. I would argue the hours should be substantially restricted, particularly on the Saturday.

2. Public safety.

The huge increase in traffic – including the many deliveries ahead of the event and the collections afterwards - will substantially increase the risks of accidents on the narrow roads that lead into and out of the village. These roads were not designed to take such increased traffic levels and are unlit at night. They are used extensively by walkers, runners, riders and cyclists all of whom will be at much greater risk from the delivery vehicles and visitors who do not know the roads and may not take appropriate care. Despite the organisers' efforts to create an approved route in and out many will come through the village on one or both of their journeys with all the attendant increase in risks of accidents.

3. Prevention of Public Nuisance

This is an important issue. The protection of the amenity of the local residents is a heavy weight in the scales when the pros and cons of allowing the event to go ahead are weighed up. There is an overlap here with the prevention of crime and disorder in that with so many visitors to the village the risk of incidents, of whatever nature, is greatly increased.

The noise from the event will on any view be significant and if the application was to be allowed without amendment would mean that music would be played until 2am. I have no confidence in the organiser's ability – let alone willingness – to take steps to minimise that noise since, at best, it will be coming from a band or recordings being played in a marquee, which cannot be effectively sound insulated. At the very least a condition ought to be imposed that requires a noise limiting system to be employed which would simply cut off the power or otherwise disable the source of the music if it exceeded the permitted limits. Those limits ought to be lower after midnight so that the residents nearby, and those of us who will hear it across the fields, will not be disturbed unduly when trying to sleep.

Given the numbers who may attend the event there will be many who will not be camping but will be leaving late at night. As stated above, the roads leading away from the venue are narrow and unlit and not suitable for the many vehicles that will seek to use them to get away from the venue. Many will ignore the recommended departure route and come through the village, creating noise and disturbance both before and, more significantly, after the event closes late at night. There is very little traffic at that time on a normal weekend and the extra noise, lights and activity will undoubtedly disturb much of the village.

4. The protection of children.

The event has been and will no doubt next year be marketed as a family affair that parents can safely bring their children to. If anything like the number of people attend the event as the organisers hope I do not see how the organisers can be confident of giving the children appropriate protection particularly when there will inevitably be drunkenness and drug taking. Impressionable teenagers will be drinking and irresponsible parents will not stop them, or worse not supervise them at all. The long licensing hours proposed do nothing to limit these risks and the length of time that music is proposed to be played will make it more likely that incidents will occur. Again, for this reason, I would ask that the licensing hours be restricted to reduce these risks.

For all of the above reasons I believe that this site is totally unsuitable for an event venue and ought not to be granted a premises licence. If despite my concerns the licencing authority is minded to grant a licence I respectfully suggest it does so subject to the most careful and thorough conditions that as far as possible mitigate these concerns and protect both the visitors and the village. I have made some suggestions. Others will address different issues and make proposals and I would urge the authority to take these seriously to ensure that if allowed at all the disruption to the village of Sandon that this venue will inevitably cause is kept to a minimum.

Yours faithfully

Peter Laskey

**North Hertfordshire District Council
Licensing Authority – Licensing and Enforcement
P.O.Box 10613
Nottingham
NG6 6DW**

Sandon Fields premises License application Hyde Hall

We wish to object to the above application,

We feel that 5000 people arriving in Sandon is more than the road system can cope with.

The lanes are narrow and in many places only room for one car.

Also the organiser of this event has failed three times previously to meet all the health and safety Requirements needed at the venue in Roe Green Sandon, and this was for far less people, and no Camping.

Also the music continuing until 2:00am seems very excessive for local people.

Would you please note my Objection.

PAUL LINARD,
BIRDS NEST FARM
MILL END
SANDON
BUNTINGFORD
HERTS
SG9 0RN

Good morning,

I live in Green End and I wish to strongly object to the above plan, ie, prolonged event for 5000 people, and 800 campers. Please consider the wholly unsuitable roads, and undue safety pressures such an event would cause. I support the objections outlined in Sandon Matters.

Yours sincerely

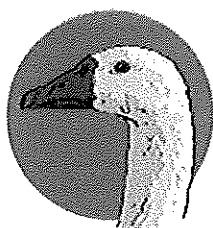
Pauline Millhouse

Blagrove

Green End

Sandon

SG9 0RL



Sandon Parish Council

**Parish Clerk Helen Stubbings.
17 Dark Lane, Sandon
Buntingford
SG9 0QT**

Chairman James de Uphaugh

Steven Cobb
NHDC Licensing Officer
Council Offices
Gernon Road
Letchworth

4th November 2019

Dear Mr Cobb

Sandon Parish Council concerns over the application for a license for a festival at Hyde Hall, Sandon SG90RU application. No 10184 submitted 9 October 2019

Sandon Parish Council has concerns that the criteria set out in the Licensing Act 2003 will not be met by this application. Moreover that it is **unfair** for a license to be granted in perpetuity for such an extended period of the year (June to September annually)- a rural community needs to organise its activities (farming related, local school matters, community activities) and if it must factor into those arrangements a major festival then in fairness the period should be narrowed to one calendar month.

The specific grounds of the concern are as follows:-

1. Public safety.

In the application the applicant states as a general comment the "DPS is a experienced License personnel" (sic). Whilst the Parish council accepts that each application should be judged on its own merits because the applicant has based his application partly on his experience or track record the Parish council thinks it fair to set against that general comment the findings of the NHDC when attending last year's (smaller) festival organised by the same DPS at another venue in Sandon. This illustrates that the "experience" for which the applicant contends and puts up as a reason why the application should be trusted, is not a good

The present application

uses much of the same criteria as used at the previous Sandon Fields festival- including the same number of staff even though the event is for many more attendees.

The Parish Council's main concern however, both in respect of public safety and to prevent a public nuisance, is the proposed traffic management plan the most recent version of which that the Parish Council has seen is dated 21 October 2019. The plan proposes that to best protect other road users (which in the area includes walkers, dogs, cyclists, horse riders as well as vehicles) on what are largely single track roads, there should be for the duration of the festival effectively a "one way" system that directs traffic from the A10 just north of Buntingford, along a one way system up to the drive to Hyde Hall, then along a newly created farm road, and on exiting to continue up a farm track departing the venue on the county road to the west of Five Houses and being directed to turn right only along that road and from there to the A10 at Buckland. The Parish Council concede that if such a plan were to be fully effective it would have the effect of keeping traffic away from the village centre although they are concerned to see a new road being created at Hyde Hall on what appears at present to be virgin arable land.

The Parish Council do not believe that such a plan will be effective, unless Traffic Management orders are obtained to this effect for the duration of the event, which the Parish Council would support subject to suitable arrangements being in place for residents. Without such orders there remains the strong probability that signage notwithstanding, traffic heading to the venue from Stevenage or generally from the North and West will cut down from the A505 through Sandon to try to access the venue and meet the one way system head on at the access point causing chaos. There is no public transport to Sandon so private vehicles or taxis will be the only way of accessing this site. That places a strain on the road system and will endanger other road users unless effectively managed on terms more stringent than are currently proposed. Unless and until more effective safeguards are in place the Parish Council objects to the application on grounds of danger to public safety and public nuisance.

The [REDACTED] document reporting egress problems last year illustrates the kind of danger to public safety that a poorly managed exit strategy poses, in particular as it seems as if late night egress tends to be understaffed. The present Traffic Management Plan does not specify the number and roles of staff to manage the egress late at night except to state that an "adequate" number of staff will be in attendance. Given that the number of attendees is already known more specific proposals should be in place.

The staff/public ratio is insufficient to ensure public safety. Para 1.8 of the Traffic Management Plan states that for 4769 public attendees there will be 230 staff, vendors, artists/performers (in other words "others"). Given that the event includes a fun fair and food festival as well as a music festival it seems likely that most of the 230 "others" will NOT be staff, and the Parish Council is very concerned to ensure that the event is adequately staffed for the protection of the public and the effective

management of traffic especially late at night. Even 10 Acts (and there will be more) would generate a least 50 people accounted for in the "others" category, to say nothing of the food stalls etc etc. A fuller break out of the staff to be on duty at all material times and their duties to protect the public and reduce the likely hood of nuisance from late departures should be specified.

2. Prevention of Crime. The application states that problem people will be removed either to the police or that they will be "settled by staff". There is considerable concern that trouble makers will simply be removed from the event and the problem will then become one for the village to resolve and may endanger the safety of the ejected person or persons who may find themselves in an isolated location. The Parish Council would like to see a condition requiring the applicant to manage trouble makers in a compassionate and safe way and to take ownership of the problem and find a better remedy than simply relying on the police (who may become stretched) or some unspecified "settlement" by staff. The present proposal is not adequate.
3. Public nuisance. The Parish Council repeats the concerns set out above about public safety in particular in relation to the traffic management plan. There is an additional feature of the proposal that gives rise to concern about the nuisance that may be created and which could be avoided. That there will be a large ingress and egress of traffic during the festival itself is foreseeable. The Traffic Management plan ("TMP") also advises that there will be additional local traffic over a longer period of time namely for 10 days before and 5-7 days afterward (see para 1.1 of the TMP). This will be for setting up and for taking down and is therefore of its nature likely to be heavy vehicles (as confirmed by for example para 2.1 TMP). This spread of dates should be regarded as minimum periods of likely disruption. Creating a condition which makes travel unsafe or highly disagreeable is an example of nuisance threatening the public convenience. That is what the impact of the set up and demolition traffic will be on the single track roads that lead to the site. This disruption could be reduced in its impact if all "pre" and "post" festival traffic were to be restricted to the private road that during the festival itself is restricted to emergency vehicles and artists and then exits to the A10 via Whitely Lane. That is the route that businesses at Hyde Hall currently use. The Parish Council would like to see a condition to this effect.

The polluting impact of the large number of vehicles that will attend the event is another nuisance that the Parish Council would wish to see diminished or overcome by a better and more enlightened TMP. The use of coaches picking up from railway stations for example has not been considered nor any other method of transport incentivised.

4. Child protection. The Parish Council has no particular observation to make at this stage about the adequacy of Child Protection measures save to say that the site has a number of public footpaths and other rights of way crossing it or crossing nearby so the effectiveness of closing the site in the case of a lost child can not be ensured.

There are doubtless a number of conditions that should be attached to any application such as this which the licensing authority will impose. The above comments are those of most immediate concern to the Parish Council and until satisfied on these matters and on the applicant's ability and willingness to comply the Parish Council opposes this application.

Yours sincerely


Helen Stubbings
Clerk, on behalf of Sandon Parish Council

From:

Gannock Thatch
Gannock Green
Sandon

Dear Sir/Madam

I note that the above application has been made with the same event organised that has spectacularly failed 3 consecutive times to run an event not even half the size of the one proposed.



I would also like to understand what consideration has been given in relation to highways. The impact on traffic through this quiet rural village for 3-4 weeks will be significant and as a resident of the village I know how inadequate and unsafe these roads would be for such use. I would be grateful for further information on this please. For example, I could understand if all traffic to and from the site were directed via the A10 so that it does not flow through the village.

I would object to this proposal until I can be re-assured that the above considerations could be adequately mitigated.

Many thanks
Simon
Simon Bray

Sandon Matters

Increasing well-being for all inhabitants.

Molly Shiells,
Licensing Officer,
North Hertfordshire District Council,
Council Offices, Gernon Road,
Letchworth Garden City, Hertfordshire SG6 3JF

4 November 2019

Dear Ms Shiells,

Licensing Application No. 10184 Hyde Hall Farm, Mill End, Sandon

Entertainment Licence for Sandon Fields Annual 2 day Music Festival

The Sandon Matters Group wishes to comment on this particular application because it is the latest in a number of licensing applications made for this event in Sandon which seem inappropriate for its location and a number of villagers have expressed concerns to us about all the applications [REDACTED]

Whilst we would encourage rural enterprise that provides local employment and is of benefit to the local community we do not believe that the provision of such a licence will serve the local community. [REDACTED]

[REDACTED]. Sandon is a very small parish area of approximately 150 houses and 500 residents in total. There are virtually no facilities or services in the area. For example, there are no shops, no pubs and no public transport. Most people choose to live in the area because they value the tranquillity, the wildlife and the views. The demographics of the area are not indicative of a need or desire to host a music festival here. [REDACTED]

There have been numerous complaints made about the previous Sandon Field events to all the Responsible Authorities. Despite a large number of conditions being placed on the previous licence and extensive support from the Responsible Authorities, the applicants were not able to ensure that the licensing objectives could be met. The issues were sufficiently serious that two reviews of the licence were granted. The first review, instigated by local residents, resulted in yet more conditions being added to the licence. The second review, instigated by Environmental Health, was not completed because the applicants surrendered the licence prior to the hearing. The previous events were held on a much smaller scale than what is now proposed.

Admittedly the site for the proposed event has moved to the other side of the village but the hamlets near to the site consist of mainly older people and we have great concerns about it having a significant adverse impact on their well-being and will prevent them from going about their daily life.

A number of residents have contacted Sandon Matters to express their concern about this latest licence application for Sandon Fields.

Consequently our main concerns are:-

1. Crime and Disorder

We would stress that Sandon is a very quiet, small, very rural area with virtually no public facilities. The 2011 Census showed the population of the civil parish of Sandon to be just 495. Policing is generally only provided by PCSOs on an occasional basis as there is normally very little crime and disorder in the area. Sandon is some distance from the towns where full time police officers are located so in the event of a situation arising, it is likely to take the police some time to arrive unless they are present for the duration of the festival. There are a number of business premises on the Hyde Hall Farm estate close to the event fields. These will be vulnerable to possible break-ins or vandalism which they could not have reasonably anticipated when setting themselves up there. Residential properties, particularly those nearby are also vulnerable. Whilst the event security staff may be able to deal with incidents within the perimeters of the festival grounds and control the situation until the police arrive, they will not be able to do this outside the grounds [REDACTED]

Given that this application is for a much larger festival, 5000 people for two days compared to 2000 for the previous 2 events, it has to be assumed that there is likely to be a large increase in the number of incidents both at the festival itself and outside. All the evidence obtained from the previous events indicates that the applicants will struggle to manage an event of this size. The Event Management Plan deals solely with managing events within the festival grounds and makes no acknowledgement that incidents could and, based on previous experience, are likely to, occur outside the festival grounds. It is therefore highly likely that there will be a large increase in crime and disorder in the area and it will not be possible to deal with it in a timely and effective manner. Further, it is difficult to see how it will be possible to prevent such a large number of people from swamping the local population when visitors to the festival will outnumber residents 10:1.

2. Public Safety

Whilst the Event Management Plan may address public safety of attendees on the event site itself, it does not address public safety in the surrounding area which is directly related to the occurrence of the event. The roads around Sandon, particularly in the area around Green End and Mill End, are country lanes which are narrow, winding and unlit. There is no public transport in the area and there is a lot of wildlife, including deer and badgers, which can suddenly appear and cross the roads unexpectedly causing road accidents. People attending the events, particularly those camping, are likely to be driving cars and the majority will be unfamiliar with the area and therefore at much greater risk of being involved in road accidents, especially if they have consumed alcohol or drugs and there is heavy traffic on the roads, as there will be. Any pedestrians

walking to or from the event, [REDACTED] are even more vulnerable because there are no footpaths alongside the roads and no road lighting.

We are aware that Hyde Hall Farm Estate has two discharge consents and two potential contamination notices listed close to the events venue. We wonder whether the implications of these have been considered as part of the public safety assessment of the site.

There are three registered footpaths that cross the main exit route, one of which travels alongside the exit route for a distance (see Appendix 1 and Appendix 2). Similarly, there are four registered footpaths that cross the emergency/artists route and two footpaths that run alongside this route for a distance. These put both the attendees and the public at large at risk of accidents. Also it is possible that people without tickets will attempt to gain access via these footpaths as this occurred at previous events, making it impossible to know with any certainty exactly how many people are in attendance.

3. Prevention of Public Nuisance

Of particular concern to us is the number of cars that the application must be expecting. Given the size of the car parking area [REDACTED] we anticipate that more than 1600 cars will arrive on site. This is unheard of in the area. [REDACTED]

The applicants do not appear to have considered the impact of traffic attending the music event on the area and how it will be managed entering and leaving the public road to the site. The whole of Sandon Parish only consists of 150 or so houses spread out over three main areas with approximately 40 in total being in the Green End and Mill End Hamlets. Whilst it is possible that Highways may agree to a one way route from the A10 to the entrance, as is proposed in the Traffic Management Plan, residents who live along that route will still have to be allowed access to and from their homes. Similarly existing businesses will have to be allowed access to their premises.

We have to assume that the cars carrying attendees will arrive and leave over a short space of time as happens at all music festivals. So most will arrive and leave within say 2 hours of the event opening and closing with a peak occurring when there will be a continuous stream of traffic off and onto the public road. Regardless of what the Event Management Plan states, given the relative position of Sandon and the site itself to the major roads and large town in the area (see Appendix 3); it has to be assumed that at least half the traffic is likely to go through the centre of the village. Even if you assume there will not be a peak it means at least 750 cars going through the centre of the village over a 2 hour period which equates to car every 10 seconds for 2 hours. This is a considerable increase on the handful of vehicles that would normally be travelling on these roads at weekends. Traffic surveys have identified that during the period 23.00 p.m. to 02.00 there are normally just 2 to 3 vehicles in total on the roads in the area.

At weekends, particularly in summer, there are also a number of walking and cycling groups who travel to and around the area. They are likely to be in the area when the majority of traffic is entering and leaving the site. There are no cycle lanes along the roads and no footpaths beside them so it is normal to see both pedestrians and cyclists on the roads. As the roads are narrow and at best only just passable by two vehicles going in opposite directions, a stream of traffic going in one direction can make it

impossible for anyone else to use the road. This has been the experience when, for example, the A505 has been blocked and traffic has diverted through Sandon

In terms of noise, it is difficult to see how there will be no public nuisance. The applicants' practice is to only consider the noise produced by performances and sound checks in their Noise Management Plan. No account is taken of noise from other sources. 5000 people just talking can make a considerable amount of noise, not to mention the noise created by a fairground/children's entertainment area, the food outlets, the vehicles travelling to and from the venue, or the set-up and take-down of structures. In towns some of the noise created by such things just adds a little to the background noise whereas in a quiet rural area it has a much more significant impact and can travel much greater distances as residents have experienced at previous events. Further, the Code of Practice on Environmental Noise Control at Concerts produced by the Noise Council does state that associated noises such as these should be taken into account when setting the sound limit for the music level.

Evidence from the previous events has shown that it is difficult to predict the direction in which noise travels as it is very dependent upon the weather conditions with the result that it is not always the nearest neighbours who will suffer the most from the noise created by the event. Noise can and does travel some distance. During last year's event, the Environmental Health officer advised residents that it is not unusual for noise to be heard 2 miles from a music event so not only is Sandon and its hamlets likely to be affected by the noise of the event itself but Buckland, Chipping, Wyddial, Throcking, parts of Buntingford and parts of Rushden could also be subjected to it.

As the area is generally very dark and there is no public lighting in the area, it is inevitable that there will be significant light pollution, not just from the tower lights and the lighted walkways but also from the lighting used by the food vendors and individuals during darkness. This is [redacted] irritating for the [redacted] residents; [redacted] [redacted] The amount of traffic travelling on the roads late at night will be a particular nuisance. Not only with the continuous noise disturb residents trying to sleep but the lights from vehicles will repeatedly light up their houses in marked contrast to the normally dark surroundings.

It is hard to see how having an event involving 5000 people with 2000 or so [redacted] [redacted] camping overnight [redacted] will not inevitably cause a public nuisance in a parish where there are just 500 residents and which has minimal facilities,. Apart from anything else, where are these people camping going to obtain food and drink from, if the on-site facilities are closed for a period of time as is planned? When camping is allowed, considerably more waste is created not just from paper and food/drink containers but because attendees often discard tents and other camping equipment that they no longer require. How will the applicants ensure that the area will be left completely free from waste and anything harmful, to humans, [redacted] given the sensitivity of the area? Residents' experience of the previous much smaller events, which did not involve camping, is that waste was not fully removed from one event to another. Will the utilities such as electricity, water and sewerage be able to cope with such an influx, given that residents already have to cope with fairly frequent drops in water pressure and blockages in the sewerage system and frequent short term losses of power and power surges? How will the sewerage, used fuel and waste of such a large number of people be disposed of? There are only plans for a very limited litter pick-up around the site but not further afield. Will the applicants repair any damage caused to surrounding properties and land?

Although the event is billed as a 1 and ½ day event, the applicants have allowed some time for building and dismantling structures, which indicates that the residents will be inconvenienced for a total of 17 days. Given that it is to be expected that large vehicles will be travelling to the site for 15 days or so it will be difficult for local residents to go about their daily business during that period.

4. Prevention of Harm to Children

The Event Management Plan only addresses this at the venue and not outside the venue. Nor does it consider any harm local children may suffer as a result of the event taking place.

As there are numerous public footpaths over the land and access to these cannot be restricted there is the distinct possibility that children could leave and enter the event unaccompanied or accompanied by adults who do not have their best interests at heart. This could expose them to inappropriate adult behaviour and/or make them vulnerable to inappropriate adult attention, particularly if the adults are under the influence of drink or drugs

There is also the possibility that the attendees will use the footpaths and leave alcohol and/or drugs paraphernalia on the footpaths, further putting children at risk.

[REDACTED]

Villagers are concerned that a regular event of the size proposed will decimate the village and that there will not be an effective complaints procedure in the event that there is disruptive behaviour or excessive noise. [REDACTED]

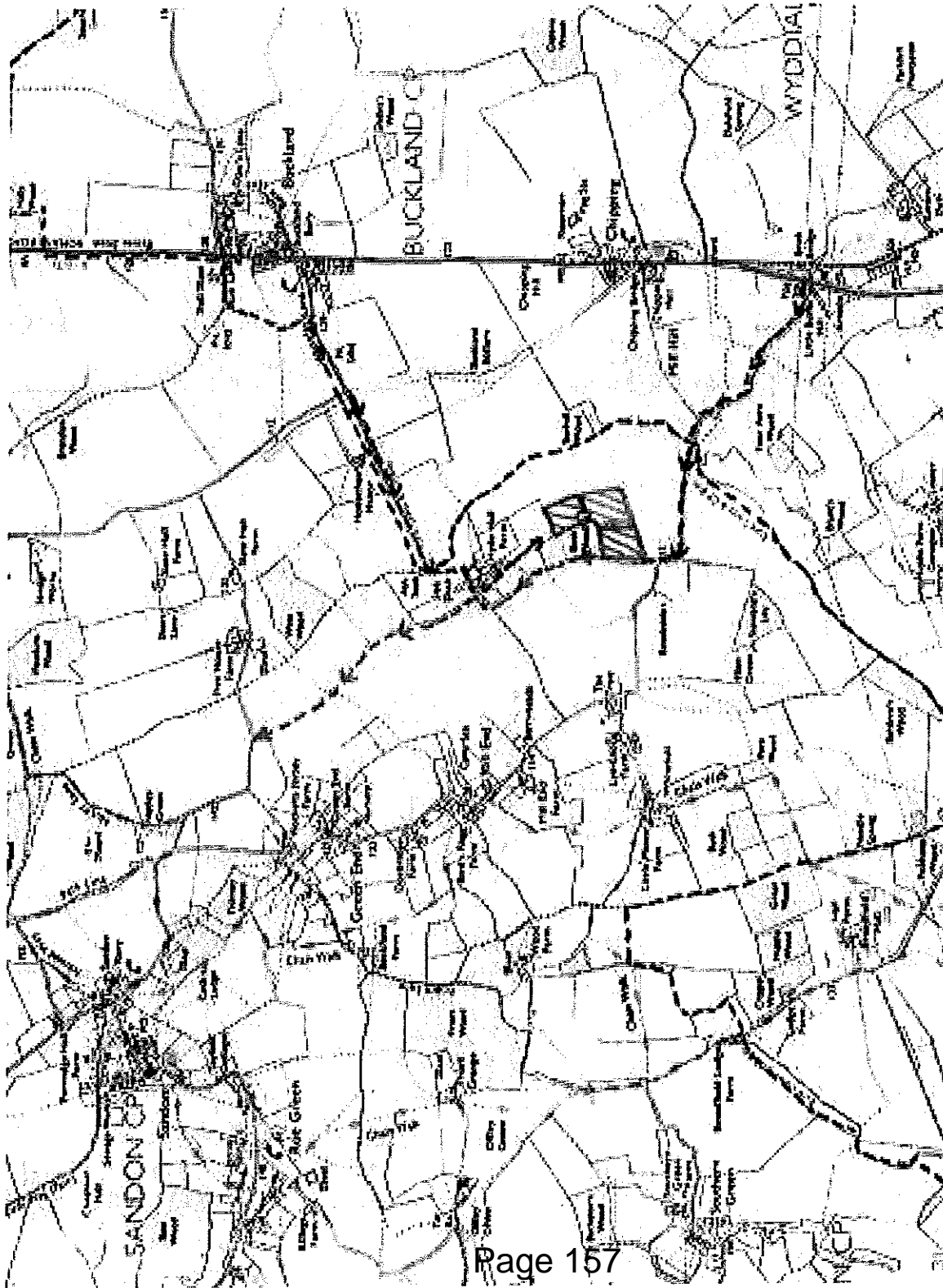
[REDACTED] we have difficulty in seeing how this application minimises any adverse effects to local residents, public safety [REDACTED] in any way. Indeed, on the face of it, we would claim that it considerably increases the adverse affects [REDACTED] and would urge you not to grant the licence without receiving satisfactory evidence to demonstrate that all the obstacles can and will be overcome.

We trust that you will fully consider our points and look forward to receiving details of your decision on this licensing application in due course.

Yours sincerely,

Dr. Lydia Pollard
on behalf of
Sandon Matters

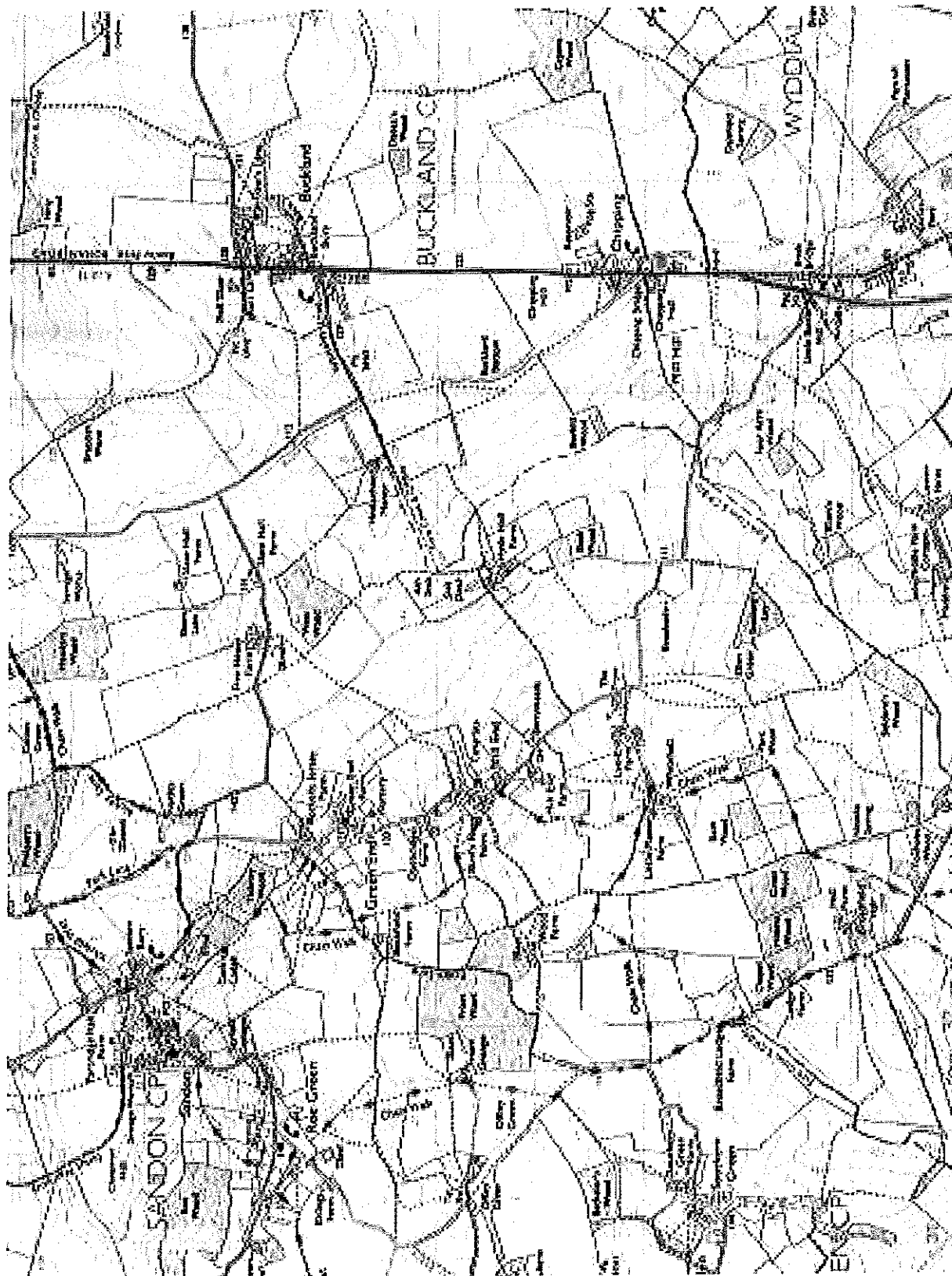
Appendix 1 Extract from OS Map showing Entrance/Exit routes to Event site



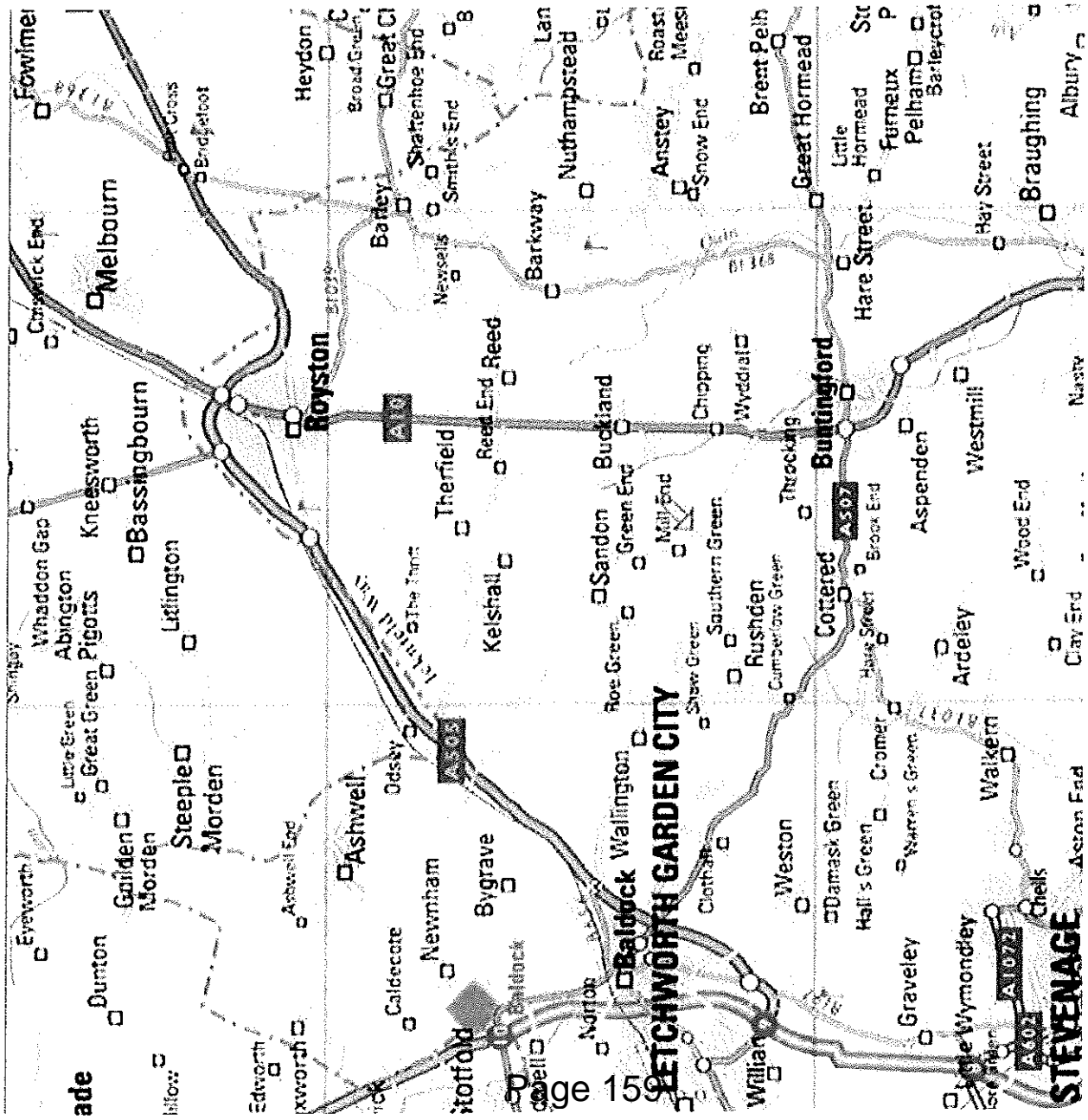
Key

- Red arrowed dashed line Exit route one way
- Purple arrowed dashed line Entrance route one way
- Blue arrowed dashed line Emergency route Two way
- Black dashed line NHertsDC boundary
- Orange hatched area Main arena
- Green hatched area Camping area
- Pink Hatched Area Parking area

Appendix 2 Original OS Map section showing Footpaths in vicinity of Events Venue



Appendix 3 OS Road Map showing relative position of Sandon to large towns in the area



Dear Ms Shiells

Regarding the above application we would like to **STRONGLY OBJECT**.

As this is a "new" application from a man who has an "existing" licence to hold this event in Sandon, we understand that the council has to view this application without any pre-determined bias.

However, the Council also has a duty of care when it comes to the **PREVENTION OF PUBLIC NUISANCE, CRIME & DISORDER AND PROVIDING PUBLIC SAFETY**.

There is enough evidence that these key areas were previously disregarded by this applicant – so the warning signs are already there that this will happen again. Surely the council has to take this into account with PREVENTION being the main aim?

At the last event, [REDACTED] conditions were imposed by licencing and we believe there were [REDACTED] breaches – ranging from:

- Major public safety risk with no segregation from vehicles
- Highways being blocked
- Ineffective waste management plan (rubbish still needs to be removed 9 months later)
- Security fencing was missing in places (the proposed site is far bigger)
- Underage drinking

[REDACTED], let us point out our concerns as the new application stands:

PUBLIC SAFETY

Sandon is a rural village and all lanes in and out of Sandon are dangerous to navigate at the best of times. The planned route in from the A10 has several blind bends and is only wide enough for 1 vehicle. The planned exit route is along a farm track which is traversed by existing public footpaths. There are cyclists, horse riders, walkers [REDACTED] that use these lanes and footpaths and their lives will be in peril from the increase in traffic. None of the routes have any lights and pedestrians will be put at extreme risk from vehicles using the same routes.

Although the plan states there will be "one way in and one way out", how can this possibly be implemented on a site that is vast and doesn't have adequate fencing to stop pedestrians leaving by whatever route they want to, at whatever time they want to?

Serving alcohol until early hours in the morning encourages visitors to come by car and drive home - as there are no accommodation options in the village. [REDACTED]

PUBLIC NUISANCE

The proposal for 5000 revellers and a campsite for 800 tents is preposterous. What are these people going to do with their time on the surrounding days before the festival starts? There will be no deterrent to stop them wandering all over adjoining lands – lots of which have crops which will be ruined.

The overall site is vast with lots of surrounding hedgerows, neighbouring barns and out buildings – these can not possibly be marshalled and are a prime target for both burglary and for dealing / taking drugs.

We are extremely concerned that there will be an increase in crime and that public safety will be put at risk – because there is existing evidence that can't be argued with. It doesn't matter how many conditions are put in place – they will not be managed or enforced.

Yours faithfully
Steve Wilson
Green End Farm
Green End
Sandon

Yew Tree farm,
Green End,
Sandon,
Buntingford,
Herts
SG9 0RG
2nd November 2019

Objection

Licensing Application No. 10184 Hyde Hall Farm, Mill End, Sandon
Entertainment Licence for Sandon Fields Annual 2 day Music Festival

The Licensing Officer,

In responding to Local Council Applications of any sort, "one" must appreciate that when one is making what one feels as constructive comments it can be taken in all sorts of ways and quite easily end up with neighbours who are quite comfortable with each other ending up as arrogant enemies.

I make these comments with trepidation but feel that the applicant has no knowledge or feeling for residents in the proximity of this proposed event application

My Properties adjoins Hyde Hall Farm's many hundreds of acres as stated in the application for a total of approximately 1800Mtrs.

I have many concerns of the proposed application in the application and what they are applying for.

The number of months proposed, for a potential annual event being 4 months is not acceptable and should be restricted to no more than the first 3 weekends in June. The potential Fire risk of exceptional weather conditions is exacerbated after the 19th of June as experience shows that there is in most years a big weather change after the 18th of June.

I feel the numbers applied for, over 4700 event attendees, cannot be accommodated on the site, or Sandon Lane into the site. This is approximately 1600Mts long and when access on site is 5Mph the back up to the A10 will quickly present grid lock at the A10 junction as say even 10Mtrs per Car length means max 180 cars on the road of the potential 1175 cars at 4 people per car.

The application implies there will be a one way traffic system in place and I ask the question how can my business traffic movements be accommodated? Ok they can get to my site (Lye End Farm). that for over 60 years has been running as an intensive agricultural

operation and has in the past had as many as 36 Articulated lorry movements in any 24 Hr, period. These lorry movements up and down Sandon Lane are controlled by phone contact between lorries on site and coming or leaving site, this could just happen over any period of time day or night, on erection, dismantle or even the event weekend. I will in these circumstances especially on the event days need un inhibited access through Hyde Hall and out through Whitley lane (back drive to Hyde Hall) designated as emergency vehicle access. The egress route also concerns me. On the "Hyde Hall Estate" the egress route indicates that a new road will be established keeping the traffic leaving, from affecting the owner of the site. It will have 2 * 90Deg corners imposed on the leaving traffic, one being uphill. The application has no concerns for those that will be effected off the "Estate", by this said leaving traffic on others in the area, as potential 1175 vehicles will leave through the Village of Sandon. The Herts. Highways route, has egress from Hyde Hall business units via Whitley Lane every week day which causes concern to the Villagers I am informed.

If the Egress route is allowed as proposed I feel that it should have a "Metalled"(solid surface) for the last 100Mtrs, in case of very inclement conditions.

Recently NHDC Licence committee has imposed conditions on another site, less than 3000Mtrs away, that finishing times in the rural area should not go on beyond midnight at weekends and all visitors should be off site by midnight and no alcohol be served after 11;30 pm, these conditions should also apply to any other licensable activities in the Sandon Area.

[Redacted signature block]

Yours Sincerely

Robert Wornham.

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