

Application for the review of a premises licence or club premises certificate 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 PS

(Insert name of applicant)

apply for the review of a premises licence under section 51 (delete as applicable)

Part 1 – Premises or club premises details

Postal address of premises or, if none, ordnance survey map reference or description Wilkestock 4 Acre Field, Waterbridge, Frogmore Hill, Watton At Stone	
Post town Hertford	Post code (if known) SG14 3RR

Name of premises licence holder or club holding club premises certificate (if known) Tom Wilkes

Number of premises licence or club premises certificate (if known) 20/0419/PLMV

Part 2 - Applicant details

I am

Please tick yes

- 1) an interested party (please complete (A) or (B) below)
- a) a person living in the vicinity of the premises
 - b) a body representing persons living in the vicinity of the premises
 - c) a person involved in business in the vicinity of the premises
 - d) a body representing persons involved in business in the vicinity of the premises
- 2) a responsible authority (please complete (C) below)

3) a member of the club to which this application relates (please complete (A) below)

(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)

Please tick

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

Surname

First names

I am 18 years old or over

Please tick yes

Current postal address if different from premises address

Post town

Post Code

Daytime contact telephone number

E-mail address (optional)

(B) DETAILS OF OTHER APPLICANT

Name and address

Telephone number (if any)

E-mail address (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name and address PS on behalf of Hertfordshire Constabulary Hertford Police Station, Peggs Lane, Hertford
Telephone number (if any)
E-mail address (optional)

This application to review relates to the following licensing objective(s)

Please tick one or more boxes

- | | |
|---|-------------------------------------|
| 1) the prevention of crime and disorder | <input checked="" type="checkbox"/> |
| 2) public safety | <input checked="" type="checkbox"/> |
| 3) the prevention of public nuisance | <input checked="" type="checkbox"/> |
| 4) the protection of children from harm | <input checked="" type="checkbox"/> |

Please state the ground(s) for review (please read guidance note 1)

Please see attached report - Appendix A

Please provide as much information as possible to support the application
(please read guidance note 2)

Please see attached report, Appendix A

Please tick yes

Have you made an application for review relating to this premises before

If yes please state the date of that application:

Day Month Year

0	9	0	4	2	0	2	1
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If you have made representations before relating to this premises please state what they were and when you made them

Representations made against a new premise licence application in January 2021. This was not in relation to this premise licence but was in relation to the same location and the same licence holder. The concerns were of the same nature as those detailed in the attached reports.

In addition an application to review the licence was submitted on 9/4/2021. This application is now being submitted as it contains more detailed information that was not contained within the original application.

Please tick yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- I understand that if I do not comply with the above requirements my application will be rejected

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

Part 3 – Signatures (please read guidance note 3)

Signature of applicant or applicant's solicitor or other duly authorised agent (See guidance note 4). If signing on behalf of the applicant please state in what capacity.

Signature

.....

Date 16/04/2021

.....

Capacity

.....

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 5)
Please use email as below

Post town

Post Code

Telephone number (if any)

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

Notes for Guidance

1. The ground(s) for review must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
3. The application form must be signed.
4. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address which we shall use to correspond with you about this application.



The governing principles of the Licensing Act are the four Licensing Objectives. All organisations and individuals involved in the running of Licensed Premises, must do so with a view to promoting these Objectives:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

This review is brought by Hertfordshire Constabulary in relation to the Premise Licence held by Tom Wilkes, ref 20/419/PLMV at Wilkestock 4 Acre Field, Waterbridge located off Frogmore Hill, Watton at Stone. The premise licence for this location, licences Tom Wilkes to hold a maximum of 3 events each year, consisting of up to 3 days and 3 nights each with a capacity of up to 4950 people. The review is made in relation to concerns around public safety, prevention of crime and disorder and the prevention of public nuisance.

The Waterbridge site is in a rural area, it is accessed via Frogmore Hill, a single track lane with few passing places, about 700 metres long to the start of the site area from the A602. Alternatively it is accessed via Walkern Road, again another lane that links to the village of Watton at Stone, approximately 1500 metres away. The lanes have no street lighting, no pavements or other safe pedestrian passage ways and are national speed limit roads. There are residential properties within the immediate area also accessed off Frogmore Hill and Walkern Road.

Tom Wilkes has run events at this location for a number of years. Police records show a temporary event notice first being applied for in 2009 followed by the first premise licence application in 2011. Appendix B details the applications for TEN's and premise licences dating back to 2009 and lists the number of events held and the capacities each year. It has grown from 1 event (Wilkestock) which is held each September to 3 events held in May, July and September. The numbers have also increased over the years, initially less than 500 were attending Wilkestock, this has grown to 3000 in 2019. HogSozzle has grown to 1200 in 2019. A new event called Back Of Beyond was added in 2018 with approximately 2500 people attending, the numbers remained similar in 2019.

Police licensing have worked closely with Tom Wilkes since 2016, over this time there have been mounting concerns resulting in Police having a lack of confidence in the organisers of the events held at Waterbridge.

As a result of a premise licence application in November 2016 the plans for the events going forwards were looked at in detail by the responsible authorities. As part of the application Tom Wilkes was asked to submit an EMP that covered how the event would be run at the capacity of 3000 which was being applied for at the time. At this time (end of 2016) Tom had a licence for up to 1500 people. The numbers given to Police as attending the events in the years prior had been mostly less than 1000, with Wilkestock pushing slightly over. A number of discussions and meetings, including a site visit, took place with Tom Wilkes, PS and [redacted] from the Police in relation to the Licence application.

The EMP submitted by Tom did not cover all the required areas, advice and guidance was given to Tom about the EMP and what needed to be included. Tom appeared willing to work with authorities and agreed to update the EMP with the required information and so Police decided to attach conditions to the licence, that Tom agreed to, which detailed all the areas that the EMP needed to cover along with other conditions. Based on the conditions being agreed the Police did not object to the application.

Representatives from Herts Fire and Rescue () and Environmental Health, () also liaised with Tom Wilkes. Concerns were raised in relation to the structural safety of the structures built on the site out of hay bales and the fire resistance of such structures. Conditions were agreed by Tom and added to the licence in order to address these concerns. Conditions in relation to noise were added by Environmental Health.

Following this input and guidance the expectation was that Tom Wilkes would resolve the issues with the EMP for the 2017 events. The licence conditions were aimed at guiding Tom Wilkes in relation to the areas he needed to consider and cover within the EMP.

Through 2017, 2018, 2019 and now 2021 Ps () and Police licensing officer, (), have found that the EMP's provided lacked the necessary information and have contained errors and inconsistencies (full details are detailed later in this document). A lot of Police time has gone into reviewing the documents for each event and pointing out what is missing and the errors in the documents to try to ensure these issues were rectified before the events. Tom Wilkes or those acting for him, have regularly had to be chased for the information and even when it has been supplied, on occasions information was still missing.

Events need to be planned thoroughly, all aspects need to be considered and decisions made on the running of the event. As events become larger the planning becomes more complicated and the risks involve increase. It is important that the EMP explains how every aspect of the event will work. It should include the measures that need to be put in place to reduce risks, as identified within the risk assessment specific to the event that is part of the EMP. EMP's are key as they ensure that everyone who has read them will be aware of how the event will function and who is responsible for managing each part of the event. Without detailing this information and being clear the likelihood of key safety actions being missed is high. To reiterate Tom's licence conditions list the majority of points that he needs to ensure are covered so there is no reason why Tom should forget them if, put simply, he refers to his conditions.

The Police have gone above and beyond in relation to helping and guiding Tom Wilkes with resolving the concerns over the years however he continues to make the same mistakes. The Police role should only involve advising the organiser about matters of concern that need further consideration, explaining our reasons. It is then the event organisers responsibility to decide on and take appropriate action to resolve the concerns satisfactorily. We accept that at times there will be innocent mistakes made by organisers and points omitted in error but the number of mistakes and omissions that are continually being made by Tom Wilkes and those acting for him are significantly beyond this and is unacceptable.

The reason for Tom Wilkes and those acting for him leaving the information out is clearly not due to lack of guidance. As a result of this constant requirement of Police to identify and rectify issues, the Police have a lack of faith in Tom Wilkes' and question his willingness and ability to ensure the safe running of these events. The safety issue around the access and egress of pedestrians entering and exiting the site is a prime example. From looking back at public records from the Licensing Sub Committee hearing held in February 2012 this issue was raised at this hearing.

An email in June 2015 was sent to Tom Wilkes by () from Herts County Council Highways department stated 'Neither Frogmore Hill or the Walkern Road would be suitable as a pedestrian route for any number of attendees especially in hours of darkness'.

Yet when this issue was raised in 2018 by PS following the Back of Beyond event it seemed to come as a surprise to Tom Wilkes that it was a safety issue for pedestrians to walk on Frogmore Hill or Walkern Road in the dark.

The Wilkestock and HogSozzle events held at the location have always been sold to the Police as camping festivals held over a number of days with the majority of attendees' camping on site for the duration of the festival. As a result, the impact of traffic from people entering and exiting the site at unsocial hours is reduced as people arrive and leave during the daytime and over a more spread out period of time. People are also more likely to drive rather than walk as they are able to drive having had enough time to recover from drinking alcohol. Indeed, the addition of a third event as part of the November 2016 application was to add a camping festival called Magical. This was described by Tom Wilkes at the time as a small health and well being festival. The event known as Magical never took place.

In 2018 a predominantly single day event called Back of Beyond was held in July 2018. Approximately 2500 people were at the event with only around 90 people camping. Police were in attendance during the evening concerns were highlighted in relation to seized drugs not being bagged or recorded, ejections were not being recorded, traffic issues due to two way traffic on narrow lanes, inadequate signage, lack of lighting in the car park, no stewards in the car park or manning the road crossing, cars parked inappropriately in the car park, a person was ejected where there were clear medical concerns for them. I was concerned that the event was not being run effectively. There was clear evidence of drugs being taken by people at the festival. In addition Police witnessed total chaos at the end of the event as people tried to leave all at the same time. Taxi numbers were insufficient, they were reluctant to pick up patrons due to the lack of traffic management, meaning people decided to walk home / to the train station or walk to the top of lane to meet taxis / lifts. This resulted in a very dangerous situation where people were walking on single track, unlit lanes while under the influence of alcohol. People walking down unlit lanes is not only dangerous but being in isolated locations also makes them vulnerable and at risk of being victims of crime. Those who decided not to walk continued to gather in the road between the festival site and the festival car park as well as in and around the car park itself which was insufficiently lit. People were getting increasingly frustrated and there were concerns that this could escalate. This situation was observed and managed by Police for nearly 2 hours while people dispersed from the site. The main stage concluded at 2300 hours with music continuing in the dance tents until 0230 hours. Alcohol sales stopped at 0200 hours. By 0215 hours the numbers of people leaving had lessened although there were still a number of people waiting. It was clear that the issues had arisen due to a lack of planning and consideration by the organisers. The potential for crime and disorder occurring was high as a result of the situation and the lack of management. Dispersal from the event was highlighted to Tom Wilkes as a major concern and as a result of this event Tom Wilkes was advised not to hold single day events at the location which, at the time, he agreed to.

As part of a variation to his licence in December 2018 a condition was added to the licence, at the request of the Police, restricting the number of day ticket sales to 1750. Even this number was felt to be too high but Tom was adamant he would be able to manage this number, he was in fact pushing for the number to be higher.

In July 2019 the numbers attending the Back of Beyond event was again approximately 2500 however a larger number camped on site reducing the number of day ticket holders to approximately 1850. This number was in breach of the condition on the licence.

Tom Wilkes submitted a minor variation application to the licence in August 2019 to increase the number of day tickets allowed to 2750 from 1750. objected to this application which as a result was refused by East Herts Council's licensing team. On 15th November 2019 Tom applied to increase the day ticket numbers to 4950, again this was refused by East Herts Council's licensing team as it was a repeat

application only 3 months after the first application. Strangely, less than a month later, Tom Wilkes submitted a further minor variation application on the 13th December 2019, this time requesting a few changes to the conditions on the licence. One of which was to remove the restriction on day ticket sales altogether. Both PS [redacted] and [redacted] were not at work over the 2 week consultation period for this application, the removal of the day ticket restriction was overlooked by those covering, resulting in the application being granted as applied for, with the day ticket restriction being removed. Therefore the number of day ticket attenders for the events in 2021 are not restricted by the licence conditions. The plan for 2021 is to hold 3 single day events in July, without camping and up to 3000 people. Along with 2 other festival weekends, one in August and one in September.

The Sub Committee may question why the review of the licence is brought by Police now and had not been instigated earlier. There are a number of reasons for this.

- Over the years the specific people from each responsible authority involved in the events has changed. This has resulted in a lack of continuity and knowledge and has allowed Tom Wilkes to avoid addressing concerns. Having worked personally with Tom Wilkes and those acting for him since the end of 2016, PS [redacted] and [redacted] between them, now have the continuity of information and can clearly see the issues.
- Police are always keen to work with event organisers and support them to run safe events that have a minimal impact on the local communities. Having started working with Tom Wilkes for the 2017 events, PS [redacted] wanted to ensure that Tom Wilkes was given the opportunity to develop his events and resolve the concerns. However the level of support and guidance given to Tom Wilkes over the years has been far in excess of support given to any other event in East Herts and no significant progress has been made.
- The events held prior to 2017 did not according to Police records have more than 1000 people attending. Due to the events being smaller the level of Police attention given to the events would have been minimal. As the events have grown the risks have also grown and the change from camping festivals to single day events has added to the risks involved.
- Following the 2019 events it was clear that there was a need to collate the information about the events and properly review what had occurred each year in order to fully assess the concerns. Due to COVID resources were deployed to other concerns during 2020. At the end of 2020 Tom Wilkes applied for a new licence for events in 2021. As a result of this application it was felt that the risk of Tom Wilkes holding further events needed to be addressed. The information from 2018 and 2019 events was collated and the concerns became fully apparent. Following on from this work it was clear that the Police needed to act and instigate a review of the licence rather than continuing to let ever growing events take place under the management of Tom Wilkes.
- As a result of Tom Wilkes' application in December 2020 for a new premise licence a hearing was held. As a result of this hearing Police were informed by 9 local residents of ongoing issues around the current events held at the location. The full extent of this information was not known by Police until January 2021.
- The Police have reviewed the EMP for the July 2021 events and again there is key information missing and risks that have not been identified and addressed by the organisers, this is despite the same concerns being highlighted at the hearing just 3 months ago in January 2021.

The events held at this location have an impact on those living in the area. The extent of this impact has become apparent following information received by Police in January 2021 from 9 residents.

Tom Wilkes is fully aware that his events have previously impacted on residents. A hearing was held in January 2012 as Environmental Health and residents objected to an application by Tom Wilkes at the time to increase the number of events and the capacity at the events being held. From looking at the Public

records of this hearing, contained within the report on page 39 is an email from Tom Wilkes in response to the concerns raised. Tom Wilkes states the following;

I want to make it clear to residents that the levels looked at by Nick (EH) will be drastically less than previous years. After speaking to many of the residents the sound levels of the previous year were not acceptable at all and will never be repeated. I myself was very surprised of the stories told by the residents' face to face of the previous years noise and public nuisance issues. I feel personally embarrassed and will do my up-most to eradicate these issues and work with the residents. I was unaware of many of the issues and need to be more in touch with the local residents in the future in order for this to happen.

The houses/drive into the waterworks would be manned by security to stop any persons / cars entering the housing area that shouldn't be

24hr 4x4 security patrol will also be used around the surrounding area to 'move on' any loitering cars / persons, also to safe guard resident's property and for peace of mind.

A direct number to myself will be available from the run up to the festival and also during the festival hours to deal directly with any issues the local residents have.

The Chairman at this hearing advised Tom Wilkes that he was expected to liaise with residents.

Tom Wilkes suggested in his application in November 2016 that he had been in contact with the surrounding households and had formed a good working relationship with the residents over the past 4 years. This is not the view of the residents we have spoken to. Some of whom have not heard from Tom Wilkes since 2012. Others have only spoken to him having contacted him themselves while the rest have occasionally received a letter informing them of the dates of the events. Only some of the residents have a contact number for Tom Wilkes, a number of residents have never been provided with a way of contacting him should issues arise. The residents do not feel that Tom has made any significant effort to engage with them about the events. They were not informed of the traffic management plans in 2019, they have not had a meeting with Tom Wilkes to deal with the concerns that arose at the July 2019 event (as stated by Tom Wilkes to the responsible authorities). They are not aware of a car patrolling the area during the events to deal with festival goers who are in the surrounding roads.

The residents have highlighted the following issues as a result of the events which evidence concerns in relation to public nuisance, crime and disorder and public safety –

- Excessive noise disturbance from the event music preventing residents from being able to sleep, described as incessant beats. Residents do not believe the event is being run within the noise limits set stating that often it is so loud that individual lyrics are clearly audible. The noise has got progressively worse over the years. The noise is not only an issue at night but also during the day and prevents residents from being able to use their gardens.
- Noise from drunk people walking along the roads away from the event late at night who behave in an antisocial way by shouting and being unruly.
- Residents fearing for their safety and concerns about the safety of their property such as garden furniture.
- Being disturb by strangers asking for directions
- Litter being left on the surrounding roads and on occasions thrown into residents' gardens. The litter has included broken glass bottles, beer cans, nitrous oxide cannisters and other drug paraphernalia. The litter has not been cleared and so residents have taken it upon themselves to clear it.
- Concerns around the safety of the site being used for such events due to the surrounding roads being narrow and dangerous and not suitable for the level of traffic that the festival creates.
- Concerns for the safety of festival goers who walk along the roads in the dark where there are no pavements
- A feeling of being mislead by Tom Wilkes in relation to the events and the expansion of them.

I am not aware of Environmental Health attending during any of the events over recent years to conduct their own checks in relation to the noise levels at the event. I am aware from email correspondence that Police were copied into that the Noise Management Plan contained with the EMP for the 2019 Back of Beyond event was stated to be insufficient by environmental health officer . This was stated to Tom Wilkes on 2nd July 2019 just 4 days before the event. Tom Wilkes is required under his licence conditions to provide a detailed noise management strategy for approval to the licensing authority at least 8 weeks prior to the first day of each event.

On the following pages there are reports for a number of the events held at Waterbridge since 2017. They further evidence the concerns highlighted above and detail breaches of the licence conditions.

The Police summarise the concerns in relation to the events at Waterbridge as follows;

- A lack of confidence in the organisers of the events held at Waterbridge to plan and manage events that effectively promote the licensing objectives
- Inability of the organisers to identify and address risks without the intervention of the responsible authorities resulting in public safety issues
- The organisers have repeatedly failed to take on board the concerns of the responsible authorities and implement plans to address concerns resulting in public safety and public nuisance issues and an increased risk of crime and disorder
- Concerns about the site being used for larger events especially when run as single day events with large numbers of day ticket sales resulting in the issues being further exacerbated
- Regular failure to comply with the conditions on the licence that are set to ensure the licensing objectives are met
- A significant negative impact on the local community that has not been addressed over the years

As a result of all these concerns the Licensing Committee are asked to revoke the licence held by Tom Wilkes.

Report completed by PS and

HogSozzle 2017 - Held 26th-28th May 2017

CONDITIONS BREACHED in 2017 - Relevant Premise Licence ref – 16/2198/PLV

1. **Condition number 2 on licence** - The premise licence holder shall notify the responsible authorities of the exact dates of each event no less than 5 months prior to the start of each of the 3 events.
 2. **Condition number 4 on licence** – The EMP shall contain a summary document covering an overview in the following areas (areas are then listed).
 3. **Condition number 5 on licence** – The EMP shall contain Appendices detailing fully the following areas (areas are then listed).
 4. **Condition number 20 on licence** – The premise licence holder will notify Hertfordshire Constabulary of all artists performing at the event 28 days before the event takes place. The licence holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
 5. **Condition number 21 on licence** - The licence 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.
 6. **Condition number 3 on licence** – An event management plan shall be submitted to the responsible authorities no less than 3 months prior to the start of each of the 3 events. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The latest EMP must be supplied to all responsible authorities 21 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
-
- **Condition 2 states** – *The premise licence holder shall notify the responsible authorities of the exact dates of each event no less than 5 months prior to the start of each of the 3 events.*
Email sent to Tom Wilkes 15/2/2017 (3.5 months prior to start of Hogsozzle) requesting information as no information had been sent, this was in breach of the above condition which required this information to be sent 5 months prior to the start of the event. It was noted that HogSozzle was being advertised online as taking place between 26th and 28th May. Tom Wilkes was reminded that the EMP needed to be submitted by the 26/2/2017.



(Herts)

FW: Wilkestock License

To ○

Cc ○



Premises Licence 04.01.2017.pdf
201 KB

Hi Tom,

I'm just emailing in relation to the 2017 festivals. We note that the Hogsozzle event is being advertised as taking place on the 26th-28th May. As your licence is new I'm sure this is an oversight but one of the conditions is to notify us of the name of each event 5 months before the event. Can you just confirm the event known as Hogsozzle will be taking place on the dates above?

The EMP for Hogsozzle will need to be with us by the 26th February in order to meet the 3 month requirement specified within your licence.

In relation to the new event that you plan to hold and are licensed to hold in July you will need to confirm the name of this event fairly soon as we are on the cusp of 5 months depending on when in July you are holding it?

Also SAG are keen to see your events officially registered with them, the link below takes you to the page containing the form that you need to fill out for each event informing SAG of the events. If you could get these in as soon as possible we would be grateful.

<http://www.eastherts.gov.uk/safeevents>

Many thanks,

Police Sergeant
Community Safety Unit East Herts and Broxbourne

Uniform: 54 0000 Street: 44 0000 500000

- **Condition 4 states** – *The EMP shall contain a summary document covering an overview in the following areas (areas are then listed).*

Condition 5 states – *The EMP shall contain Appendices detailing fully the following areas (areas are then listed).*

An EMP was submitted on 23/2/17 by Tom Wilkes which should have contained all the areas listed within conditions 4 and 5. Review of the EMP showed that a significant amount of information was missing and key areas were not covered or covered but insufficiently. Email sent to Tom Wilkes 11/4/2017 detailing the issues with the EMP. It was pointed out to Tom Wilkes that although we appreciate that the EMP is a document that will be updated over time, this should not mean that the majority of information is initially left out and then added at a later date. Due to information being missed this is in breach of conditions 4 and 5 on the licence. Full details of what was missing is contained within the email to Tom, a screen shot of which is below.

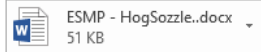


Tue 11/04/2017 11:41

Hogsozzle 26th - 28th May

To

You forwarded this message on 11/04/2017 / 11:04.



Good Afternoon Tom,

Myself and [redacted] (fire) met yesterday to discuss Hogsozzle. We have reviewed the EMP that you submitted in February. We are concerned by the lack of specific detail contained within the EMP and wanted to highlight these issues to you now so that you can resolve them. This is a somewhat urgent situation as the event is due to take place in less than 7 weeks.

The EMP summary document supplied references 6 Appendices, those being as below however none have been sent to us. Do you have these?

1. Organisational structure
2. Artists running order
3. Site plan
4. Contractors
5. Security and stewarding deployment
6. Event specific risk assessment

Annex 2 of your premises licence contains conditions with regards to the EMP and its contents, namely a summary document and appendices. Point 5 lists the appendices that should form part of your EMP (see below). My concern is that you have not completed and supplied these appendices and what you have supplied has insufficient detail. The EMP supplied to us 3 months prior to the event needs to contain the information listed on your premises licence as forming part of the EMP. We appreciate the EMP is a document that will be updated over time however this should not mean that the majority of information is initially left out and then added at a later date. We need you to supply a full EMP to us by next week and at the very latest by Tuesday 18th April.

Below I have included screen shots of your licence conditions for ease of reference and have gone on to explain our concerns and detail what is missing. This is to assist you with completing what is needed. We need to see from your EMP how the event will be managed to ensure the licensing objectives are being promoted.

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
- Car Parking
- Communications and IT
- Concessions
- Catering
- Crime and Disorder
- Electrical Systems
- Event Capacities
- Event timings
- Fencing
- Insurance
- Licensing
- Local Community
- Medical Cover
- Build and breakdown period
- Plant
- Public information
- Site signage
- Showers
- Sound
- Temporary Structures
- Toilets
- Waste Management
- Water Provisions
- Event control
- Emergency Protocols and Contingency Procedures

5. The EMP shall contain Appendices detailing fully the following areas –
- 5.1 **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 and access / egress routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.
- 5.2 **Event risk assessment** covering all areas of risk and management of risks to ensure the health and safety of all those on site
- 5.3 **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
- 5.4 **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.
- 5.5 **Extreme weather procedure and action plan** covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
- 5.6 **Fire safety plan** – in line with conditions set by Herts Fire and Rescue
- 5.7 **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.
- 5.8 **Noise management plan** - in line with conditions set by Environmental Health
- 5.9 **Waste management plan** - in line with conditions set by Environmental Health
- 5.10 **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.
- 5.11 **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 of people within the site, bar security, camping / tent security, car parking security and security incident log
- 5.12 **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.
- 5.13 **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).
- 5.14 **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 16 cans of beer or 8 litres of cider, or 2.25 litres (one box) of wine per person. On re-admittance of a person no alcohol to be brought onto the site by that person.
- 5.15 **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.
- 5.16 **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.
- 5.17 **A 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
- 5.18 **A communication strategy** covering local community engagement, transport options, complaints, arrival and dispersal from site
- 5.19 Full details of **CCTV provisions** and management including map detailing camera locations. All recordings to be stored for a minimum of 21 days. Footage to be supplied to police on request and without delay.

From reading the EMP you supplied, you have covered some of the above appendix areas within the summary document however this information ideally needs to be contained within its own appendix. What you have needs to be more specific and expanded upon as key information is currently missing.

Below are some examples but this is not exhaustive,

1. **Scale site plan** – not supplied although you reference this as one of your appendices.
2. **Event risk assessment** - not supplied although you reference this as one of your appendices.
3. **Crowd management plan** – not detailed within document supplied or supplied as an appendix.
4. **Emergency protocols and major incident plan** – evacuation of the site procedure is detailed in the EMP supplied but there is nothing in relation to all the other points mentioned with the condition under your licence – 5.4 – see above.
5. **Extreme Weather procedure and action plan** – you detail this in the EMP on pages 21 to 25 – this needs to be an appendix. The information you supply needs to detail actions in relation to the specific structures you have (you have done this for the toilets for example but not other structures) – each structure needs to be referenced and detail given with regards to maximum wind speeds and actions to be taken at each stage. You state on page 21 under the heading 'Ground conditions for temporary demountable structures' – 'advice from the marquee / tent company should be sought – this needs to be done and the information gained so it is included in the appendix.
6. **Fire safety plan** – only detail within document supplied is a few lines under the heading 'Fire precautions' on page 26 and a fire procedure is mentioned on page 27 / 28 – see note below from <http://www.eade.uk.com/guide%20to%207909.htm> On page 18 under the heading 'Electrical systems' the wording used appears to be a direct lift of the words used on this site <http://www.eade.uk.com/guide%20to%207909.htm> And is not in any way detailing the specifics of Hoqsozzle. Fire safety plan not supplied as an appendix as per licence condition.
7. **Traffic management plan** – page 11 has a heading ' Transport links', this needs more detail – see licence condition and should be an appendix.
8. **Noise management plan** - page 19 has a heading ' Noise management', this needs more detail and should be an appendix.
9. **Waste management plan** - page 20 has a heading ' General cleaning / waste disposal', this needs more detail and should be an appendix.
10. **Medical provisions plan** - page 27 has a heading ' Medical incidents', this needs more detail – see licence condition and should be an appendix.
11. **Security operations and deployment plan** - not supplied although you reference this as one of your appendices - page 14 has a heading ' Security and stewarding' where you state a plan will be produced, please supply this plan.
12. **Drugs policy including psychoactive substances** – page 15 has a heading ' drugs policy' - this needs more detail and should be an appendix.
13. **Weapons policy** - not detailed within document supplied or supplied as an appendix.
14. **Entry policy and procedure** - page 14 has a heading ' Searching' but there is no detail as to what the procedure will be with regards to searching but cannot see anything with regards to the entry policy and procedure. This need to be supplied as an appendix.
15. **Eviction policy and procedure** - not detailed within document supplied or supplied as an appendix

16. **Bar Management and Alcohol Policy** – page 13 has a heading ‘Alcohol management’ however no information is included with regards to the management structure of the bars, bar staff briefings, refusals registers and incident logs which as per the condition on your licence needs to include. This need to be supplied as an appendix.
17. **A safeguarding policy and plan** - page 28 has a heading ‘ Lost Children procedure’ This need to be supplied as an appendix and should include the other areas of safeguarding as detailed in the licence conditions – 5.17
18. **A communication strategy** - not detailed within document supplied or supplied as an appendix.
19. **Details of CCTV provisions** - not detailed within document supplied or supplied as an appendix.

Other points raises are below –

On page 17 under the heading ‘Use of special effects’ you mention the use of pyrotechnics but have put no details of what grade of pyrotechnics you plan to use and whose licence they will operated under.

On page 19 under the heading ‘Temporary and demountable structures’ no information is given on size, quantity and location of any structures. With regards to structures that involve straw bales there is no mention of the fire resistance of them or their structural integrity. You will be aware that one of your licence conditions requires the information with regards to structural integrity of the bales to be supplied no less than 3 weeks before the event and the information with regards to the fire resistance of the bales to be presented at least 2 weeks prior to any event. It is currently unclear from your EMP that this is being done and details of how you plan to achieve this. The wording used under the heading ‘Temporary and demountable structures’ appears to be a direct lift of the words used on this site <http://www.stareventsltd.com/wp-content/uploads/2015/04/Star-Events-CDM-in-Events-Guidance-April-15-v1.pdf> and is not in any way detailing the plan around temporary and demountable structures for the Hogsozzle event.

On page 28, under the heading ‘Fire Procedures’ one of the bullet points states water reserves with pumps and hoses will be located on the site. Stephen questions who you have on site that is competent to use this equipment. The concern also being that members of the public and staff who are not trained could be encouraged to fight the fire with this equipment which would be a dangerous situation.

Please acknowledge receipt of this email.

Many thanks,

PS :
Community Safety Unit **East Herts** and **Broxbourne**

- Tom Wilkes responded to the email stating he would have an updated EMP to us by early May. In his email he indicates that he is using an independent events planning company to produce the document. He offers reassurance that the EMP that will be submitted in early May will be comprehensive.

Re: Hogsozzle 26th - 28th May

You replied to this message on 02/05/2017 15:16.

Suggested Meetings

+ Get more add-ins

Hi

Hope your well.

Thanks for the email, it has been received.

We have noted all the comments and will be working with an independent company to bring the EMP inline. Unfortunately I'm currently on holiday for Easter and will not be able to sort this by the 18th of April.

We did send the EMP for review back in February and we have not heard anything until now, to turn it around in under 7 days over a Easter weekend will be a little tricky! especially as I'm not in the country.

The event is not a new event and has run very successfully for the passed 4 years, there are no major changes to the structure of the event just some underling licence agreements we have to meet and document more appropriately than before.

Rest assured we will have a comprehensive EMP to you early May once I'm off holiday and can produce an accurate document meeting the points you have highlighted below. We can also meet with the EMP early May if needed.

I will be working on this inline with an independent event planning company to produce the document. I also have structural engineers assessing the bales early May. In the meantime we have also been putting together a document explaining this and will be included in the ongoing EMP that needs to be produced to yourselves 21days prior to the event.

I hope you understand and appreciate the timings here whilst I'm away, I would rather have a little more time to produce an accurate comprehensive document than produce a non-comprehensive document in less than one weeks time.

Kind regards,

- Further email sent to Tom Wilkes on 2/5/17 asking how the EMP was progressing, also pointing out that conditions 20 and 21 had not been complied with as it was now 24 days until the event and the information had not been received.

Condition 20 states – *The premise licence holder will notify Hertfordshire Constabulary of all artists performing at the event 28 days before the event takes place. The licence holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.*

Condition 21 states - *The licence 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.*

The email also reminded him of other requirements under the conditions and that deadlines were approaching, in an attempt to ensure he complied.



Good Afternoon Tom,

Following on from the emails below, I am emailing to ask how you are getting on with completing the EMP and sending it to us? We are now just 24 days before your event is due to take place and have not yet seen an EMP covering all the contents required by your licence conditions.

Also two of your licence conditions, 20 and 21, copied below require you to provide information to police 28 days before the event. Please provide this information ASAP as we are already within 28 days.

20. 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.
21. 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.

Please also note that condition 22 on your licence requires you to supply SIA details 14 days before the event, which would mean this needs to be supplied by Friday 12th May - next week.

22. The license holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event 14 days before the event takes place.

Other conditions you need to bear in mind are the two set by fire (27 and 28) with regards to the structural integrity of the structures on site and the fire resistance of the straw bales.

27. The Licence holder will be responsible for producing a policy for the inspection of the structures built on his site. This will include a maintenance and inspection programme with his methodology of testing. The Licenceholder will consult with relevant persons with expertise e.g. a suitable Building Control body, or other similar organisation to agree the structural integrity of the bales. This will be presented to the relevant authorities not less than three weeks prior to an event.
28. The fire resistance of the bales of straw used on site for construction or otherwise, together with all materials that form any part of a means of escape will be certified by a suitably qualified person to satisfy this authority of their fire resistance. We require this evidence to be presented for confirmation at least two weeks prior to any event held on site.

With regards to the structural integrity the information will need to be supplied by Friday 5th May (this week) and for the fire resistance of the straw bales by Friday 12th May (next week) to comply with the conditions on your licence.

I look forward to hearing from you,

Many thanks,

PS

- Email from Tom Wilkes on 3/5/2017 sending the details of 15 crew members, 36 artists, 5 food vendors, company names for PA team, sanitation, security, lighting towers, power and stretch structures. It is not made clear who if any are volunteers as required by condition 21.
- Email from Tom Wilkes 5/5/2017 in relation to the EMP being completed by Andy Fraser



I have cc'd in [redacted] who will sending the EMP direct today. [redacted] has been putting the EMP together with input and information from myself since our meeting back in the winter. He has a wealth of experience and expertise and produced many EMP's for small and much larger events. I discussed with Andy yesterday on the phone that you required the EMP Friday and was assured will be completed, also answering your queries from before. The EMP will also be updated and tweaked right upto the event date.

We were busy testing the structural forces on bales yesterday and I see [redacted] sent yourselves an email earlier today explaining initial findings with a full report next week. It has been a little tricky pulling the correct equipment together at the same time, the testing however I believe has proved some good results.

Kind regards,

Wilkestock Charity Music Festival

- Updated EMP received from Tom Wilkes on 9/5/2017, 17 days before the start of the event.

Condition 3 states – *An event management plan shall be submitted to the responsible authorities no less than 3 months prior to the start of each of the 3 events. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The latest EMP must be supplied to all responsible authorities 21 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.*

The EMP supplied on 9/5/2017 was only the second version of the EMP, updated only as a result of all the errors highlighted by Police on 11/4/2017. The final version of the EMP should have been submitted to Police no less than 21 days prior to the start of the event. As it was by this point only 17 days until the event, condition 3 was also breached.

Back of Beyond 2018 - event held on 7th July 2018

Report compiled by PS

I attended the Back of Beyond event held on the 7th July 2018. Initially I attended at approximately 1545 hours and completed a walk through the event site itself and speak with members of staff on site. I noted the following points

–

Amnesty bins not marked as such at the entrance to the site. The staff selling tickets on the door informed me that they were not asking for proof of age at this point which I thought was strange. I was told that security at the site entrance were checking ID and the bar staff were operating challenge 21. I had concerns that there were traffic issues, with cars coming into conflict with each other due to the road being two way at the site entrance and down to the A602. The road is very narrow making passing impossible. There were no staff monitoring the road where pedestrians cross between the car park and the event site.

I returned to the site a few hours later in company with PS . We were present from around 2000 hours. Dale Mabutt the head of security at the event informed me that lots of drugs had been found and people were being ejected, one had been frothing at the mouth and was clearly under the influence of drugs. On asking whether this person had been taken to the medics tent to be seen by them in relation to his welfare, the response was that the medics have a radio so it's up to them to listen. This issue was addressed with the medics and with and they were told that peoples medical welfare must be checked before ejecting them off the site.

One of the security staff stated to us that he thought that people they were ejecting were being let back in by the event management team. There was no proof of this. Also he was aware of a rumour that a female member of bar staff had been found in possession of drugs but was allowed to continue to work again there was no proof of this.

At 2200 hours we attended a meeting at the ELT. During this meeting we raised concerns about the safety of people on the road at the end of the event and onward travel. No plans in place to manage people who leave on foot down unlit roads. It was explained that taxi firms were aware. We were aware that the safety officer had changed the day before the event which was a concern. The medical team reported they had seen 6 people with drug related issues, some have disclosed they have taken ecstasy. A few minor injuries – falls. One member of security had been taken to A&E with heat stroke. Ejections were not being recorded, advised that this must be done.

At around 2315 hours myself and PS left the site in a vehicle, on driving back to the site up Frogmore Hill just before midnight we witnessed people in the road walking away from the site. The lane is very dark and narrow so seeing people and passing them is unsafe. Some of the people we saw were waiting at the junction of Frogmore Hill and the road to the site entrance, we spoke to them and they stated they were waiting for a taxi.

Once back at the event we went to the site entrance / exit, where customers leave the festival area itself, crossing the road to the car park area. I have circled this area red in the photo below.



The below is a google image from within the area circled red in the photo above. Looking towards Frogmore Hill.



The below is a google image showing Frogmore Hill, junction with the road to the festival entrance. Frogmore Hill is to the right and the festival entrance to the left. These photos show how narrow these lanes are.



There were lots of people at this location (area circled red in first photo), most of the people were stood in the road and wandering around all over the place. It became clear to us that people were struggling to get taxi's. They were calling for taxi's but were facing long waiting times. There were cars trying to go both ways along this road. This was causing issues as there was no space and there were people every where and no management of them at all. People were walking straight out of the festival entrance area onto the road without really even realising it was a road. I requested _____ to come to the entrance where I spoke to her about put barriers up across the entrance area to stop people walking out with no control. They could then be more easily managed by staff.

We also had barriers placed on the other side of the road at the entrance to the car park to keep people away from the cars that were turning into the car park. Although there was light in the immediate area at the festival site entrance, junction with the road, there were no further lights in the car park, it was very dark as soon as you walked away from the road outside the festival site entrance in any direction, including into the car park. I stumbled across some fire extinguishers in the grass in the car park area which could not be seen due to the lack of lighting.

For nearly 2 hours myself and PS _____ remained at this location trying to manage the dispersal of people who were constantly leaving the festival site, piling through onto the road and into the car park. People were sat around on the grass waiting for taxi's or lifts, stood around talking in groups, generally wandering around trying to work out how they would get home, while others started walking away from the location on the narrow lanes. People were frustrated as taxi's seemed reluctant to come to the site and they did not know how they would get home. We requested additional officer to come and assist us with managing the dispersal of the people as we felt it was unsafe. It took a while for any officers to be available to assist us. At 0145 hours 5 officers arrived to assist. At 0200 hours officers took a male to A&E due to him having what was believed to be a bad reaction to MDMA.

By 0215 hours the numbers of people had lessened although there were still people waiting to get home. We left the staff at the festival to manage the remaining people, leaving at around 0230 hours.

Below are a copy of the notes used during a meeting held on the 17/10/2018 with Tom Wilkes and following Back of Beyond event 2018. Detailing all the areas of concern that I discussed with them during the meeting.

Meeting 17/10/18

Police Feedback

Back of Beyond 2018

1. Amnesty bins not clear marked
2. No ID checks at entrance – person on desk said he thought ID was checked when they brought tokens:
3. Last minute designation of Health and Safety Officer
4. Two way traffic not working
5. Inadequate signage
6. Dale not wearing high vis
7. People walking home in dark
8. 90 camped the rest left that night (2600 people in total)
9. Too dark in pickup area
10. People congregating in road way
11. No staff manning crossing
12. Not enough taxi's - people complaining
13. Cars not parked appropriately in car park – too close to exit
14. Lighting not sufficient in car park
15. Not enough stewards in car park
16. Seized drugs not bagged or recorded / some being put in amnesty bin by staff
17. Medical concerns for those ejected - not taken to medics. All those ejected who are injured or under influence should be referred to medics first
18. No record of ejections
19. Were incident reports completed?
20. Concern that those ejected were being let back in
21. Rumour re member of bar staff being found with drugs
22. Fire extinguishers in foot way in car park in dark
23. Police had to call resources to assist

Medical reports - medical company asked for feedback never came back to me

1. Working until 2am only, (winding down from midnight some staff left at 12)
2. 6 drug related presentations – Rolis Royce ecstasy
3. Spiking – then thought to be heat stroke
4. SIA taken to A&E with heat stroke
5. Medics stated the UV tent was open at 5pm (they had told them to shut it due to heat)
6. Police took a male to A&E at 0200hrs – due to MDMA reaction

For 2019 –
1500 camping
1000 day tickets

5th & 6th July 2019

List of drugs / unknown substances seized by SIA or placed in amnesty bins.

Drugs - Back of beyond .

From SIA safe -

1 beig white powder

9 x orange pills in bag

1 rock uk substance

2 x paper wraps of white substance .

39 x cannisters .

From amnesty bin .

Rock

2 x bags of white powder

Bag orange substances .

5 x cannisters .

1 x empty bag

It was agreed that a separate meeting needed to take place to discuss the traffic management for the events held at the location. This meeting needed to include Police Traffic Management Officer and from Highways Herts County Council. This meeting was held on the 28/11/2018. Myself and were also present. The traffic issues were discussed and solutions were looked at in relation to getting a TTRO that would legally mean traffic could be made to go one way only on certain roads. The cost implication associated with applying for a TTRO and employing a Traffic Management Company to implement the TM plan seemed of great concern to Tom Wilkes. It was explained that reduced rates are applied to charity events. It was fully explained to Tom Wilkes that to legally place any signs on the Highway they had to be agreed through a TM plan and any restrictions such as making a road one way needed to be authorised by a TTRO. Tom Wilkes had not used such a process before and had been placing his own signs on the Highway for events as he saw fit. It is not legal to do this.

Email detailing concerns following Police attending the Wilkestock site during the event in 2018 –

From:

Sent: 29 August 2019 08:33

To

Subject: RE: Wilkestock [OFFICIAL]

Many thank:

I've spoken with an SNT officer that covered the event last year and he said that Walkern Road was dangerous due to it being an unrestricted road with absolutely no street lighting.

When the fire extinguisher was discharged in the tent last year – and the ensuing panic that this caused from a potential CT perspective – emergency vehicles attending the scene were faced with people walking at them in pitch blackness.

I am told that there were no sectioned off pathways and that there was no additional lighting along Walkern Road to cope with people that had walked from Stevenage or Watton at Stone train stations/areas. I know that we can't expect miles of Heras fencing – but I think that we should review this in light of what we know about taxi drop offs and what we might do about road additional road signage, appropriate communications and accredited security personnel.

I am also told that the TMP for taxi drop off was not adhered to – and that taxis were simply dropping off from as far afield as the Three Horseshoes at Hooks Cross and the A602 Watton at Stone bypass roundabout because they did not want to get stuck in the site.

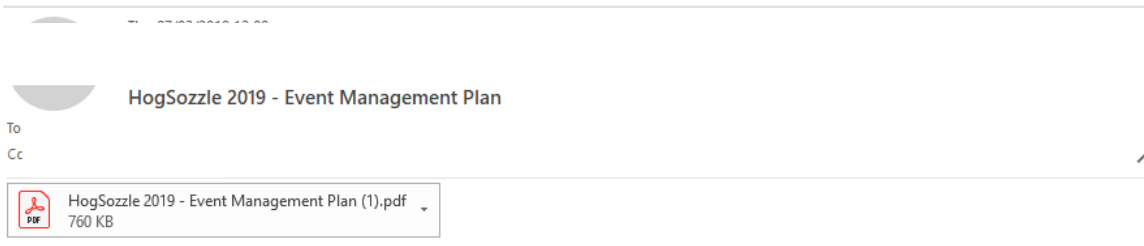
Can the above please be considered in light of the last minute security changes – and what we now know about crowd numbers anticipated by the Slave set.

Many thanks,

2019 HogSozzle Held 24th-26th May 2019

CONDITIONS BREACHED in 2019 - Relevant Premise Licence ref – 18/2254/PLV

1. **Condition number 3 on licence** – An event management plan shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The latest EMP must be supplied to all responsible authorities 21 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
 2. **Condition number 6 on licence** – The EMP shall contain Appendices detailing fully the following areas (areas are then listed).
 3. **Condition number 22 on licence** - The licence holder will notify Hertfordshire Constabulary of all SIA registered staff employed at event 28 days before the event takes place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff.
 4. **Condition number 31 on licence** – An external Traffic Management Plan must be submitted no later than 3 months prior to the event and to be completed to the satisfaction of Hertfordshire Highways and Hertfordshire Constabulary.
 5. **Condition number 20 on licence** – The premise licence holder will notify Hertfordshire Constabulary of all artists performing at the event 28 days before the event takes place. The licence holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
 6. **Condition number 21 on licence** - The licence 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.
- **Condition 3 states** – *An event management plan shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The latest EMP must be supplied to all responsible authorities 21 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.*
HogSozzle EMP received 7/3/19 - Event planned to start on 24/5/19. EMP was due by 24/2/19. It was not received by this date resulting in condition 3 being breached.



Hi

Hope you're having a wonderful week!

I am so sorry - Tom and I just realised we hadn't sent you our first draft of HogSozzle's EMP! This a complete oversight on our part, and we do apologise.

Please see the attached first draft of this year's HogSozzle ESMP. There is a few details missing in terms of specifics on contractors, and some details still to be confirmed in terms of the final site maps, build/break schedules and manager roles/responsibilities.

If you have any queries please feel free to get in touch.

Apologies again for the lateness.

Kind regards,

- Email from 29/4/19 with an updated EMP for HogSozzle (2nd version)
- Email from 15/5/19 with an updated EMP for HogSozzle (3rd version)

- **CONDITION BREACH 2 –**

Condition 6 states – *The EMP shall contain Appendices detailing fully the following areas*

(a number of areas are then listed) Areas not covered or only partly covered within the EMP's submitted were as follows.

- a) 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 and access / egress routes for emergency services. All areas of the event mentioned in the EMP must be detailed on the map.
- b) Event risk assessment covering all areas of risk and management of risks to ensure the health and safety of all those on site
- c) 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
- g) 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.
- h) Noise management plan - in line with conditions set by Environmental Health
- j) 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.

- k) 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 of people within the site, bar security, camping / tent security, car parking security and security incident log
- l) 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.
- m) 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).
- p) 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.
- q) A 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
- r) A communication strategy covering local community engagement, transport options, complaints, arrival and dispersal from site
- s) Full details of CCTV provisions and management including map detailing camera locations. All recordings to be stored for a minimum of 21 days. Footage to be supplied to police on request and without delay.

- Attached to an email from Tom Wilkes on the 22/5/2019 (just 2 days before the start of the event) was a number of documents (see below) that should have formed part of the EMP – which is required to be submitted 3 months prior to the start of the event. A full risk assessment covering all of the event was never supplied. (Risks around fire and risks to SIA staff working at the event were covered within other documents). The missing information was not updated prior to the start of the Hogsozzle event.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
Briefing and Debriefing Formv2 (1) QC164	Microsoft Word Document	83 KB	No	112 KB	26%	22/05/2019 16:05
Ejection and Walk Out Log QC184 Version 2 December 2018	Adobe Acrobat Document	280 KB	No	304 KB	9%	22/05/2019 16:05
Event Officer JD V2 QC028	Microsoft Word Document	73 KB	No	101 KB	29%	22/05/2019 16:05
Event Supervisor v1 QC027	Microsoft Word Document	73 KB	No	101 KB	29%	22/05/2019 16:05
HogSozzle 2019 - Event Management Plan	Adobe Acrobat Document	4,425 KB	No	4,688 KB	6%	22/05/2019 16:05
HogSozzle 2019 Risk Assessment	Adobe Acrobat Document	393 KB	No	440 KB	11%	22/05/2019 16:05
Incident Log	JPG File	700 KB	No	789 KB	12%	22/05/2019 16:05
Lost Property Form QC189 Version 2 December 2018	Adobe Acrobat Document	159 KB	No	174 KB	9%	22/05/2019 16:05
Time Sheet	JPG File	682 KB	No	759 KB	11%	22/05/2019 16:05

Summary of documents within the folder as shown above –

1. Briefing and debriefing form - blank version supplied by Firstline Security
2. Ejection and walk out log - blank version supplied by Firstline Security
3. Event Officer job description - supplied by Firstline Security – generic
4. Event Supervisor job description - supplied by Firstline Security – generic
5. HogSozzle 2019 EMP - old version dated 22.4.19
6. HogSozzle 2019 Risk Assessment – completed by Firstline Security on 1/5/19 specifically in relation to the work by the SIA and not in relation to the Event as a whole.
7. Incident log - blank version supplied by Firstline Security
8. Lost property form - blank version supplied by Firstline Security
9. Time sheet – blank version supplied by Firstline Security

- **Condition 22 states** - *The licence holder will notify Hertfordshire Constabulary of all SIA registered staff employed at event 28 days before the event takes place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff.*

Email sent to Tom Wilkes 22/5/19 requesting Security / SIA deployment for the event as this had not been received and current ticket sales. Due to not supplying the SIA information 28 days prior to the event the above condition was breached.

Email received back from Tom Wilkes 22/5/19 stating numbers expected to be around 1200 but no exact sales figures given. He indicated in this email that the SIA information requested was attached. The attachments to the email are listed above on page 3. The details of the SIA staff were not within the documents supplied. At no point was the information supplied as to the exact numbers of SIA being employed for the event or how they would be deployed as requested and as required by the conditions on the Premise Licence.

On Wednesday, 22 May 2019 08:49:11 BST

wrote:

The lady's name is
obviously thinks she's a secured vendor for your event

You may want to contact her direct – she

May I have details of your Security/SIA deployment for the event and current ticket sales.

Kind regards,

On Wednesday, 22 May 2019 14:43:34 BST,

wrote:

H

Apologies on the delay I was awaiting this to come from security (firstline)

Please find attached.

Tickets are very similar to last year and expected to be at around 1200 come Friday. Any major variation I will let you know.

Kind regards,

Wilkestock Charity Music Festival

We have made it to the final 3 of the Live Music Awards 2018!

2018's full festival video [here!](#)

- **Condition 31 states** – *An external traffic management plan must be submitted no later than 3 months prior to the event and to be completed to the satisfaction of Hertfordshire Highways and Hertfordshire Constabulary.*

The below Traffic Management Plan was contained within the HogSozzle EMP sent 7/3/19 which should have been sent by the 24/2/2017 in order to meet the 3 month requirement. In addition the information supplied is not deemed to be a sufficient traffic management plan. This plan is in fact an exact copy of the traffic management plan submitted in 2017. Tom Wilkes was advised in December 2018 during a meeting with [redacted] (Traffic Management Police), [redacted] (Police Licensing), Sgt [redacted] (Police) and [redacted] (Highways) of detailed requirements required for this site as the 2017 traffic management plan was not acceptable.

B. Traffic management plan

The HogSozzle Site has not seen traffic problems in previous years, therefore we do not anticipate any traffic issues throughout the event. The entrance exit routes have been tried and tested in previous years:

Plan 1

If needed Festival Staff will overcome any issues that may arise, staff will be equipped with 2-way radios and have constant communication with security and event Manager:

- Access from Aston onto Frogmore Hill will be restricted by signage to residential and common traffic only
- Any Festival traffic wanting to use this route will be directed either to the A602 or Walkern Road for alternative access points
- Attendees on foot wanting to use the route above will be encouraged to take a taxi
- Attendees on foot using the route above will be closely monitored by security to the venue
- Access from the A602 onto Frogmore Hill will be discouraged through adequate signage
- Access from the Walkern road in either direction onto Frogmore Hill will be clearly signposted
- Access away from the venue will be directed onto the Walkern Road in direction either to Walkern or to the A602
- Sufficient signs directing attendees to the site will be placed in the surrounding area, these will be placed on the Walkern Road, A602, Watton-at-stone, Aston and on the edge of Stevenage.
- Sufficient signs will also be placed warning drivers of hazards#
- Staff of the festival will not direct traffic but may offer direction
- The carpark has space for upto 700 cars with a further overflow for another 700 cars
- Maps and direction to the site will be readily available to tickets holders prior to the event

Public Transport

- There are 3 very well linked train stations in the surrounding area
- 2 local taxi firms have been contacted and look to provide a discounted service to Festival attendees, thus reducing the urge to walk to the venue and also reducing potential traffic
- Taxi firms will be notified about the event
- Taxi firms will be informed where the Site is and the best routes in and out of the festival area
- Lift sharing will be greatly emphasized on the website and when purchasing a ticket
- The information above will all be issued when purchasing a ticket online [90% of sales]
- There are no plans for road closures, temporary traffic lights or the use of traffic cones

- 21/3/2019 - Email to [redacted] pointing out concerns in relation to the TM plan

On 21 March 2019 at 15:51:44 -00:00,

wrote:

Dear

With regards to our telephone conversation, please find attached guidance from guy with regards to the TMP:

All temp' TM, signs etc, need to be detailed on a plan as HCC consent is required before TM may be lawfully placed on the public highway.

A map illustrating which specific signs will be placed at which specific locations will aid this process and allow HCC to either consent or reject the proposal & for example ensure the event TM does not clash with any other event or works in the vicinity.

Kind regards,

Licensing Officer

- 3/4/19 – Email sent to [redacted] chasing TM plan and updated EMP

Wed 03/04/2019 11:44

RE: Hogsozzle [OFFICIAL]

To 'Brittany Melly'

Hi

I saw your message with regards to Back and Beyond EMP which is fine. Can you confirm status of Hogsozzel EMP, in particular, TMP for the event?

Thanks,

Sarb

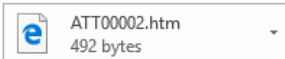
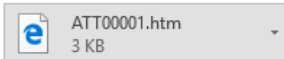
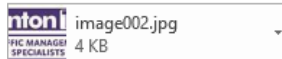
- Email from [redacted] 24/4/19 with TM plan attached for HogSozzle.

Wed 24/04/2019 11:23

HogSozzle TM plan

To MINICHELLO, Sarb 8800

Cc Tom Wilkes



H

Apologies for the delay on this one.

Please see attached TM plan for HogSozzle. Any queries please let us know.

Kind regards,

- Email from [REDACTED] on 24/5/2019 (the day the event started) to [REDACTED] (Police Licensing Officer) stating Herts County Council had not received a TM plan for this event. Therefore HCC had not agreed the TM Plan so no signs could legally be placed on the highway. Also no TTRO had been applied for to cover the HogSozzle event, meaning that legally Frogmore Road could not be made one way only. Email not seen by [REDACTED] until after the event at which point an email was sent to Tom Wilkes highlighting this issue.

From
Sent: 26 May 2019 10:05
To: '[\[REDACTED\]](#)'
Subject: FW: HogSozzle 2019 - Event Management Plan [OFFICIAL]

Please see below.

We need to have a discussion about the missing information from your EMP and its delivery to relevant authorities. I'll catch up with you next week.

Thanks,

From
Sent: 24 May 2019 15:06
To: '[\[REDACTED\]](#)'
Subject: FW: HogSozzle 2019 - Event Management Plan [OFFICIAL]

Hi
I've just received a call from [\[REDACTED\]](#) at HCC who confirms he's not seen any TM plan for this event. Therefore no signs or temp' TM should be placed on the public highway.
Regards

Attachment FYI,
Best regards

- **Condition 20 states** – The premise licence holder will notify Hertfordshire Constabulary of all artists performing at the event 28 days before the event takes place. The licence holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
Condition 21 states - The licence 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.
The information detailed in the above conditions was never supplied to Police.

2019 Back of Beyond - Held on 6th and 7th July 2019

CONDITIONS BREACHED in 2019 - Relevant Premise Licence ref – 18/2254/PLV

1. **Condition number 6 on licence** – The EMP shall contain Appendices detailing fully the following areas (areas are then listed).
2. **Condition number 8d on licence** – Day ticket shall not exceed 1,750 for any day

- EMP V1 supplied by email on 5/4/2019 but it appears from the email that this was sent only to [redacted]. It is therefore unclear if other responsible authorities were sent the EMP by this date which is 3 months prior to the event. The best way to ensure all responsible authorities are notified is to complete the SAG notification form online. The SAG notification for Back of Beyond was not submitted until the 25th June 2019 after various reminders and following a SAG meeting on the 19th June 2019 that had been arranged separately. Ideally the SAG notification should be used as the way of informing all responsible authorities of the event and supplying them with the EMP, 3 months prior to the event start date.
- As a result of the SAG meeting held on the 19/6/19 a number of areas were identified as requiring further work. They are detailed in the email below sent by [redacted] following the meeting to Tom Wilkes and others. The areas listed are areas that should have been included in the EMP and submitted 3 months before. As this information was missing condition 6 on the licence is being breached.

From:

Sent: 19 June 2019 16:37

To:

Cc:

Subject: Back and Beyond SAG Meeting 19/6/19

Hi

As discussed at today's SAG meeting, please find below details of outstanding information required for the EMP. I am concerned there is quite a lot to be done, so please contact me if you need any assistance.

EMP to be completed by 1st July 2019 (latest)

1. **Detailed Security and Deployment Plan (missing)**
 - a. Stop and search procedure
 - b. Weapon policy (patting down/knife wands/notify Police if weapons found)
 - c. Profiling demographic
 - d. Documented briefings (possible police presence)
 - e. Physical crime procedure
 - f. CCTV/body cameras
 - g. Sexual offences procedures (refer to festival safe website)
 - h. Collection of destruction of items (drugs/weapons)

- i. Detailed number/names of SIA staff and stewards
- j. Statement of intent to be provided by Sgt Edwards

2. Detailed Noise Management Plan (missing)

- a. Site visit with Clare Smedley from Environmental Health

3. Maps

- a. Road traffic signs
- b. Water points
- c. Evacuation points
- d. Watch towers and CCTV cameras

4. Merchandise/Food

- a. Full list of vendors

5. First Aid

- a. First aid provider to follow East England Medical Provision Guide

6. Traffic Management Plan

- a. Arrangements to tow stranded vehicles
- b. Clean mud on/from public highway

7. Emergency accommodation

- a. Field/tents availability
- b. Provision of extra tents

*Licensing Officer
East Herts Community Safety Unit*

From:

Sent: 20 June 2019 09:22

To: '

Cc:

Subject: RE: Back and Beyond SAG Meeting 19/6/19

With regards to the Traffic Management Plan you also mentioned the use of a shuttle bus. Grateful if you could include detailed logistics for the EMP.

Thank you,

- The majority of the points raised in the above email were addressed by the 28th June 2019 with the others resolved soon after. requested to ensure the EMP was fully updated and recirculated.
- I was aware that PC had been on site during the 2019 event. Following the event he sent a short email to as below stating all was good –

From:
Sent: 09 July 2019 14:29
To
Subject: RE: Back and Beyond Festival

I worked in the festivals control Friday and Saturday and from my point of view no major issues at all.

Impressed with the security firm and both and were on hand if I needed questions answering.

Issues over taxi prices in the evenings but from my side I didn't want or need to get involved.

- As there was little detail within this email I asked Dean Perrett for any further information. He sent me the below email.

From:
Sent: 05 January 2021 14:52
To:
Subject: Back and Beyond

Sgt

Report / ELT log from
Pc
Events Planning Team
Hertfordshire Constabulary

Date of the event 5-7-19 – 7-7-19 (early hours)

As part of my role in the events planning team we attend festivals and carry out duties such as ELT'S this is overseeing the event from a Police perspective and being on site although not in the actual arena of the event.

On Friday 5th July 2019 I started at the festival at 1800hrs.

After been shown around the site and arena I was set-up in the control room with Frontline security and started the ELT Log.

My role is to monitor the radio and update our log and control of any issues occurring also liaising with Security and Event organisers.

Number updates on and off site are recorded in the log.

There were 2 ejections for 2 females who where intoxicated but once outside refused to leave for the security and tried on numerous occasions to re enter the arena.

Car park was flowing well and well marshalled by event and security staff. Only issue was around Taxis turning up late or trying to increase their prices.

Later in the evening a report of 6 males trying to enter the site without wrist bands dealt with by security.

Log closed at 0100 hrs.

Saturday 6th July 2019 I started at the festival at 1800hrs

As soon as I started I was made aware by security that 2 females had been refused entry for being intoxicated, both females were spoken to by myself and they were very intoxicated one was seen by paramedics, they were both very sorry for there reactions but were not happy with something said by a security guard isr was updated. The 2 females again tried to get through a fence to gain entry but again were removed to the car park where eventually the left the site.

No further issues during the day security made a few stops and carried out cursery searches for drugs.

Less issues with the taxi's on the 2nd day.

Car park again worked well and had significant lighting.

Isr and ELT Log was closed at 0145hrs.

My observations....

My view of the security firm Firstline security – Very good and very professional

My view of the Event organisers – Good event plenty of information given to me on site always someone on hand to answer any questions/issues I had.

My issues ... Not many to raise. I was aware that local residents had made some complaints regarding cars and members of the public walking in the middle of unlit roads heading to the village and towards the Hall that leads to the A602 towards Stevenage, also the amount of rubbish found discarded in hedges and along the roads.

Regards

- 29/7/19 Email to SAG members from [redacted] – Environmental Health Technical Officer – with 3 reports from residents attached (Names removed). See following reports from residents.

From
Sent: 29 July 2019 13:27
To:
Subject: FAO The East Herts Safety Advisory Group

Hi [redacted],

As discussed, please can this email with the attachments be forwarded to each of the responsible authorities for their information. This is regarding concerns raised following the Back of Beyond Festival at the address below.

Back of Beyond Festival
Frogmore Hill
Hertford
SG14 3RR

Many thanks

Technical Officer
Environmental Health Service

Direct Dial

East Herts Council

Complainant 1

Further to our telephone conversation this morning I am writing to formally object to the Music Festivals/events held at Waterbridge, Frogmore Hill, Watton at Stone. There was an event this weekend - Back to Beyond. These festivals be they Wilkestock or Back to Beyond are too frequent. Originally there was just one festival annually- Wilkestock. This has increased. The owners of Waterbridge are obviously renting their fields out to other festival companies and now our peace is disturbed in May, July and August/September.

Thumping rhythms vibrate across the fields both all day and in the evening until midnight causing us to be banished inside our house with the windows closed. We cannot enjoy our garden or sit outside without disturbance from the noise. We cannot go to sleep with the windows open.

Also the Lane/road leading to the festival is also left littered with evidence of drug use (dozens of nitrous oxide canisters), broken glass bottles, beer cans, Fosters cardboard packaging, plastic bottles and labelled Back to Beyond beakers. We collected loads of the above when walking our dog on Sunday morning.

Complainant 2

Dear

Ref: Festivals Held at Waterbridge (Including Back Of Beyond etc)

Further to our recent telephone conversation I am writing to you regarding the concerns I have with the increased number of festivals being held near our house:

My concerns are:

The roads running from the outskirts of Watton at Stone to the festival fields are unlit (or poorly lit) with large stretches that have no curb or footpath. This is forcing the festival attendees on foot to walk in the middle of the roads. The roads are also quite winding with poor visibility for the drivers at the curves or inclines. I am concerned that there will be an increased risk of accidents relating to the increased numbers of pedestrians walking in the roads due to the festivals. Especially if these pedestrians have chosen to walk because they are either drinking alcohol or high.

The festival goers who are walking to the event or driving along the Walkern Road appear to be disposing of rubbish including glass bottles, beer cans, crisp packets, plastic water bottles and in some cases drug paraphernalia in the bushes lining these roads. My garden backs on to the Walkern Road and I have a daughter and a dog. I am concerned that festival attendees may throw their litter over my fence into my garden as well as along the roadside all the way along the Walkern Road from Watton to the festival fields.

Since the end of the last festival I have been out several times with a black bin liner and gloves and collected as much litter as I can from the roads around my house.

I am presuming that festival attendees are searched going into the festival fields and I can imagine that the attendees are drinking their alcohol and using any drugs before they enter the festival so they are not caught with it in their possession. This maybe why they are disposing of glass bottles and drug paraphernalia in the roads leading to the event.

The noise from the festivals held in the warmer months are becoming increasingly annoying. This is because I have my windows and patio doors open when it is warm and can hear the music constantly.

Originally when we moved in we spoke to local people and they gave us the impression that there was a music event held once a year and this was a charitable event in memory of a family member who had sadly passed.

We respectfully decided not to complain and we still feel that we are happy to turn a blind eye and ear to a charitable event raising money and awareness for a good cause.

However, we have since learnt that this is not always the case. That some events are now being held for profitable reasons.

I object strongly to this getting out of hand and can foresee that someone will get injured on the roads or a child or animal being hurt by the discarded broken glass or worse by coming into contact with the discarded items relating to drug use.

I think at the very least there should be restrictions placed on how the festival goers get to the event - which roads they use. These roads should be periodically patrolled by festival employees to check that all is well and also these roadsides should be THOROUGHLY cleaned at the expense of the festival and not left to the local residents to do it.

I would be grateful if you could let me have as much information as possible going forward with regard to future events being held.

Complainant 3

Dear

I understand I may write to you regarding the recent event at Waterbridge the 'Back of Beyond' festival.

We are one of the prime 'recipients' of all aspects of this (and all the other) festival's disruptions.

The most recent festival resulted in a most miserable weekend for a number of reasons :

Traffic - I understand Frogmore Hill was closed which meant a very great deal of the traffic entering and leaving the site travelled down the Walkern Road. It was ridiculously busy, and so dangerous, as the road is simply not fit for this volume of traffic. We are particularly aware of this as there is a 'pinch point' directly outside our house. It was plainly dangerous for attendees making their way on foot as there are no pavements and site lines are often very poor (I will not walk my dog up or down the road even on a normal day for these reasons). Also, sign-posting must have been inadequate as a good number of vehicles cut through the single track, private drive of Frogmore Hall from the A602 to the Walkern Road and so past the front of our house.

Rubbish - festival goers left a variety of rubbish along the road : glass bottles, cans, crisp packets, sandwich boxes, plastic bottles but most disturbingly, drug paraphernalia including helium canisters and the balloons used to inhale this (we saw a number of revelers inhaling as they passed our house). I am particularly concerned about broken glass and of course if wildlife (or my dog) got hold of these latter items, it could be fatal.

Noise - particularly when the wind comes from the North West, I find it very difficult to believe noise levels were within proscribed limits at all times (I presume they are monitored during the event?). As crude as my noise meter may be it registered levels over 100dcb at times during Saturday afternoon. Overall, the continuous beat throughout the weekend and early into the mornings is extremely disturbing and tiring.

My daughter whose bedroom is adjacent to the road was kept awake by walkers leaving the event making a very great deal of noise from 2am to 3:30am approximately on Sunday morning (despite her being deaf in one ear!)

I am writing now because, as I have said, this last festival weekend was utterly miserable for us. But this is not to say I am happy about any of the festivals taking place on a site which I regard as being quite unsuitable for anything but the smallest and most infrequent events.

Your records may show that I wrote to the Safety and Licensing Committee on 11th January 2012, with my objections, when the application for a licence was made which doubled the numbers attending each event ; quadrupled the numbers of attendees annually ; and brought about a six-fold increase in the number of festival nights. Unfortunately, the Licensing Committee chose to ignore my objections and those of very many others at the time by granting these extensions.

Despite my previous objections, no-one has sought my opinions as the 'Back of Beyond' festival has been added to the calendar (incidentally, totally against the personal assurance to me by the licensee that "there will be no additional festivals").

May I suggest that if there were any element of experimentation in granting these licenses, then the experiment has failed and it is time to revoke them.

- 13/8/19 Email from Ricky – promoter for Back of Beyond, stating day ticket sales were 1850/1900 which is in breach of a condition on their licence which states ticket sales for day tickets must not exceed 1750. He stated overall numbers were around 1000 on the Friday and 2500 on the Saturday.

-----Original Message-----

From
Sent: 13 August 2019 12:48
To
Subject: Re: Back Of Beyond [OFFICIAL]

H

I wasn't aware of that, I will sort this with Tom tomorrow after our meeting..

With the day tickets we had around 1850/1900 This was slightly over the recommended amount due to Dj's returning on the second day with their guests, Dj's turning up on the day with more guests than that were on their riders & a few local business/home owners turning up..

Friday we had around 1000 through the door Saturday around 2500

The amount we had through the door and leave in the evening was totally under control and we didn't have any problems with the dispersal..

Thanks

2019 Wilkestock - Held on 30th Aug – 2nd Sept 2019

CONDITIONS BREACHED in 2019 - Relevant Premise Licence ref – 18/2254/PLV

1. **Condition number 3 on licence** – An event management plan shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The latest EMP must be supplied to all responsible authorities 21 days before the event takes place. Following this any changes must be circulated immediately to all responsible authorities.
2. **Condition 2 under Annex 3** – The premises licence holder shall submit a detailed noise management strategy for approval to the licensing authority at least 8 weeks prior to the first day of each event
3. **Condition number 6 on licence** – The EMP shall contain Appendices detailing fully the following areas (areas are then listed).
4. **Condition number 31 on licence** – An external Traffic Management Plan must be submitted no later than 3 months prior to the event and to be completed to the satisfaction of Hertfordshire Highways and Hertfordshire Constabulary.
5. **Condition number 22 on licence** - The licence holder will notify Hertfordshire Constabulary of all SIA registered staff employed at event 28 days before the event takes place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff.
6. **Condition number 20 on licence** – The premise licence holder will notify Hertfordshire Constabulary of all artists performing at the event 28 days before the event takes place. The licence holder will notify Hertfordshire Constabulary immediately of any artists booked in the 28 days leading up to the event.
7. **Condition number 21 on licence** - The licence 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.

- Email chasing EMP, sent 5/8/19, less than a month before the event. No record can be found of the EMP for this event being sent before this date. This is in breach licence condition 3 stating the EMP must be submitted at least 3 months before the event. The EMP was sent in response to this email on 5/8/19.

On 5 Aug 2019, at 12:59 pm,

wrote:

Good afternoon

Further from your e-mail below, I am still awaiting your completed EMP - please may you send this over at your earliest convenience?

Kind regards,

Community Safety Support Officer
Housing and Health Services
East Herts Council
01992
www.eastherts.gov.uk

- An updated EMP was sent later the same day (5/8/19) with the Noise Management Plan added to the EMP. This is in breach of licence condition 2 on Annex 3 that states the noise management plan must be submitted at least 8 weeks before the event.

From:
Sent: 05 August 2019 14:20
To:
Cc:
Subject: WILKESTOCK EMP V2.1

With updated noise plan attached :)

Thanks guys. Any queries let us know.

- Further documents that form part of the EMP were not sent until the 9/8/19, after highlighted that they had not be supplied. This is in breach of condition 6 on the licence requiring certain information to be supplied as part of the EMP when submitted. The documents attached are of excellent quality and have been produced by the Security firm Firstline Security.

 Wilkestock Festival 2019 Risk Assessment.pdf 429 KB	 WILKESTOCK PROHIBITED ITEMS SIGN.pdf 210 KB	 Wilkestock Search Policy V1 2019.pdf 277 KB
 Wilkestock Security Method Statement.pdf 765 KB	 Ask for Angela.jpg 5 MB	

From: Brittany Mell
Sent: 09 August 2019 15:48
To:
Cc:

Subject: Wilkestock 2019 Security Docs [OFFICIAL]

Bloody phone!

Now attached.

- Email sent to 28/8/19 asking her to send the updated EMP out urgently just 2 days before the event.

From:
Sent: 28 August 2019 14:41
To:
Cc:
Subject: Wilkestock [OFFICIAL]

Hi Brittany,

As discussed, please ensure the new completed EMP is circulated to SAG urgently. All SAG members will need to see the new EMP as outlined in the premises licence.

Thank you,

*Licensing Officer
East Herts Community Safety Unit*

- Email to SAG members in relation to the security firm, Firstline Security withdrawing from the event the day before the start date. The reasons are detailed in the email.

On Thursday, 29 August 2019 10:56:05 BST

wrote:

Good morning all,

****Please forward this e-mail to any colleagues or partners who you do not see included in this e-mail who should consult upon the below****

Following some concerns after conducting a risk assessment, Firstline Security Ltd have pulled out of the Wilkestock event which is due to take place from Friday 30th August – Monday 2nd September. Their particular concerns were:

- Total number of SIA staff to manage the event
- Dedicated number of SIA to provide first aid/medical cover (tent)
- No accredited persons directing traffic

Due to this, an updated EMP has now been submitted by the event organisers (attached) which details the new security measures and firm, SRM Security.

It is also worth noting a band called SLAVE will be at the event (a punk rock band playing on the Saturday), whose contract requires dedicated SIA at the pit and one paramedic solely for the band, which should be reflected in the EMP. We are currently awaiting the staffing list from SRM Security and are expecting to receive this today.

Please review the new EMP as soon as possible and raise any concerns directly to Sgt

Many thanks in advance,

Community Safety Support Officer

Housing and Health Services

East Herts Council

0199:

www.eastherts.gov.uk

- Email from [redacted] received 29/8/19 in response.

On Thu, 29 Aug 2019 at 11:34,

wrote:

Hi All

Just to make you all aware Firstline Security did not pull out for H + S concerns and all points raised by Firstline have been off the back of a 'bitter end to our relationship' left very late in the day by themselves to force us to use ourselves. We have since dealt with the situation Firstline have left us in and have all security in place to run another successful wilkestock charity music festival.

Myself after running the event here for over 12 years and also Lee our onsite health and safety manager do not have any concerns regarding security levels or staff employed. Many of these staff have worked the event 2 years ago and we are using trusted supplier. Some of the events included Summer Solstice / Hertford Council events / Luton and Dunstable council events as well as managing road closures for St Neots and Luton council

Its our family home and would not run an event if this was a concern.

We are currently expecting the same numbers onsite as last year, we have increased the SIA numbers anyhow.













Paramedic is onsite

Pit crew will be present during the headline band Saturday.

This is a long standing, well mannered event with no history of incidents, we intent to keep it that way and have all bases covered to run another successful Wilkestock for its 12th year.

Kind regards,

- An email was sent on the 29/8/19 containing a zip file with the following documents. All Firstline Security documents had been removed but had not been replaced with similar documents. The TM plan is supplied within this email but had not been supplied as part of the original EMP submission on the 5/8/19. This is in breach of licence condition 31 which states the Traffic Management Plan must be supplied no later than 3 months prior to the start of the event.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
 Copy of Wilkestock Security Rota 2019 v2	Microsoft Excel Worksheet	22 KB	No	26 KB	15%	29/08/2019 10:08
 Copy of Wilkestock Security Rota 2019 v2 (003)	Microsoft Excel Worksheet	22 KB	No	26 KB	15%	29/08/2019 10:20
 EL Certificate 201920	Adobe Acrobat Document	649 KB	No	678 KB	5%	29/08/2019 10:10
 PL Certificate 201920	Adobe Acrobat Document	634 KB	No	664 KB	5%	29/08/2019 10:11
 Re Updated EMP security	Outlook Item	37 KB	No	105 KB	65%	29/08/2019 10:22
 Wilkestock 2019 ESMP V3 - Event Management Plan	Adobe Acrobat Document	2,084 KB	No	2,199 KB	6%	29/08/2019 10:20
 Wilkestock 2019 - TM Plan v1	Adobe Acrobat Document	478 KB	No	534 KB	11%	29/08/2019 10:18
 Wilkestock 2019 - TM Plan v1 signage	Adobe Acrobat Document	578 KB	No	642 KB	11%	29/08/2019 10:21
 Wilkestock CAD map 2019	Adobe Acrobat Document	1,100 KB	No	1,217 KB	10%	29/08/2019 10:09
 Wilkestock TM Routes	Adobe Acrobat Document	118 KB	No	131 KB	11%	29/08/2019 10:17
 Wilkestock v2.2 map 2019	PNG File	1,150 KB	No	1,198 KB	5%	29/08/2019 10:18
 Wilkestock v2.2 stripped map 2019	PNG File	1,142 KB	No	1,191 KB	5%	29/08/2019 10:19

- The following conditions from the premise licence were also not complied with as the information was not received

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.

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.

The license holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event 28 days before the event takes place. Following this Hertfordshire Constabulary must be notified of any changes to SIA staff.

- In addition conditions on the premise licence require certain appendices to be supplied as part of the EMP. No risk assessment was supplied that covered the event as a whole (Risks around fire and risks to SIA staff working at the event were covered within other documents).

2021 Back of Beyond – to be held on 2nd to 4th July 2021

- Email sent to Tom Wilkes as below on 31/3/2021 detailing a number of areas that are missing from the EMP.

Thank you for sending the Dog and Whistle Weekender Event Management Plan, please see below our initial comments.

We would be grateful if you could provide current tickets sales for each day to include shuttle bus and car park sales.

We note in appendix D it states the security deployment plan and rota will be made available once consultations have taken place. Please advise when you will be having this meeting?

On the site maps provided there is a 'new stage' listed as number 6 on the areas of the event. There is a TBC next to this. Please advise whether this stage is going to be utilised or not as well as Bar E which appears on some of the site maps but not all.

There are two manager structure diagrams in your EMP, one on page 11 and one on page 16, which differ slightly, which is the correct one?

In accordance with section 6 of the Wilkestock Licence conditions, the Event Management Plan is missing/or further information is required for the following:

6(a) Scaled Site Plan

- The plan is not to scale.
- Plan does not indicate the type of structures.
- No blue access route shown.
- No RVP shown.
- No emergency exits shown out of the enclosed event area.
- No pedestrian routes from car parks, in particular car park C.

6(b) Event Risk Assessment

- No Risk Assessment.

6(c) Crowd Management Plan

- It is not site specific and does not indicate capacity of each structure within the site.
- The evacuation procedure does not offer specifics.

6(d) Emergency Protocol and Major Incident Plan

- There is no crime scene management or crime in progress plan.
- Which members of staff are trained to use the water reserves.
- Coded messages, alert levels and procedures are not outlined in the EMP

6(f) Fire Safety Plan and Procedure

- Straw, Marquee mentions 3 exit points but unsure what structures referring to.

6(g) Traffic Management Plan

- The plan supplied appears to be a signage plan as it does not show blue access route.
- Unsure x2 SIA on the front gate location is this referring to? This needs to link into your deployment plan detailing roles and positions.
- The signage plan shows x2 CSAS but it is unclear of their role throughout the event.
- Your plan indicates the use of Gatemen in 3 locations, please advise where they have been allocated from as they do not appear on the deployment plan.
- There is no mention of a pedestrian plan. This needs to be a more detailed plan with regards to safety of those people who wish to walk to and from your event. It is noted in your eviction policy that event goers will have to make their own way home either by taxi, shuttle bus or by walking to the train station.
- The traffic management plan should also cover your plans around taxi services and whether they will be pre-booked. We note the taxi rank is shown on the car park map but there are no details on how this will be managed/staffed and not advised within the deployment plan. Have there been any communications with any taxi firms and what response have you had from them.
- No clear details with regards to operation of the shuttle bus. We note your Shuttle Bus will be located along the main lane outside the event, however there are no details where people will queue, how often it will run and where is the drop off location.
- The plan states all vehicles must go through car park but however the plan you have provided indicates shuttle busses will continue to use the road immediate outside the event rather than go through car park, please advise which is correct.
- It is noted you have two tower lights in Car Park A which only appear to cover half of the car park and there do not appear to be any in car park B or C.

6(j) Medical Provisions

- A more detailed plan is required. There is a reference on page 21 on medical services being provided but it is in contrast to what is written in Appendix L.

6(k) Security Operations and Deployment of Staff

- The deployment plan excel spreadsheet lists the number of SIA with the location, position and hours of work. Can you please provide a diagram to where these locations are on site as it is currently unclear:
 - Front Gate – what gate are you referring to.
 - Resident security where are these located.
 - Outside patrol where will they be positioned.
 - Road tower and road access.

- You mention 6 stewards in the excel sheet, is this the totality of your stewards or do you have further staff, if so, please provide more detail.

6(l) Drugs Policy

- No mention of Psychoactive substances.
- Detail information required on the ejection policy process.
- Any drugs seized should be documented and stored separately rather than in the amnesty bins.

6(m) Weapons Policy

- What is the procedure if weapons are found.

6(o) Bar Management and Alcohol Policy

- No refusal or incident logs mentioned.
- Signage Challenge 25/free water/weight and measures act/drinks price list including abv's)

6(p) Safeguarding policy

- More detailed information required. Welfare Tent mentioned on the plans (connects to condition 12 on the licence).

6 (r) CCTV

- No map detailing camera locations.
- All recordings to be stored for a minimum of 21 days.

Myself and PS are concerned that there is key information missing from the EMP and a number of areas are unclear. After the concerns raised during the hearing in January we had hoped that these issues would be resolved going forwards. We are further concerned by the fact that you have decided to run 3 single day events with large numbers of people all leaving at the same time and no provisions have been mentioned about providing pedestrians with a safe walking route. Due to these concerns a review of the premise licence will be instigated by the Police imminently.

Thanks and kind regards,

Licensing officer