

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

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**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 4<sup>th</sup> 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