

## Further Police report detailing additional information 2/6/21

Further to the **2019 Back of Beyond** report previously submitted I have the following to add

In addition to conditions 6 and 8d on the licence being breached the following conditions were also breached in relation to the Back of Beyond 2019 event –

- 1. Condition 2 under Annex 3 on the licence** – 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
- 2. 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.
- 3. 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.
- 4. 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.

- Emails between Tom Wilkes and an environmental health officer chasing the noise management plan. The emails are sent between 27.6.2019 and 2.7.2019 (just 3 days prior to the event). The second email explains how the noise management plan is not sufficient. The noise management plan sent in the EMP in June was the same as stated in the email below. This is in breach of condition 2 under annex 3 on the licence which requires a detailed noise management plan to be submitted 8 weeks prior to the event.

From: [REDACTED]  
Sent: 27 June 2019 17:12  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: RE: Frogmore Hill - Back Of Beyond Festival 5/6th July 2019

Hi Tom,

I've still not received the noise management plan, would it be possible to send this over asap?

Can you also confirm what day next week you would be available for a site meeting? My current availability is; Monday afternoon, Tuesday anytime, Wednesday afternoon.

Many Thanks

[REDACTED]  
Senior Environmental Health Officer  
Housing and Health  
East Herts District Council

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**From:** Tom Wilkes [mailto: [REDACTED]]  
**Sent:** 27 June 2019 17:33  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Frogmore Hill - Back Of Beyond Festival 5/6th July 2019

Hi [REDACTED]

Yes tuesday 12 noon works this end or a little after is fine, do let me know a specific time that suits if needed

Brittany will be send the EMP today with the updates

Kr Tom wilkes

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**From:** [REDACTED]  
**Sent:** 01 July 2019 15:37  
**To:** 'Tom Wilkes' [mailto: [REDACTED]]  
**Cc:** [REDACTED]  
**Subject:** RE: Frogmore Hill - Back Of Beyond Festival 5/6th July 2019

Hi Tom,

I still don't have a copy of the noise management plan as promised and given that the meeting is tomorrow can you send this through asap as I need time to read this ahead of the meeting.

Many Thanks

[REDACTED]  
**Senior Environmental Health Officer**  
Housing and Health  
East Herts District Council

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**From:** Tom Wilkes [REDACTED]  
**Sent:** 01 July 2019 16:39  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Frogmore Hill - Back Of Beyond Festival 5/6th July 2019

Hi [REDACTED]

It was in the EMP sent over last week by Brittany. I do not have a separate document I'm afraid.

If you can not locate the EMP I can get Brittany to re send if needed.

Call me if needed [REDACTED] for any issues or tomorrow if you need directions.

Kr. Tom wilkes

From: [REDACTED]  
Sent: 02 July 2019 09:37  
To: 'Tom Wilkes' [REDACTED]  
Cc: [REDACTED]  
Subject: RE: Frogmore Hill - Back Of Beyond Festival 5/6th July 2019

Hi Tom,

The only Event management plan we have received is dated April of this year, I have not received any emails from Brittany. Therefore the only noise management plan I have seen is contained within this event management plan is:

**J. Noise management plan**  
*Premises Licence guidelines*

*'The premises licence holder shall ensure that music noise levels do not exceed 55 dB(A) LEQ over a 15 minute period at the pre-agreed noise monitoring locations before 23:00, or 45dB(A) LEQ over a 15 minute period after 23:00 on Friday, Saturday and Sunday. Noise levels in the past have not been an issue and we are keen to keep it that way by sticking closely to the limits above. The experienced sound technicians have worked the same site and festival before. They realise why the levels are in place. The event manager will have constant radio contact with these.*

**Monitoring**

*This will be constant throughout the event with the noise meter reading being relayed back to the CCTV hut along with a live feed to the site managers mobile device. Random checks will also be carried out by the sound technicians onsite along with the site manager. Weather conditions will also play a large part in this monitoring and will be taken into consideration.*

**Action Plan**

*Site manager has final say on all levels onsite and will take appropriate action to meet our premises licence guidelines. If the levels set are exceeded sound levels will be reduced in the offending stage or alternatively across the site as a whole. A phone number has been distributed to the local residents up to one month before the event. We currently have a good relationship with the local residents and they have a 24hr phone line to call if there seems to be any issue.*

This is insufficient for us in terms of the event, so I would appreciate you bringing with you today and forwarding the new event management plan if it contains more information than the above.

Kind Regards

**Senior Environmental Health Officer**  
Housing and Health  
East Herts District Council

- The information requested within conditions 20, 21 and 22 was not supplied 28 days before the event. The emails below evidence this. The information about the artists was supplied via SAG on 19.6.2019. The other information was supplied via email after the SAG held on 19.6.2019.
- The below emails follow on from the email sent by Sarb Minichiello on 19.6.19 which was detailed on page 28 of the Police appendix A. They show the amount of information being clarified in the 8 days leading up to the start of the event.

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

From: "MINICHIELLO, Sarb 8800" <[REDACTED]>

To: [REDACTED]; "Tom Wilkes" <[REDACTED]>

Cc: [REDACTED]

Sent: 28/06/2019 12:56:06

Subject: Back an Beyond Festival 2019

Dear All,

Thank you for providing the information so promptly, much appreciated.

Just a couple of things from my end:

1. SIA staff, will there be any female SIA staff to conduct searches (can't see any female names on the list)?
2. Detailed Security Deployment Plan, location of SIA and shift pattern.
3. We spoke about separate welfare and first aid tents but no policy details on EMP and not detailed on the map (forget to add to SAG list). I attach a copy of Standon Calling's Welfare Policy for your information.
4. Can you provide the number/timings and drop off location of the shuttle bus.
5. Entry Procedure Policy, is it possible to add a refusal log to be kept of under 18's with false ID?
6. Under the Weapons Policy is it possible to add if anyone tries to enter with a weapon they will be detained and police notified (assist with their intelligence).

Also, at the SAG meeting, Sgt Matthews mentioned an onsite Police Officer from the ELT may be available to work alongside your Security Team. The form is attached is you wish to go ahead with this, I highly recommend it especially in the current climate with this audience profile.

FYI I am out of the office until Wednesday

Kind regards,

From: [REDACTED]

Sent: 28 June 2019 19:19

To: [REDACTED]; Tom Wilkes; [REDACTED]

Cc: [REDACTED]

Subject: Re: Back an Beyond Festival 2019

Hi

Thank you for this. I am just reading through the Statement of Intent now, and have forwarded it onto our Event Safety Officer ([REDACTED], now on Cc) to read too. If we have any queries on this we will be in touch ASAP.

- could you respond to bullet points 1, 2, 5 and 6 please?

- can you please clarify your plans for welfare at BoB as per number 3 below?

4. Shuttles will run approximately every 30 mins (as the run between the site and the station is 12-15 minutes each way). It will do a run to Stevenage, and to Hertford East, and will load depending on the numbers of patrons waiting for those stations.

I couldn't see an attachment for the form for an ELT officer onsite? Could you please resend?

Thanks all,



Tue 02/07/2019 14:18

Re: Back an Beyond Festival 2019

To

Cc

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



BOB ROTA.xlsx  
31 KB

Hi all,

Please see my notes below and the deployment/shift pattern for Security is attached.

1. Will there be any female SIA staff to conduct searches (can't see any female names on the list)?- [REDACTED] and [REDACTED] are both female plus we have now arranged for another two taking it to four in total. (names and licence numbers to follow).
2. Detailed Security Deployment Plan, location of SIA and shift pattern.- Attached.
3. Entry Procedure Policy, is it possible to add a refusal log to be kept of under 18's with false ID?- Our Firstline Ejection and Walk-Out log has a Front Door Refusal section which will be filled out by the controller with details of refusal.
4. Under the Weapons Policy is it possible to add if anyone tries to enter with a weapon they will detained and police notified (assist with their intelligence).- This is already in the search policy.

Kind Regards,


[REDACTED]  
Commercial Manager.  
Firstline Security Ltd.

Thu 04/07/2019 18:32

Re: Back an Beyond Festival 2019 2

To

Cc

 You forwarded this message on 05/07/2019 09:21.



BoB Site map 2019 v2.3.png  
1 MB

Hi all

The shuttle bus times updated as below:

Friday - 10.30pm - 3.30am

Saturday - 10pm - 4am

Our numbers are looking in the region of 1000 on Friday and 2000 on Saturday (a mixture of weekend and day passes - these numbers are the maximum we anticipate being on site at any one time, with up to 250 artists/staff/guests in addition to this.

If you have any queries regarding the shuttle bus or ticket sales, please liaise with

I have also attached an updated site map, as we have had to relocate the showers due to some logistical issues and the security compound has moved further back. The medical tent is now on the map (sorry it was missed before).

Thanks,

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From: MINICHELLO, Sarb 8800

Sent: 05 July 2019 09:15

To:

Tom Wilkes

Cc:

Subject: RE: Back an Beyond Festival 2019

Thanks

Grateful if you could update EMP with new information. I still haven't seen anything on Welfare though?

Thanks,

#### **Further to the Wilestock 2019 report –**

Medical provision stated in EMP V3.1 sent to Police on 29.8.2019 for the Wilkestock event due to start on the 30.8.2019.

## L. Medical provisions plan

This years' event has been assessed as low risk and manageable using trained in-house first aid staff and a paramedic during peak hours.

A minimum of five trained first aid staff will be onsite at all times.

Trained first aiders are present at the main bar, and six security staff have emergency aid training. A paramedic from Pro Medicus will be on site from midday to 4am on Friday and Saturday, and midday to 2am on Sunday.

Where medical assistance is required, staff are instructed to :

- Summon assistance through radio contact making the Event Manager aware
- Assess the casualty
- Put them in the recovery position, if appropriate, and security will alert the paramedic
- Await further instructions from Management / paramedic

This resource will be supported by first aid trained event staff and emergency aid trained security and stewarding staff.

Email sent by [REDACTED] on 29.8.2019 to Police.

From: [REDACTED]  
Sent: 29 August 2019 10:45  
To: [REDACTED]  
Cc: SRM [REDACTED] Tom Wilkes  
Subject: Wilkestock 2019 - medical

Hi

Thank you for your call, it was lovely to speak to you.

Medical provision is as follows:

6 first responders in shift rotation, supplied by SRM security

1 paramedic with cover between 12pm-4am Friday and Saturday, then 12pm to 2am Sunday, supplied by Pro Medicus

Any first aid outside these hours will be covered by first responders, and escalated emergency services if necessary.

We also have welfare provision that will be supplied between event staff, volunteers and security (this is depending on the level of care needed, and will be attended by the relevant male/female staff and will be escalated to medical as necessary).

I have added this to the EMP and re-attached.

Kind regards,

**Email in relation to the Back of Beyond EMP for the 2018 event, comments made by a Herts Fire and Rescue officer on 18/6/2018, 19 days before the event is due to start.**

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**From:** [REDACTED]  
**Sent:** 18 June 2018 16:09  
**To:** [REDACTED]  
**Subject:** RE: Back Of Beyond EMP & Risk Assessment EVENT 7.7.18 [OFFICIAL]

Hi

I have been through there EMP and other documents and have quite a few questions:

There is no mention of capacities for the already built structures (these are on the hogsozzle EMP)

No info on Dance tents, dimensions, capacities, fire safety measures. The plan on Facebook has more info than there EMP plan.

We have no access to the camper van car park.

The car park is a large dry field, the EMP mentions high tower for vision (not on plan), fire point? How are they parked, where is the overflow.

There is no CCTV on the plan.

It mentions an emergency contact mobile phone but no number.

I would like to meet Yvette just to clarify some of the above so that I can help Hertford's station commander write up his tactical response plan as it will be slightly different from Hogsozzle and Wilkestock. This could be done on site or in Hertford as I had a look at the site on Friday afternoon to check out the lane to the rear of the site.

If you want me to contact her directly just let me know.

Cheers

### **2018 HogSozzle Event**

Email from Tom Wilkes on 24/1/2018 advising of event dates and that the EMP will follow

Email from Tom Wilkes on 26/2/2018 with EMP attached

Email to Tom on 6/4/2018 requesting more information



Dear Tom,

Thank you for providing the EMP, I understand it is a long standing event without serious issues. However, we are ensuring all events are more robust and EMP are fully completed prior to the event, so before I forward this document to my Sergeant and Fire & Safety for review is it possible to provide me with the following information:

1. Management Structure – please provide missing contact telephone details
2. Event insurance details
3. Artists running order
4. Medical Cover – who will be providing this service at the event and where will they be situated (not on plan). First Aid posts, locations and medical emergency procedure.
5. Detailed schedule of build and breakdown of the event – timings etc.
6. Temporary Structures – who is your contractor supplying? What type of structure are they, what capacity they hold, who is supplying them and have they been risk assessed/insurance documents?
7. Event/control station, high towers, water points and fire points are not clear on the plan?
8. List of all contractors and volunteers that will be used at the event, what they will be doing, ensuring their own risk assessment/insurance documents are checked/copies taken and included?
9. What is the procedure to ensure entrants are over 18 at the entrance?

Apologies if you have provided this information and I have missed it. I would be grateful if you could provide this information a.s.a.p.

Any questions, please let me know.

***Kindest regards***

Email sent in 2015 in relation to concerns about the pedestrian on the roads

**From:** [REDACTED] **On Behalf Of** NM East  
**Sent:** 10 June 2015 10:57  
**To:** [REDACTED]  
**Cc:** [REDACTED] Safe Events; MCCALLAN, Guy 7392  
**Subject:** Wilkstock Music Event September 2015

Dear Tom,

Thank you for your event application which I received via the East Herts SAG.

I am the Hertfordshire County Council highway's representative who will be reviewing the **Traffic, highways and access** section of your application.

Please clarify the following:

Please provide a copy of your Public Liability Insurance.

I note your maximum number of attendees **to be 1000** and that the car park has space for 700 vehicles. Are you expecting 700 hundred vehicles or do you think this figure will be lower?

You have stated the following in your attached traffic management plan, that attendees on foot will be:

"encouraged to take a taxi". This is OK.

"closely monitored by security". Please clarify which of the two above routes you are referring to in the attached traffic management plan and please elaborate on how security will monitor pedestrians over such a long route.

**Neither Frogmore Hill or the Walkern Road would be suitable as a pedestrian route for any number of attendees especially in hours of darkness.**

HCC are in the planning stage for an event in Hertford and considering access by vehicle only with no pedestrian access permitted due to the lack of a suitable pedestrian route.

I would be happy to discuss this further and take in to consideration your more detailed proposals for this aspect of your application.

Regards

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[REDACTED]  
Network Officer (Operations) - East Herts  
Environment Department - Highways

**Newman Paul**

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**From:** tom wilkes [REDACTED]  
**Sent:** 16 January 2012 16:34  
**To:**  
**Subject:** Wilkestock License

After our meeting today i have re drawn the hours and also added in conditions i will comply with in order to help with the disruption caused to residents.

Sound Hours -

Friday - 1100hrs - 0100hrs

Saturday - 1100hrs - 0300hrs

Sunday - 1100hrs - 2100hrs

These will then comply with the restrictions added and agreed by Nick Eggerton. i want to make clear to the residents that the levels looked at by Nick 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 will be manned by security [provided by AES] to stop any persons/cars entering the housing area that shouldn't be.

'No Access to Festival' Signs will also be placed in Aston [before Astonbury Farm turning] directing any traffic towards the A602 for entrance to the Festival thus reducing traffic from Aston toward the site.

24hr 4x4 security patrol [provided by AES] will also be used around the surrounding area to 'move on' any loitering cars/persons, also to safe guard residents 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.

Best Regards,

Tom Wilkes

Minutes from the hearing held on 6<sup>th</sup> February 2012

33 LICENSING ACT 2003 - LICENSING ACT 2003 (HEARINGS)

REGULATIONS 2005 (AS AMENDED) - APPLICATION TO VARY A PREMISES LICENCE, AT WILKESTOCK 4 ACRE FIELD, WATERBRIDGE, FROGMORE HILL, WATTON AT STONE, SG14 3RR

The Chairman outlined the procedure to be followed. All those present for the application were introduced.

The Interim Licensing Manager provided a background to the application. He summarised the case in that the applicant wished to vary the premises license at Wilkestock, 4 Acre Field so that 1500 people could attend what was an open air music festival in September 2012 with a further smaller scale festival earlier in the year. Members were advised that the opening hours and activities covered by the application were set out on pages 8 and 9 of the report now submitted.

The Interim Licensing Manager advised that the applicant was not in agreement with 3 of the conditions suggested by Environmental Health as detailed at pages 32 – 34 of the report submitted. The applicant had also given an assurance that suggested safeguards from Hertfordshire Fire and Rescue would be implemented.

The Sub-Committee was advised that 10 residents objections had been received, along with the representation from Environmental Health. The Interim Licensing Manager stated that Hertfordshire Highways and Hertfordshire Constabulary had not objected to the application as there had been minimal disruption in previous years.

Hertfordshire Constabulary had stated that the force hoped to work with the applicant to ensure a safe event.

LS LS

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Aston Parish Council had neither supported the application or raised any objections. A number of letters of support had been received from local residents on the basis of it being a well run festival that had raised money for charitable causes.

The Interim Licensing Manager referred to the objections raised relating to the increase in the scale of the festival, disturbance of the peace and noise levels reaching intolerable levels due to the increased crowd capacity. Objectors had also been concerned in relation to health and safety and the risks of pollution if appropriate

sanitation was not provided.

Finally, concerns had been raised in relation to parking stress and the likely increases in road traffic placing unacceptable demands on the local road network. Some residents had been unhappy in respect of the likely disruption to sleep and the potential for street fouling in the roads surrounding the site.

Environmental Health Officers were in attendance and commented that they had offered a number of conditions, most of which had been supported by the applicant.

There remained some noise conditions where the applicant and Officers had not been able to reach agreement.

The Sub-Committee was advised of the criteria used by Officers in suggesting conditions to mitigate the likely noise impacts of the application. Officers were of the view that the application, if approved, could give rise to more complaints from residents in relation to noise.

In response to a query from Councillor J Demonti, Members were advised that with a conditioned noise limit of 15 decibels above background noise levels before 11 pm on Friday, Saturday, Sunday, Officers would not expect there to be any complaints.

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In response to a query from an objector, Officers confirmed that noise nuisance legislation, typically, did not apply to Temporary Event Notices (TENs), which had been in place at Wilkestock on a number of occasions in recent years.

The Interim Licensing Manager confirmed that when authority was approved for TENs, any conditions on a premise license would not be enforceable under licensing legislation.

Councillor A Jackson, as the local ward Member, commented that he hoped that a pragmatic middle ground could be achieved between the applicant and residents. He hoped that there could be an outcome that allowed this event to continue whilst also satisfying the increasing concerns of residents, who had historically been very tolerant of the applicant's activities at Wilkestock.

Councillor Jackson emphasised that there appeared to be a strength of feeling amongst residents against a greater

number of evening activity relating to the Wilkestock festival. He also stated that Hertfordshire Constabulary and Hertfordshire Highways might also find they received more complaints should this application be approved. An objector, who knew the applicant well, explained he was in difficult position as he admired the applicant's intentions and the Wilkestock festival had proved to be an enjoyable and low key event. He stated that residents' views in recent years had ranged from mild positivity to tolerance.

The objector referred to last year's festival at Wilkestock and stated that residents had been troubled by sleep deprivation and were now concerned that the increase in size of the event would cause significant distress and disruption. The objector agreed with Councillor Jackson that a middle ground should be the best way forward.

The applicant summarised his reasons for submitting the LS LS

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application to vary the premises licence. He stressed that he understood residents' objections but had been unaware of many of them. The applicant acknowledged that noise levels at the 2011 event had been far too high and would never be repeated. He reminded the Sub-Committee that the event had an excellent public safety record and there had been no objections from

Hertfordshire Constabulary or Hertfordshire Highways.

The applicant's supporting speakers addressed the Sub-Committee in support of the application, including the DJ responsible for the sound equipment for the Wilkestock festival. He stated that he could adhere to the layout plans and the stipulations regarding noise that had been put forward by Environmental Health.

The applicant commented that the increase in days was to facilitate a pre-event to raise the necessary funds to run the Wilkestock festival.

Environmental Health Officers stressed that the conditions they had suggested were very stringent due to the increased duration of the festival and were the most stringent that could be applied.

Environmental Health Officers explained that less stringent conditions would be applied if the duration of the festival was reduced to 3 days. However, whilst the

duration remained at 4 to 12 days, these conditions would not be changed. Officers were happy to work with the applicant to ensure the conditions were workable.

In response to queries from Councillor Mrs R Cheswright, the applicant confirmed that 8 car park marshals would be in place along with a traffic management plan. The applicant summarised the other precautions that would be in place to ensure a safe and well run festival.

All of the parties present for the hearing provided a final summary of their representations in respect of the application to vary the premises licence at Wilkestock.

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At the conclusion of the representations, the Sub-Committee withdrew with the Legal Services Manager and the Democratic Services Officer to consider the evidence.

Following this, they returned and the Chairman stated that the Sub-Committee had listened to the comments of the applicant, objectors and Officers and had decided to approve the application, subject to conditions set by Environmental Health as detailed at pages 32 – 34 of the report now submitted, in order to address concerns relating to public nuisance.

The Chairman advised that the applicant was expected to liaise with residents and the applicant was also reminded that non-compliance with conditions might result in this case being brought back before this Sub-Committee for review.

RESOLVED – that the application to vary the Premises Licence at Wilkestock, 4 Acre Field, Watton at Stone, be approved, subject to conditions set by Environmental Health as detailed at pages 32 – 34 of the report now submitted, in order to address concerns relating to public nuisance.

The meeting closed at 4.05 pm

#### **Information detailed within the EMP's since 2017 in relation to measures being taken around Community Impact –**

##### **2017 EMP for Hogsozzle states**

- Under Local community section - Security patrols will also be placed in sensitive areas surrounding the site, particularly on the entrance to the Waterworks Houses. This is a sensitive area and security here will be

paramount. A patrol here will deter any loitering in the area or misuse of the driveway/garages. 24hr 4x4 security will also patrol the local area to avoid nuisance/loitering/property damage.

- Under Security deployment plan - Security patrols will be placed in sensitive areas surrounding the site, particularly on the entrance to the Waterworks Houses. This is a sensitive area and security here will be paramount. A patrol here will avoid any loitering in the area or misuse of the driveway/garages. 24hr 4x4 security will also patrol the local area to avoid nuisance/loitering/property damage.

#### **2017 EMP for Wilkestock states**

- Under Local community section - Security patrols will also be placed in sensitive areas surrounding the site, particularly on the entrance to the Waterworks Houses. This is a sensitive area and security here will be paramount. A patrol here will deter any loitering in the area or misuse of the driveway/garages. 24hr 4x4 security will also patrol the local area to avoid nuisance/loitering/property damage.
- Under Security deployment plan - Security patrols will be placed in sensitive areas surrounding the site, particularly on the entrance to the Waterworks Houses. This is a sensitive area and security here will be paramount. A patrol here will avoid any loitering in the area or misuse of the driveway/garages. 24hr 4x4 security will also patrol the local area to avoid nuisance/loitering/property damage.

#### **2018 EMP for Hogsozzle states**

- Security patrols will be placed in sensitive areas surrounding the site, particularly on the entrance to the Waterworks Houses. A patrol here will deter any loitering in the area or misuse of the driveway/garages. 24 hour 4x4 security will also patrol the local area.

#### **2018 EMP for Wilkestock states**

- Security patrols will be placed in sensitive areas surrounding the site, particularly on the entrance to the Waterworks Houses. A patrol here will deter any loitering in the area or misuse of the driveway/garages. 24 hour 4x4 security will also patrol the local area.

#### **2018 EMP for Dog and Whistle states**

- Security patrols will be placed in sensitive areas surrounding the site, particularly on the entrance to the Waterworks Houses. A patrol here will deter any loitering in the area or misuse of the driveway/garages. 24 hour 4x4 security will also patrol the local area.

#### **2019 EMP for Wilkestock states**

- Security patrols will be placed in sensitive areas surround the site, particularly on the entrance to the Waterworks Houses. A patrol here will deter any loitering in the area or misuse of the driveway/garages. 24 hour sporadic 4x4 security will also patrol the local area to avoid nuisance/loitering/property damage.
- Traffic management provisions will be put in place to reduce the impact on the single track roads surrounding the site.

#### **2019 EMP for Hogsozzle states**

- Security patrols will be placed in sensitive areas surround the site, particularly on the entrance to the Waterworks Houses. A patrol here will deter any loitering in the area or misuse of the driveway/garages. 24 hour sporadic 4x4 security will also patrol the local area to avoid nuisance/loitering/property damage.

## **2019 EMP for Back and Beyond states**

- Security patrols will be placed in sensitive areas surround the site, particularly on the entrance to the Waterworks Houses. A patrol here will deter any loitering in the area or misuse of the driveway/garages. 24 hour sporadic 4x4 security will also patrol the local area to avoid nuisance/loitering/property damage.
- Traffic management provisions will be put in place to reduce impact on the single track roads surrounding the site.

## **2021 EMP for Dog and Whistle Weekender states**

- Letter will be sent to residents containing detail on how to contact before, during and after the event will be posted around mid-April.
- Litter in surrounding areas are monitored and collected periodically.
- Members of security will be posted at several neighbour locations as agreed with immediate residents prior to the event and noise monitoring will take place throughout event period.

## **Information received by Police from residents in the local area**

In response to reviewing the licence application made by Mr Wilkes in preparation for planned events at The 4 Acre Field, Waterbridge, Watton At Stone, Hertfordshire an email was sent to local residents asking a set of questions pertinent to the review process.

The questionnaire was sent to local residents that have previously been in contact with Police regarding previous events.

The questionnaire was sent at 16:59hrs on Thursday the 15<sup>th</sup> April.

The respondents have been named A, B, C etc purely in the order to which their responses have been received to protect the identity of the respondents.

The questions set sent to each were identical and are listed below:

“Dear All,

With reference to your recent correspondence with Sgt Ramirez you may be aware Hertfordshire Constabulary are considering reviewing the Wilkestock Licence at 4 Acre Field, Waterbridge. We would be grateful if you could complete the questions below to assist us with our report and return urgently.

If you have any queries or require further clarification, please do not hesitate to contact me on the number below.

1. How long have you lived at your residence?

2. When was the last time you spoke to Mr Wilkes with regards events held at Wilkestock?
3. Do you receive any correspondence with regards to the events from Mr Wilkes?
4. Do you have a telephone number for Mr Wilkes to contact him direct?
5. Have the organisers provided you with a hotline telephone number to call during events to raise any concerns?
6. Are you aware of a 4x4 car patrolling the local area during events to avoid nuisance/loitering/property damage.
7. Are you aware of security patrols placed in sensitive areas surrounding the site, particularly on the entrance to the Waterworks Houses?
8. 2019 Dog and Whistle event:
  - a. Did Mr Wilkes notify you of traffic one way system and did you compliment him on it?
  - b. Did Mr Wilkes have a one hour informal meeting with you and other residents?
  - c. Was confidence restored and as a result of Friday, security was placed on their col de sac entrance.
  - d. Was a gateman placed at each end of the one way system?
  - e. Was litter cleaned up effectively on the Saturday?
9. Would you say every event has impacted on you or is there specific events
10. Has the impact got worse over the years, if so, how? “

The responses received are detailed below:

**1. How long have you lived at your residence?**

- A. 21 Years
- B. We moved to our house in January 2015
- C. 23 years
- D. We have lived here in \*\*\*\*\* since June 2011.
- E. We have lived in \*\*\*\*\* for 25 years.

**2. When was the last time you spoke to Mr Wilkes with regards events held at Wilkestock?**

A. The only time we have had the opportunity to speak to Mr Wilkes was when he was making his first licensing application to hold multiple events. Although there have been grounds for complaint concerning Wilkestock and the other events at the venue, I have not spoken to Mr Wilkes subsequently as it has been very clear that he is determined to persevere with events despite the impacts on local residents and the Licensing authority has totally disregarded local residents' real concerns by permitting the increase in events from the original single annual event.

B. I have never met or spoken to Mr Wilkes.

C. Around the time of the first Hogsozzle event which I believe was about ten years ago.

D. The last time I communicated with Tom Wilkes re our objection to his events and the disturbance they caused to us was in July 2019.

E. I have never spoken to Mr Wilkes about these events .

**3. Do you receive any correspondence with regards to the events from Mr Wilkes?**

A. Merely occasional letters simply advising the dates of events.

B. A printed notification regarding Wilkestock (which I believe at the time was held as a charitable event in the memory of a deceased family member) was originally posted through our letterbox before the event but I have not received anything regarding more recent events. I do not have a copy of this original document now.

C. Over the last few years we have received a letter outlining the dates of the events taking place during the year. This letter contains a phone number to contact Mr Wilkes

D. Many years ago we received a note in our postbox informing us of an event at Wilkestock and inviting us along. However we have not received such a note in recent years.

E. We used to receive a letter once a year in the early days of the events , but that seems to have stopped .

**4. Do you have a telephone number for Mr Wilkes to contact him direct?**

A. The letters sometimes include a number to call.

B. I do not have any contact details for Mr Wilkes (I have never spoken to him or met him), however, there may have been a contact number on the printed notification mentioned in 3. but it was years ago and I have not kept a copy and I can not remember the exact information printed on the document.

C. Over the last few years we have received a letter outlining the dates of the events taking place during the year. This letter contains a phone number to contact Mr Wilkes

D. I did not have a telephone number to contact him - instead I Googled Wilkestock and found an email address on their website.

E. I don't have a phone number for Mr Wilkes.

**5. Have the organisers provided you with a hotline telephone number to call during events to raise any concerns?**

A. Once as I recall.

B. Not that I recall

C. Over the last few years we have received a letter outlining the dates of the events taking place during the year. This letter contains a phone number to contact Mr Wilkes

D. As I haven't had any recent correspondence from them I haven't seen/got a hotline number. I didn't keep the letter we had from years ago. I don't see this as something useful. It doesn't help to be given a

direct contact number. We don't want these events to take place and we have stated our objections to local councillors, environmental health officers etc. I don't feel that having a direct number to Tom Wilkes would be of any benefit at all.

E. No , the organisers do not provide us with a phone number .

**6. Are you aware of a 4x4 car patrolling the local area during events to avoid nuisance/loitering/property damage?**

A. No. we've never spotted a vehicle conducting such activities during events.

B. No, I am not aware and have no knowledge of a 4x4 car patrolling.

C. No. If there is such a thing, it is certainly not effective in its role.

D. We are/were not aware of any 4x4 vehicles patrolling the area during events. However we are/were definitely aware of the excessive noise, the litter, the environmental damage, the pedestrian and vehicle disturbance during such events. And also of how vulnerable our property is at such times.

E. I am not aware of a 4x4 patrolling the local area during events.

**7. Are you aware of security patrols placed in sensitive areas surrounding the site, particularly on the entrance to the Waterworks Houses**

A. No

B. No, I am not aware and have no knowledge of the security patrols.

C. No

D. We are/were not aware of any local security patrols taking place. If they do take place they do not do a very good job. Following the events we see evidence of a great deal of litter including empty nitrous oxide canisters scattered along the lanes and amongst grass verges.

E. I am not aware of security patrols around the site , although to be fair we cannot see the site from our house .

**8. 2019 Dog and Whistle event:**

**a. Did Mr Wilkes notify you of traffic one way system and did you compliment him on it?**

A. No we were not aware of it.

B. No, he did not notify me of a traffic one way system (and I did not compliment him on it).

C. No we were not aware of such a scheme. We did not compliment Mr Wilkes. I think now the one-way system was supposed to be on Frogmore Hill? The effect of this is to push more traffic onto the narrow two-way Walkern Road.

- D. We were certainly not notified of a one way traffic system in 2019 and therefore did not compliment Tom Wilkes on it.
- E. I was not notified of a one way system for the event ( or indeed anything else ).

**b. Did Mr Wilkes have a one hour informal meeting with you and other residents?**

- A. No
- B. No, I do not have any knowledge of a one hour informal meeting. I have never spoken to or met Mr Wilkes.
- C. Absolutely not.
- D. We were not aware of a one hour informal meeting with Tom Wilkes or anyone from Waterbridge or the Dog & Whistle event.
- E. There was no meeting with Mr Wilkes before the event .

**c. Was confidence restored and as a result of Friday, security was placed on their col de sac entrance?**

- A. No. We are not aware of the additional security being out in place.
- B. I have no knowledge of security placed on a cul de sac entrance.
- C. No
- D. Confidence in their events was definitely not restored - guards and/or gatemen would have made no difference to the noise disturbance, the increase amount of people and traffic in the area and the negative impact of the festival goers' litter amongst our country lanes following such events.
- E. No , I was not aware of this arrangement .

**d. Was a gateman placed at each end of the one way system?**

- A. We were not aware of gatemen. If there were, it did not seem to result in a lack of traffic.
- B. I have no knowledge of this.
- C. We know a gateman was placed at the entrance to Frogmore Hill because we walked out to speak to him. This was because we were disturbed by the number of vehicles cutting through the private road through Frogmore Park from the the A602 to Walkern Road. We discovered the gateman was giving people wrong directions which were likely to take drivers through the park
- D. I have no idea. I certainly didn't see any.
- E. I don't know if there was a gateman and was not aware of the one way system .

**e. Was litter cleaned up effectively on the Saturday?**

- A. We have seen no litter clearing associated with the event. Litter has persisted along Walkern Road after events have ended. Litter has included items relating to substance abuse and alcohol including broken bottles.
- B. No, The litter was not cleared up effectively on Saturday. I personally went out and cleared litter, broken beer bottles, cans and nitrous oxide canisters from the hedgerows surrounding my house.
- C. Litter is never cleaned up effectively. A great deal of litter is left in hedgerows and gulleys. It is particularly disturbing when this litter is broken glass or, worse, drug paraphernalia. Items have been thrown through the hedge bordering the Walkern Road into our garden
- D. Litter was definitely not cleared up effectively. We took out our own bin bags following events and collected loads/great amounts of litter. These are our lanes (Walkern Rd and High Elms Lane). We walk along them daily and it is extremely shocking to see the extent of the litter after events at Wilkestock.
- E. The litter was definitely not cleaned up effectively .

**9. Would you say every event has impacted on you or is there specific events?**

- A. Yes every event impacts us greatly.
- B. ? I would agree that every event has an impact.
- C. Every event impacts us in every way : traffic, noise, litter. Traffic increases not only on the days of the events themselves but on days before and after presumably as a result of event set-up. Noise encompasses not only from the music itself - though we are told this is within limits, this is scarcely believable, it is disturbing throughout the day and into the small hours with incessant beats - it also includes the added traffic noise and the noise of late-night revellers making their way past our house from the site into Watton (why I am not quite sure - there is no late night public transport available within walking distance of the site). The litter situation has been addressed previously. These events take up entire weekends. The May Bank holiday event is a particularly keenly felt loss of what is usually one of the first nice long weekends of the year but it is ruined by an event which spans Friday to Monday.
- D. Every event impacts negatively on us and the local environment. Events may have different names - Wilkestock, Back of Beyond, Dog & Whistle etc but they all cause unacceptable noise, litter pollution, environmental damage, safety concerns, inconvenience and mental health anxiety to us as local residents.
- E. The larger the attendance the greater the impact .

**10. Has the impact got worse over the years, if so, how?**

- A. Yes it has definitely got worse over the years. Events operate far later into the early hours than originally. The volume at the events has increased. Rather than just a background noise, it is often so loud that individual lyrics are very clearly audible. Even in the period prior to events there is disturbance from sound checks or similar at the site. Despite the distance between our properties, we are unable to sleep in our bedroom throughout the events. We are also disturbed and woken by groups of festival-goers wandering loudly along Walkern Road at all hours. The litter left behind along the road indicates alcohol and substance abuse is involved too. This is very different from the quiet of non-festival nights. Even during the daylight hours our ability to peacefully enjoy the amenity of our garden during the short English garden season is impacted by noise from the festival. We also frequently see and hear near misses between vehicles on Walkern Road during events which we believe can be attributed to the increased volume of vehicles

including drivers who are unfamiliar with the narrow country lanes. There is also an increase in commercial traffic delivering goods and services to and from the site before and after the events.

- B. Yes, especially with the increase in litter and attendees. There has been a marked increase in the number of people wandering along the middle of the Walkern Road on their way to and from the events. I am particularly concerned as there are no pavements, very little street lighting and cars can drive at quite a speed along the winding road. I can imagine that there is a very high risk of someone being injured along the road especially if they are under the influence of alcohol or drugs.
- C. Yes. There are more events with more people and more traffic and more litter and more noise. The Back of Beyond festival is particularly nasty. The festival itself and the people attending it are more raucous and unruly. We have said many times that the site, if it is suitable at all, is only suitable for very small infrequent events. It is sited down small lanes which are simply not suitable for the traffic and attendance the events generate. There is no suitable public transport.

The management of the events seems amateurish and haphazard and Mr Wilkes at times seems delusional in terms of conversations and meetings he has had with local residents. We have also been misled by Mr Wilkes who stated to me personally when Hogsozzle began that there would be no events beyond the charity event Wilkestock and Hogsozzle which was justified as an event to support Wilkestock financially.

We have always strongly opposed fully commercial events for which the site is completely unsuitable.

- D. Yes, the impact has got worse over the 10 years that we have lived here. The events go on for longer, they are more frequent, they are noisier. Evidence of drug use (nitrous oxide canisters) have been a more recent concern.

We dread such events, we fear for our safety and for the impact to our security and our property. We have to move garden furniture inside as our garden is open to the Lane. We can't enjoy our garden in the daytime because of the noise disturbance. We have to suffer uncomfortable nights, sleeping with the windows closed to try to dim the noise (often on warm evenings). The excessive noise thumps repetitively across the fields. We've had strangers ringing on our doorbell asking for directions to Wilkestock/Waterbridge - this is a very frightening experience on a dark night - we have no street lights. We live in a rural location, we do not expect to be disturbed by strangers. It feels quite scary.

We have considered going away for the weekend when these events take place to avoid the disturbance, disruption and stress. But why should we? We moved here expecting a quiet location. There are festival sites and events happening nearby elsewhere - Knebworth, Standon etc. These other locations are far more suitable. We do not need a festival/events site here in Watton.

- E. The impact has got worse as the number of people attending has got larger .  
The noise is getting louder and goes on for longer , but in particular many of the attendees walk up from Watton at Stone and leave a trail of litter including bottles , cans , gas canisters , and other debris along Walkern Road .

In addition to the questionnaire one resident has sent a further email concerning Mr Wilkes and the events he holds:

Yes we did report our concerns to Tom Wilkes, by email. Nothing changed. The noise/disturbance continued.

We also complained/reported our concerns to Environmental Health and the Watton councillor. Environmental Health just tried to reassure us that they were present at the event and had a

'noiseometer' on stage monitoring the noise. This didn't help. We could still hear the noise thumping across the fields and were disturbed throughout the whole weekend.

Sophie, our Parish councillor, was no help at all. She simply told us she lived in Watton village on the High Street and wasn't disturbed. She thought the event/festival was a good idea. I reiterated that Watton village is some way from Waterbridge, the other side of the bypass! We live on the Waterbridge side of the bypass which is much closer to Waterbridge and we are directly affected by the noise, litter, security and safety issues. She offered to mediate between ourselves and Tom Wilkes in the future but we did not find this at all helpful. We do not need a mediator, especially one who is biased towards the events. We told her we were very disappointed that she was not representing us and our views as her local constituents. We didn't report anything to the Police as we didn't realise this was part of the Police's role. We wish we had. We certainly will report things in the future to the Police now that we realise it would be appropriate to do so.

### **2019 Variation Application to increase day ticket numbers**

Emails sent in relation to the variation application to increase day ticket numbers from 1750 to 2750 in August 2019. The email sent by Tom Wilkes on the 8<sup>th</sup> August in relation to the application contains misleading and inaccurate information. The areas that are misleading are highlighted yellow.

From: Tom Wilkes [mailto:██████████]  
Sent: 08 August 2019 07:20  
To:  
Cc:  
Subject: Re: Day Tickets

Hi

Do keep me in the loop regarding this.

To reject on the basis of our first complaints in 12 years from issues on the Friday night at Back of Beyond that we're completely rectified on Saturday is unreasonable.

Here are some of my points in relation to the phone call yesterday -

The traffic one way system that the council had us put in place worked well, with residents complimenting the system. They were all also notified about this.

Taxis were very good once they had been once and knew the system and also knew they could get out of site without an issue (one way without traffic coming the other way help shorten journey times)

Noise was within our very strict limits. (Once an Email is written complaining about the event every point will be brought up whether it was a real nuisance or not)

Rubbish on the roads - the lanes end up cleaner before the festival than they were at the start as we litter pick each one and pick up litter that has been there from well before the festival. We have been collecting litter and keeping them clean for the past 35yrs as my mother takes litter on the lanes very seriously! Not once have we ever seen another resident doing this.

I had an informal 1hr meeting with all the residents after Back of Beyond and we came to a result that all issues were dealt with and Saturday was not an issue. It was a relaxed meeting and they said 'even though it was resolved we have to write to the council'. Confidence was restored and that the same procedures we had in place Saturday would be in place for the next event.

Overall yes there were issues on Friday at Back Of Beyond as I spent a while on the phone to each resident that night.

- security was placed on their col de sac entrance
- gateman were placed at each end of the one way system

The result - no phone calls or any issues at all Saturday.

Increasing the day tickets will not increase the number of people walking to the event as the people that walk are all local and have been coming to the site for years.

I hope this puts my strong opinion across that it would be completely unreasonable to reject the application on the basis of complaints that have been rectified and a one way traffic system that is perfectly capable of taking more traffic. A good report from the police officer that was onsite for the duration of the last event.

It's incredibly hard to make the festival work on such a low day ticket number when we have proved it's a working formula.

Please do call if needed to discuss.

Kr Tom wilkes

From

Sent: 16 August 2019 13:29

To: 'Tom Wilkes' [REDACTED]

Subject: FW: Day Tickets [OFFICIAL]

Hi Tom,

Please find attached my representation with regards to your Minor Variation. Although, I appreciate your assurances you will be putting some measures in place, they are not reflected in your EMP to date. I have stressed on a number of occasions the importance of this document.

I will be happy to discuss further when I am back in the office on Wednesday.

Kind regards,

Police representation submitted on 16<sup>th</sup> August 2019 in relation to the application to increase the day ticket numbers.

## EAST HERTS LICENSING AUTHORITY

### Licensing Act 2003

## REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES

**Responsible Authority** (please delete as applicable):

Police

<b>Your Name</b>	
<b>Job Title</b>	Licensing Officer, East Hert
<b>Postal and email address</b>	Hertford Police Station

<b>Contact telephone number</b>	01992

<b>Name of the premises you are making a representation about</b>	Wilkestocks Minor Variation to increase day ticket numbers from 1750 to 2750
<b>Address of the premises you are making a representation about</b>	

<b><i>Which of the four licensing Objectives does your representation relate to?</i></b>	<b><i>Yes Or No</i></b>	<b><i>Please detail the evidence supporting your representation. Or the reason for your representation.  Please use separate sheets if necessary</i></b>
<b>Crime and Disorder, Public Safety and Public Nuisance</b>		<p>No information provided on the application form or on the Event Management Plan (EMP) on how to manage the additional 1000 day tickets. The EMP has not been updated in time for this variation to reflect the increase in numbers. In particular the Traffic Management Plan, Dispersal, Community Impact and Security and Deployment Plan.</p> <p>The police evidenced from a 2018 event dispersal was an issue (camera footage available). People sharing the road with cars while walking on unlit country lanes. Cars and taxi's struggling to enter the site due the lack of a traffic management plan. As a result a new traffic plan was produced in 2019 and Police restricted the number of day tickets to 1750.</p> <p>Given the proximity to Stevenage and Watton-on-Stone, a large contingent of Stevenage and Watton-on-Stone will want to walk. On these roads potential consequences of pedestrians vs vehicle conflict are severe and heightened if pedestrians are under influence of drink and possible drugs. There is no official public pathway and no lighting.</p> <p>An Increase of day attendees will also heighten the risk of potential drink drivers.</p> <p>Three complaints have been received from residents after Back and Beyond Festival July 2019 with regards to pedestrians and drivers disposing of rubbish including glass bottles, beer cans, plastic, water bottles and in some cases drug paraphernalia along the roads. The increase in day attendees will contribute to more litter, higher risks and complaints. A detailed Clean Up Operation procedure</p>

		<p>will need to be in place as part of the Community Impact piece.</p> <p>For information there have been three breaches to the licence in 2019.</p> <p>The EMP shall be submitted to all responsible parties (SAG) no less than 3 months prior to the start of the event.</p> <p>The number of day tickets was approximately 1850/1900 which is over the 1750 condition</p> <p>Additional signage was erected which did not comply with Public Highway Guide and was placed on the roads by a non-accredited person.</p>
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<p><b>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</b></p>	<p>A more robust EMP</p>
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Signed:

Date: 16<sup>th</sup> August 2019

Please return this form along with any additional sheets to: East Herts Licensing Authority, Wallfields, Pegs Lane, Hertford, Herts SG13 8EQ or email to [community.protection@eastherts.gov.uk](mailto:community.protection@eastherts.gov.uk)

**This form must be returned within the Statutory Period. For more details please check with the Community Protection Section Unit on 01279 655261**

## Emails of note in relation to numbers attending the events –

Email from Tom Wilkes to a officer at Herts Fire and Rescue

From: Tom Wilkes [REDACTED]  
Sent: 07 January 2019 17:32  
To: [REDACTED]  
Subject: Re: License variation

Hi [REDACTED]

Thanks for the email, Happy new year and all....

It is getting increasingly hard to make the smaller numbers work, for the festival to have sustainability and to survive a very very competitive market we will have to increase the attendance. Otherwise it will simply not work due to increasing costs and decreasing margins. We want to provide a festival site that has a sustainable future and we need to have a certain amount of lee way in attendance to plan for this years in advance.

We have increased the carparking and camping area either side of the festival site and believe with the appropriate traffic management company in place (as discussed at the last meeting) the increase can be perfectly viable as we have not had any traffic issue in the past.

2018 attendances were -

1500  
2700  
2300

Could we schedule a meeting this week to discuss?

Kind regards,

Tom Wilkes

Wilkestock Charity Music Festival

1/2/19 email from Tom states they have managed 1000 - 1200 day tickets in the past without issue. Unsure where he has got this number from as Back of Beyond was his largest event to date as of 2018 where according to Tom the number of attendees was around 2600. His other events were smaller and involved camping so would not have had such high day tickets.

From: Tom Wilkes [REDACTED]  
Sent: 01 February 2019 13:26  
To: [REDACTED]  
Cc:  
Subject: Re: Wilkestock

Hi Sarb

Thanks for the email, hope the snow is not too bad where you are.

We have managed 1000 - 1200 day tickets in the past without an issue. I think 1500 is low from experience on the site. If we can agree at a little more 1800 day tickets.

Could you send over the wording and additional condition.

Have you heard from Guy in relation to the traffic management? I do not want this to be a rush next week when I think there has been plenty of time to sort any issues in the 28 day time frame of the variation.

My apologies as it may not be up to yourselves to chase but if you could give them a nudge that would be great. I will try and get hold of Guy / David Morgan today.

Kind regards,

Tom Wilkes

Wilkestock Charity Music Festival

Email from Tom 22/5/19 stating the HogSozzle ticket numbers would be similar to last year at around 1200

On Wednesday, 22 May 2019 14:43:34 BST, Tom Wilkes [REDACTED] 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,

Tom Wilkes

Wilkestock Charity Music Festival

### **Dog and Whistle Weekender 2021 (2<sup>nd</sup> and 3<sup>rd</sup>) and Back of Beyond 2021 (4<sup>th</sup>)**

Below are parts of the EMP v1.7 supplied for the July 2021 events due to take place between 2<sup>nd</sup> – 4<sup>th</sup> July. EMP V1.7 supplied on 21.5.21.

Below screenshot is taken from page 6 of the EMP V1.7. I have highlighted in yellow points of note but will expand further on these points at the hearing.

## Event Overview

The site is licensed for a variety of licensable activities under the Premises License up to 4950 capacity. A copy of this is available upon request.

This version of our plan is for a series of events, taking place on the Frogmore Fields event site on Friday 2nd, Saturday 3rd and Sunday 4th July 2021. Each event will feature a line-up of DJs from the commercial dance music genre.

This event will take place on the Waterbridge - Frogmore Fields - site, within the tried and tested event spaces. The event comprises: one main stage; bars; food and beverage concessions; a VIP area; up to 4 stretch tent covered stages; one small outdoor stage; up to three car park areas; temporary toilet facilities; medical / welfare facilities; security office and a FOH site/event control office. Any of the other spaces on site that are usually used as additional stages will not be used for public access, but may be used for staff, welfare or back of house areas. There is a possibility there will be fairground attractions at these events, subject to supplier site visits. This will be covered in this document based on the assumption they will take place, however is omitted from some site plans. An additional plan has been added to the [event folder to show this space](#).

Doors will open at 16:00 on Friday and midday on Saturday and Sunday, and the event will finish at 23:00, with the site cleared within one hour after [subject to guidelines at the time of the event].

	<b>Doors</b>	<b>Last entry</b>	<b>Showdown</b>	<b>Curfew</b>
<b>Friday</b>	16:00	20:00	23:00	00:00
<b>Saturday</b>	12:00	16:00	23:00	00:00
<b>Sunday</b>	12:00	16:00	23:00	00:00

The event site will be managed by an experienced management team with a proven track record of safe and enjoyable events, on this site, and others.

This document will be shared with the relevant responsible authorities and their feedback will be incorporated into dynamic updates of the overall final event safety management plan as appropriate. Any subsequent changes will be recorded in the event log and communicated to relevant stakeholders where required. The event log will be available for inspection during the event and will form part of our post-event report as necessary.

The majority of tickets, up to our licensed capacity, will be sold in advance via online ticketing platforms. The customer must provide adequate information such as name, address, mobile and

Page 6

email address upon purchase. This enables the event management team to contact all ticket holders should any issues affecting the event occur.

A small proportion of tickets may be sold 'on the door' if any allocation remains available.

Access to the event site is limited by the capacity determined in the Premises Licence and restricted to legitimate ticket holders purchasing in advance of the event via the online portal or to those who purchase a ticket on the gate. This event plan is based on an expected attendance of 3000. If we approach 3000 ticket sales we will review all site infrastructure and costs to decide if we can increase the capacity towards the licensed amount – for example, more toilets, more security, etc. This event plan will be updated to reflect any changes in expected attendance.

Admission will be subject to ROAR for all ticket holders. Every person entering the site will be clicked-in using hand tally counters. There will be no admission after the times outlined above, and re-admission will be assessed on a case-by-case basis upon exit.

Below is taken from page 8 of the EMP V1.7

## The Site

The site is located in the Hertfordshire countryside just outside of Stevenage / Hertford.

The space is grassed and has excellent drainage. The site is relatively flat, with one shallow hillside leading to some wooded areas. The licensed area is greater than the area that will be used by the event, so temporary fencing will create a perimeter with several good-sized entrances / exits created, plus queuing systems.

For previous events, we have comfortably parked 350 cars on site in Car Park A. Utilising the purple guide guidance below, we have calculated Car Park A is able to park 320-440 per hectare:

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

For these events, we envisage a large number will arrive via taxi and utilise a PUDO (pick up, drop off) area. We will sell parking and shuttle bus tickets in advance and assess the area required for parking closer to the event date. Available areas for parking and PUDO can be seen in [appendix Q](#).

Public car parking will be in Car Park A, opening up Car Park B if tickets are sold to indicate the requirement for additional space. Car Park C will be for staff and artists only, who will access the site via the back field entrance (opposite the car park) rather than the public entrance.

Below screen shot is taken from page 50 of the EMP V1.7 which shows appendix Q – Car park C is being used for staff and artists only.

## Q. Available Car Parking area



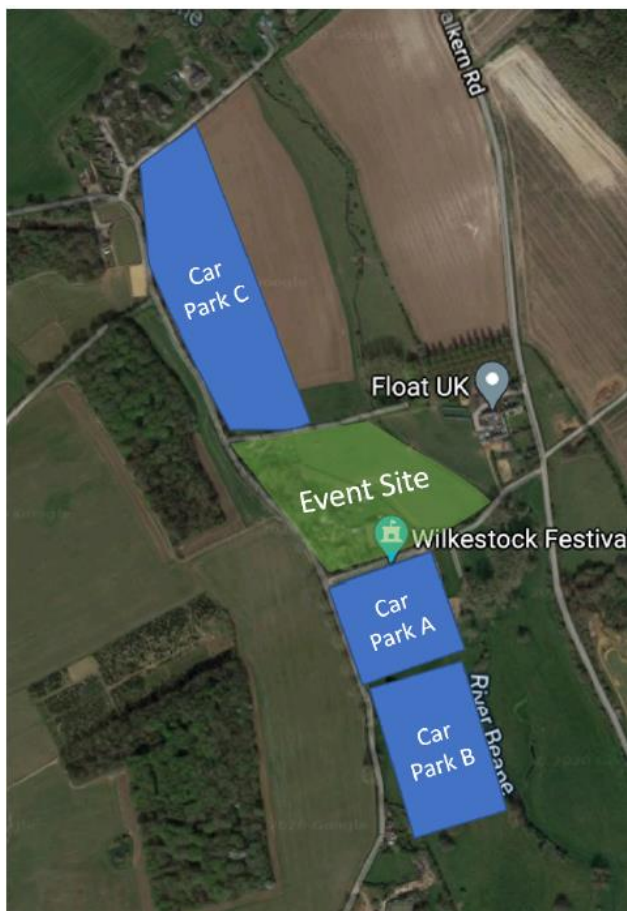
Car Park A ↑



↑ CAR PARK B

CAR PARK C →





Below screen shot is taken from page 18 and 19 of the EMP V1.7

## Access to the Site

A TTRO is in place for the weekend, with signage out on local roads and an enforceable road closure and one way system in place. This will be managed by a dedicated company: Fenton Traffic Management. The closed road is accessible by emergency services and local residents only. Access for ticket holders using PUDO or car park will use the one way system off the A602 (via Watton at Stone) and out towards Aston. The full traffic management plan is viewable in [appendix B](#).

## Event Schedule

### Day Schedule

	Car Park	Doors	Last entry	Last Orders	Showdown	Curfew
<b>Friday</b>	15:30	16:00	20:00	22:15	23:00	00:00
<b>Saturday</b>	11:30	12:00	16:00	22:15	23:00	00:00
<b>Sunday</b>	11:30	12:00	16:00	22:15	23:00	00:00

## Arrival & Ingress

### Queue Management

The area immediately outside the Event entrance in the car park will be set-up with queuing barriers. The site entrance is the same as utilised for all events on this site (see Appendix S), and is situated directly opposite Car Park A's entrance.

### Open Procedure

Once the Event Manager deems the site safe and ready to open – and having checked with all other onsite management, the Event Manager will inform the Security Manager that the site is safe and ready to open. If possible the site will open slightly early so as to minimise excessive queuing outside the event space. A copy of the SOTO (sign-off to open procedure) can be seen in Appendix V.

### Entry

On arrival guests will be required to show a valid ticket, purchase a ticket or validate their name on the guestlist before receiving an access wristband. The events will operate a no re-entry policy. Individual cases will be assessed and permitted at the discretion of the EMT on a case-by-case basis. This is communicated in the ticket terms.

### Security

The site is secured with appropriate fencing and security personnel are managed by SRM Security, a specialist event security provider who will provide SIA staff and Fire Safety / Emergency stewarding services at the Event.

### Egress

Customers will leave via the same entry-point through the site, and - at peak times - join the queue lanes to enter the car park. This will be managed by the event stewards and security, and will be overseen by the Event Manager. To assist with a slower egress, the approach to site closure will be slow and steady - allowing customers to leave in their own time rather than asking them to leave. This is aided by finishing the headline performance 60 minutes before site closure, with last orders 75 minutes prior to closure.

Customers are deterred from vacating the site on foot in pre-event communications, and encouraged to arrive by car or taxi. Signage around the site with local taxi numbers will be visible. Anyone deemed vulnerable will be approached by security and encouraged to use a taxi: if they refuse, as in previous events the security patrol team will escort or transport them to the nearest public pathway.

Shuttle bus and car park tickets are available for purchase prior to the event, which will give the event management team a clearer picture on the best method of car park/PUDO layout and bus bookings.

Fairground rides will not be part of the event ticket, and will be paid for by the customer. Adequate queue lines will be created for each ride, which will be monitored by the security team. Music must be of an acceptable volume so as not to breach the Noise Management Plan nor the ambience of the event; this will be monitored and controlled by the Event Manager.

Below screen shot from page 23 of the EMP V1.7

## Crime and Disorder

Crime and disorder will be addressed by the security and event management team, as per policies and procedures in this document's appendices.

Please refer to appendices:

[C. Entry Policy and Procedure](#)

[D. Security Assessment, Operations and Deployment Plan](#)

[E. Weapons and Drugs Policy](#)

[F. Eviction Policy and Procedure](#)

[G. Emergency Protocols and Crowd Management Plan](#)

[N. Safeguarding Policy and Plans](#)

## Security

Security is provided by locally-based, highly recommended and previously used company SRM. Deployment of staff and security policies/procedures for the event can be seen in Appendix D. A list of all SIA staff can be seen in Appendix D.vii.

## Local Community Impact

The history of the event site is steeped in the local community: many family members and neighbours regularly attend - or even volunteer at - the charity fundraising festival Wilkestock on the

Page 23

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same site, and are notified in advance of any events taking place on site. Local residents are friends of the Wilkes family and have access to the promoter and/or event manager's personal number prior to any event taking place. A letter containing these details on how to contact before, during and after the event has been posted to neighbouring properties. Litter in the surrounding areas is monitored and collected periodically, and the traffic impact will be low as a TTRO will be in place. Members of security will be posted at several neighbour locations as agreed with immediate residents prior to the event, and noise monitoring will take place throughout the event period as per the Noise Management plan in Appendix J.

Below screen shot from page 24 of the EMP V1.7

## Public Information

The event uses social media and the event website to broadcast messages, and communicates directly with attendees using email addresses provided at the point of ticket purchase. Local residents are made aware of the event. Emails are sent directly to ticket holders with important event information (such as access, entry restrictions etc.), which are echoed on social media.

Information made available either by social media, email or website includes - but is not limited to -:

- Opening and closing times
- Age restrictions and/or conditions
- Entry, re-entry and last entry conditions
- CV-19 measures where applicable
- Prohibited items
- Challenge 25 and ID information
- Age restrictions
- Car parking information
- Traffic / directional information
- Weather information (7 days before)
- Performance times
- Payment methods on site
- Reference to all event FAQs on the website

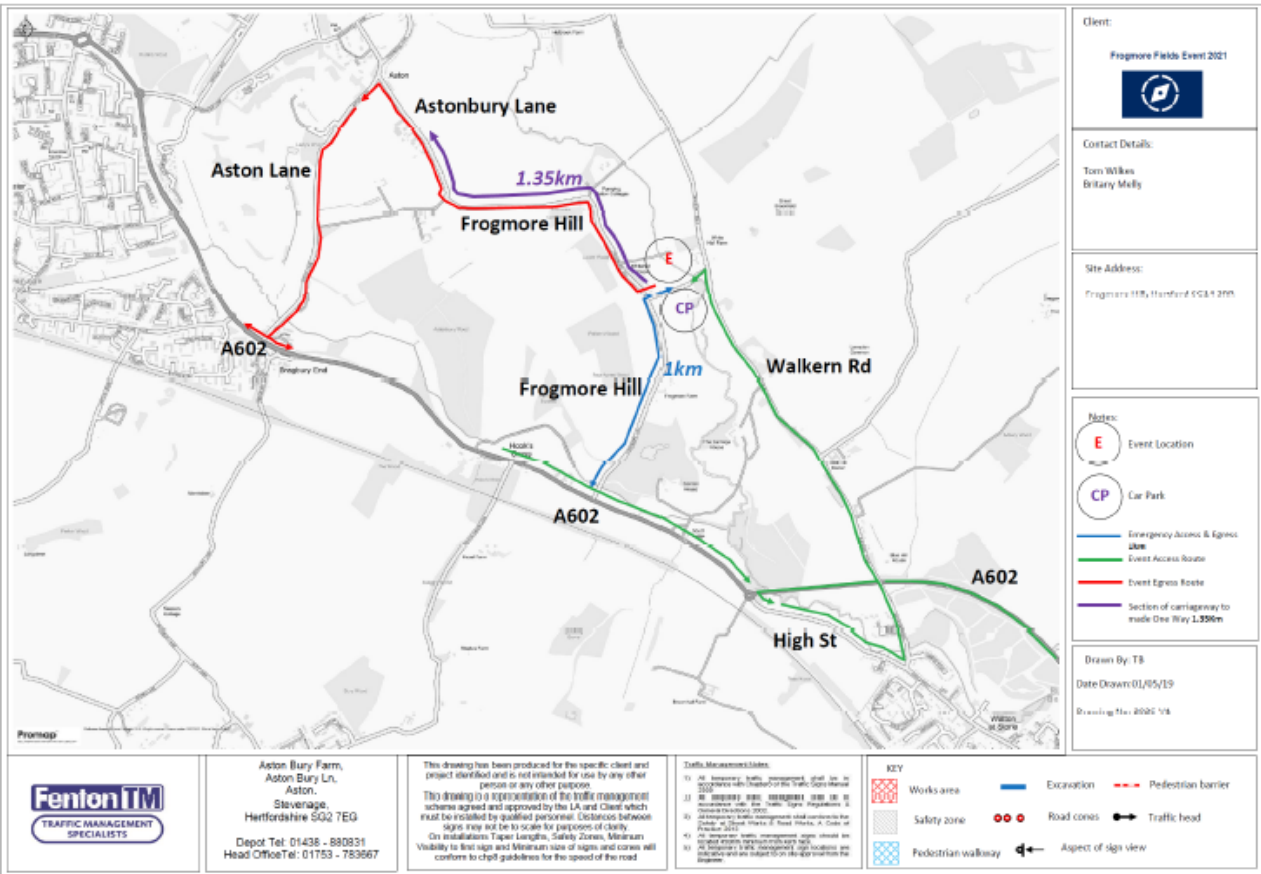
Below screen shot from page 26 and 27 of the EMP V1.7

B. Traffic management plan

A TTRO approved by traffic police and highways will be in place for this event. We will be providing information prior to the event on how to get to/from the site, PUDO instructions and car parking information to assist with the management of this on the day.

Customers will be informed prior to the event of the road route into site. This will minimise the likelihood of wrong entry points trying to be accessed. All traffic leaving the event after the event will be directed to use one point of exit only, as per the TM plan.

Please see Appendix B.ii. and B.iii. in the appendices folder for a full size version of the map below.



Appendix B.ii.

Please see appendix B.i. for road signage TM plan.

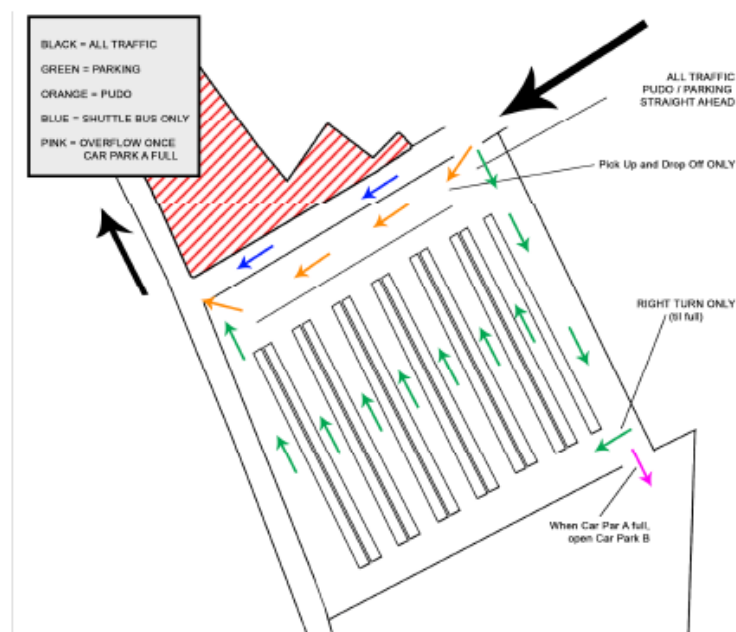
Gatemen will be posted to enforce the one-way / road closure that are in force within their posted zone. They will refuse entry to any vehicles trying to access Astonbury Lane via Aston Lane, refuse entry to non-residents or non-emergency service vehicles from the A602.

CSAS accredited staff will be responsible - but not limited to - management of ingress to the car park, and stopping buses for foot traffic where applicable.

At peak times of ingress / egress, staff hired as a primary role will stay in the car park and will be supported by security staff. They will be placed in the car park to check parking tickets, ensure the car park layout is adhered to in order to maximise parking spaces, and emphasise existing signage regarding entry and exit points. The car park system has been used at previous events on the festival

Page 26

events on site, and has been proven effective and approved by Highways and Police Traffic Management.



^ Appendix B.iii.

All vehicles must go through the car park - with the exception of the shuttle busses - rather than use the road directly outside the event entrance, to avoid pedestrian and car conflicts. This will be directed by staff, cones and signage where necessary. Shuttle bus traffic will be managed by CSAS accredited staff.

Note the exit from the car park in Appendix B.iii. is in the top left corner of the car park.

Below screen shot from page 27 of the EMP V1.7

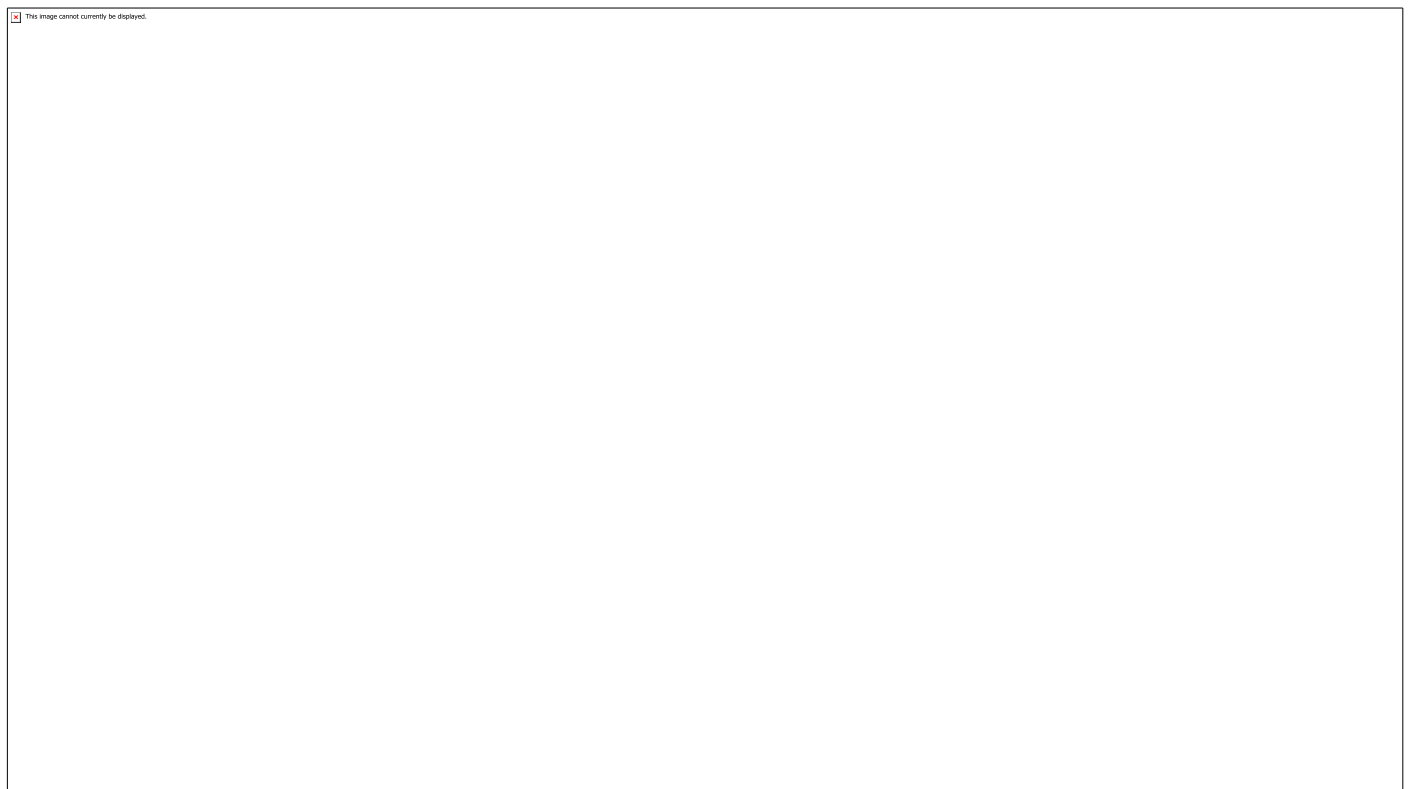
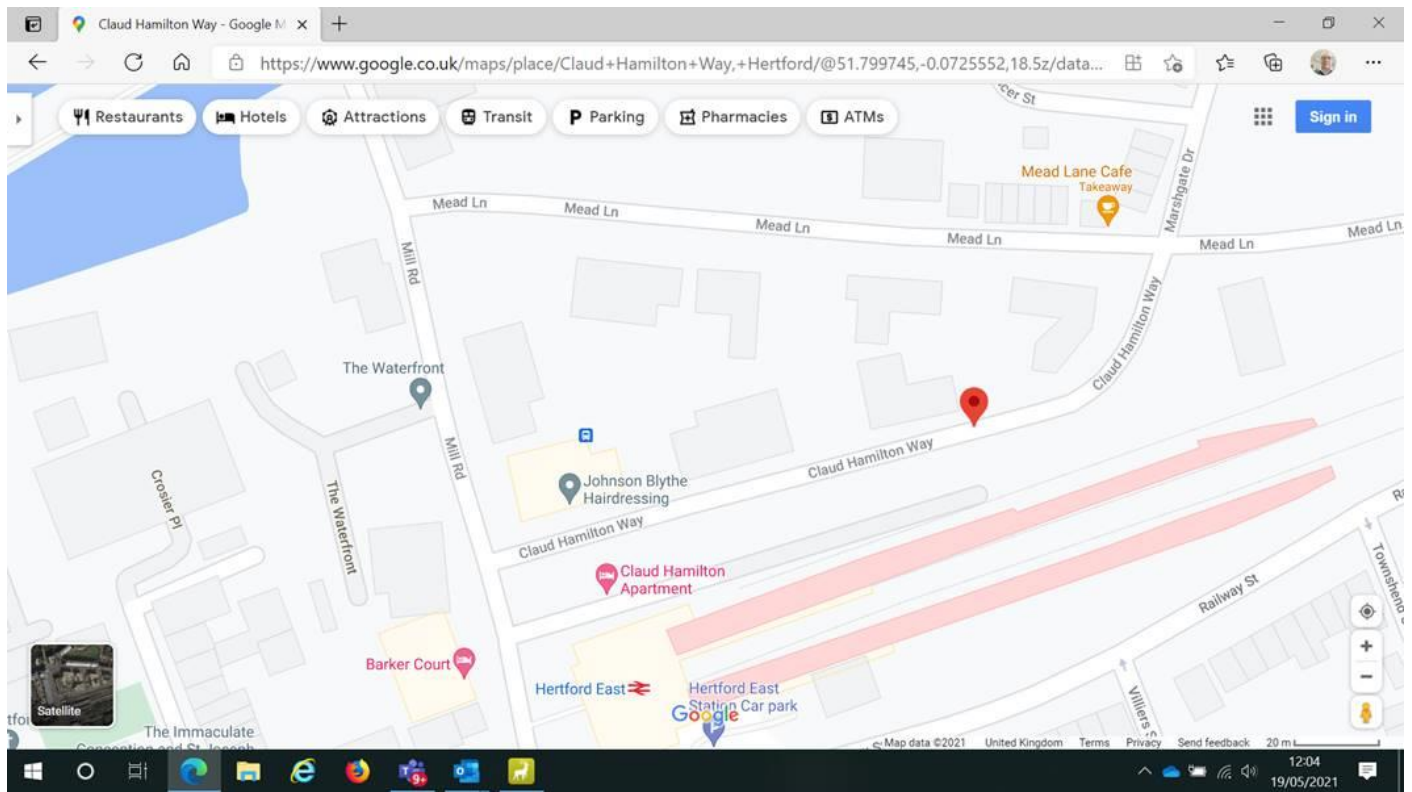
Shuttle buses will run from the Dog & Whistle pub to the event site on one-hour time slots for ingress. They will drop off and pick up from outside the event site. Queue lines will be created using barriers on the event site, with a queue for each final destination using the following timetable:

Date	Departure	Arrival	Times	Number of coaches
02/07/2021	Hertford Bus station	Frogmore Fields	15:30 / 16:30 / 17:30	1 coach
	Frogmore Fields	Hertford Bus station	21:00 / 21:30 / 22:00 / 22:30 / 23:00 / 23:30 / 00:00	2 coaches
	Frogmore Fields	Stevenage Train station	21:00 / 22:00 / 23:00 / 00:00	1 coach
03/07/2021	Hertford Bus station	Frogmore Fields	11:30 / 12:30 / 13:30 / 14:00 / 14:30 / 15:00 / 15:30	1 coach
	Frogmore Fields	Hertford Bus station	21:00 / 21:30 / 22:00 / 22:30 / 23:00 / 23:30 / 00:00	2 coaches
	Frogmore Fields	Stevenage Train station	21:00 / 21:30 / 22:00 / 22:30 / 23:00 / 23:30 / 00:00	2 coaches
04/07/2021	Hertford Bus station	Frogmore Fields	11:30 / 12:30 / 13:30 / 14:00 / 14:30 / 15:00 / 15:30	1 coach
	Frogmore Fields	Hertford Bus station	21:00 / 21:30 / 22:00 / 22:30 / 23:00 / 23:30 / 00:00	2 coaches
	Frogmore Fields	Stevenage Train station	21:00 / 21:30 / 22:00 / 22:30 / 23:00 / 23:30 / 00:00	2 coaches

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Dan Tancock, the Network and Infrastructure Team Leader at Hertfordshire County Council has stated that Fore Street is not suitable to be used as a drop off / pick up location for the shuttles and has instead stated that a bus stop on Claud Hamilton Way near to Hertford East train station should be used. Tom Wilkes was advised via email on the 1/4/21 by Guy McCallan (Herts Police) to contact Dan Tancock to discuss the shuttle buses. Discussions with Dan Tancock were instigated by Tom Wilkes on the 22/4/2021 following a reminder by Police at the SAG meeting held on 19/4/21. On the 26/4/2021 Tom Wilkes was advised that Fore Street should not be used. On 19/5/2021 Dan Tancock suggested the bus stop on Claud Hamilton Way should be used as the drop off and pick up location. The event organisers are still advertising and selling shuttle tickets to and from the Dog and Whistle pub on Fore Street, Hertford. There is no mention of shuttles going to and from Stevenage train station on their websites.

Map and street view of Claud Hamilton Way bus stop show below.



## Research in relation to Trains

### Trains from Hertford East going south

Friday last train 0007hrs

Saturday last train 2339hrs

Sunday last train 2241hrs

On checking engineering works for the weekend of the 3<sup>rd</sup> and 4th of July, the following is stated on Network Rails website – engineering work will be taking place at Enfield Town and Cheshunt area, there will be no services all weekend. Bus replacement between Cheshunt and Seven Sisters.

#### **Trains from Stevenage going south**

Friday – last one at 0034hrs

Saturday – last one at 0034hrs

Sunday – last one at 0008hrs

#### **Trains from Stevenage going north**

Friday – last one at 0210hrs

Saturday – last one at 0122hrs

Sunday – last one at 0221hrs

Below screen shot from page 28 of the EMP V1.7

Steward(s) will be ensuring all those leaving the event site are getting onto the correct bus. At present, we anticipate the shuttle bus frequency will be every 60 mins for ingress from the Dog & Whistle. Egress will be approximately every 30 minutes from 9pm going to Hertford North and Stevenage station. The coaches seat 50.

Shuttle buses will not be going through the car park due to their size, all other vehicles must exit via the car park. These routes can be seen on appendix B.iii. Additional lighting will be added when the ticket sales for capacity of the car park are clearer. Additional lighting is on standby to be deployed immediately on site in the event extra lighting is required or to replace a faulty light.

Local residents and performers will be encouraged to use the blue route entrance to avoid cross-traffic with event attendees accessing/leaving the car park.

Pedestrian egress is on a closed road that is stewarded at either end and emergency services will be briefed to use blue lights when using the road to help alert any pedestrians. This is approximately 0.7 miles in length, and leads to a pedestrian footpath that leads to Stevenage or Watton-at-Stone. Perimeter security patrols will add this section of road to their route, using torches to check roads and bushes along the route. \*Please note\* this is not an advertised route. Those on foot will be strongly advised to use the shuttle bus or a taxi, and on-foot egress will not be promoted. This will be a last resort if the festival-goers refuse to use any other means of egress.

Initial communications have been made with taxi firms, however they will be contacted closer to the event, this will include information regarding the TTRO one-way system. Social media posts, and direct emails have been sent to customers, to encourage people to think ahead and pre-book transport.

Below screen shot from page 29 of the EMP V1.7

## C. Entry policy and procedure

LAST ENTRY STRICTLY [AS PER SCHEDULE FOR EACH EVENT]

Tickets are sold online. Numbers sold assessed daily up to an agreed level or the licensed capacity. Small proportion of tickets sold on the event days [if available] utilising the same on-line system.

Relevant accreditation will be issued when a ticket is validated.

All entrants will be searched prior to entering/re-entering the site as a condition of entry. Bag searches will take place for every entrant, and 1 in 10 full body searches at random. For the full search policy please see Appendix C.i.

- Challenge 25 policy operating at the bar, valid photo ID required for sale of alcohol/cigarettes

Prohibited items:

- No alcohol
- No firearms
- No fireworks/explosives
- No knives/blades
- No items that may be considered a weapon
- No aerosols
- No perfume/aftershave (unless tested)
- No drugs/legal highs including NOS & paraphernalia that goes with it (balloons, creamers, etc)
- No psychoactive substances
- No corrosive materials
- No smoke canisters
- No laser pens
- No glass
- No fires or camping stoves/cookery anywhere on site
- No generators of any kind
- No entry permitted to any one, at any time, in any area without appropriate accreditation
- No unauthorised or professional photography, film or video equipment & selfie sticks
- No go-pros
- No Chinese lanterns
- No drones
- No animals
- No megaphones/klaxons/air horns
- No secondary sound systems
- No high visibility bibs and jackets
- No poles, banners and flags

Below screen shot from page 30 of the EMP V1.7

## D. Security assessment, operations and deployment plan

There is no known threat identified to the event space.

### Site Considerations

- Vehicle to ram crowds - the main event areas are contained within hedges and Heras fencing perimeters which would act as a deterrent/blockade.
- Bomb – the Events Management and Security team will be briefed on what to look out for and remain vigilant always.
- Violence – the Events Management team will all be briefed on what action to take should an incident occur. Several of the event team are first aid trained.
- Knives – No problem has been encountered with knives at previous events, however caterers and contractors will be reminded of knife safety and the events team/security will remain vigilant

### Communication

The team will all:

- Be briefed on radio protocol
- Have read the Emergency Procedure
- Receive information with important information and mobile numbers
- Wear hi-vis vests
- Communicate through radios with earpieces on the day, mobiles for back up

### Staffing

Working with SRM Security, we will ensure an adequate number of SIA licensed security and stewards are present on site at all times. The numbers will vary based on full capacity, however key access points, evacuation points, surveillance points and vulnerable areas will be taken into consideration. A final security deployment plan and rota will be made available once consultations have taken place, to see the current version please refer to Appendix D.i. Staff are briefed upon arrival and given a document to refer to during the event. An example can be seen in Appendix D.v.

### Surrounding Area

Security patrols will take place around the site perimeter.

### CCTV

12 CCTV cameras are in operation/manned [when possible] during the event along with radio contact with the security team. All CCTV video footage will be kept a minimum of 21 days. Please refer to the CCTV plan for locations in [appendix T](#).

### Crime Scene Management & Preservation

Please refer to Appendix D.iv.

Below screen shot from page 31 of the EMP V1.7

## E. Weapons policy and Drugs policy including psychoactive substances

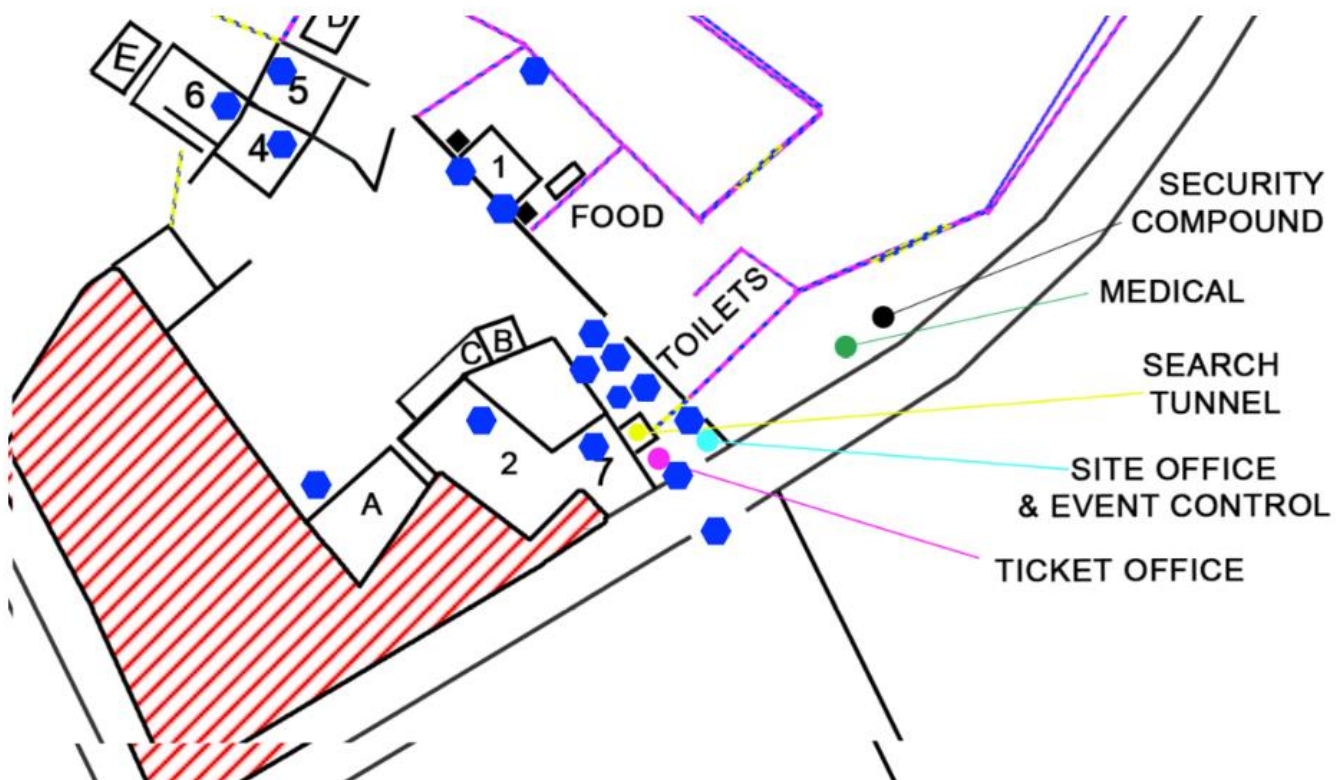
Weapons of any nature are not permitted on site. This includes blades, firearms, fireworks/explosives, corrosive materials, aerosols or unsealed/untested bottles of liquid/perfume.

The venue has a strictly no drugs policy. Amnesty bins will be located at the main entrance and campsite entrance, to allow for disposal of drugs with no consequences. Confiscated items at the site entrance and onsite if seen/found, any drugs found will be placed in a secure 'safe box' with security and handed to the police on the night if necessary.

Where any person is suspected of dealing drugs or in possession of a weapon, following a search or otherwise, that person will be ejected or refused entry and the person concerned will be detained and the police will be contacted prior to the ejection. All suspected drugs will be seized and stored safely and securely in sealed evidence bags, and stored in lockable safe-box storage. A register of all seized drugs will be kept and updated at the time the item is placed into lockable storage. All seizures will be fully documented and all details of the incident, including offender details, will be supplied to the Police at the conclusion of the event.

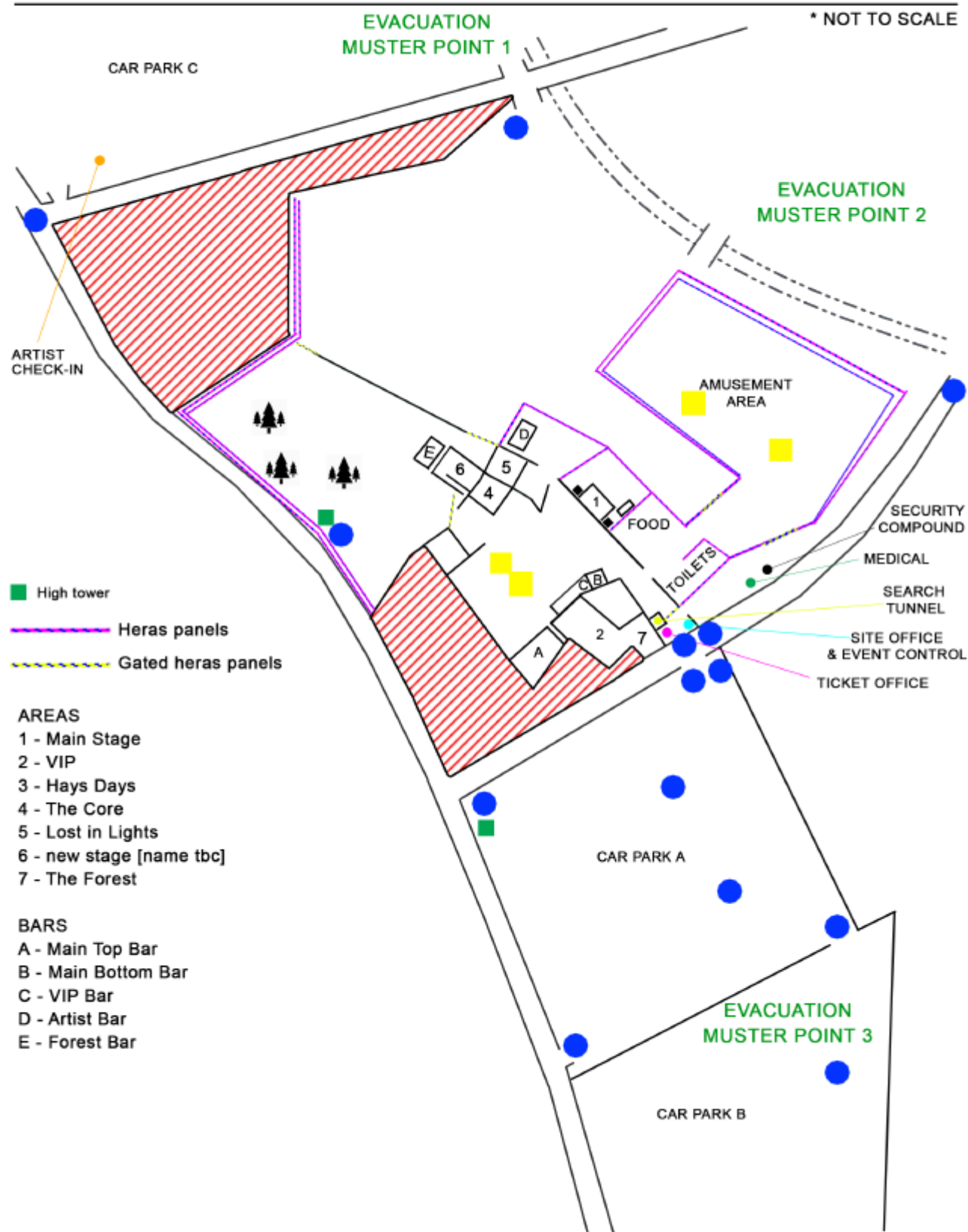
All staff are made aware of the weapons, drink and drug policies in place and can make the main organisers aware of any infringements of these policies.

Appendix D.iii. shows 17 SIA / Stewards deployed within the event site (shown by dark blue dots)



Appendix D.iv. shows 14 SIA / stewards deployed (shown by blue dots) across the wider site outside the main event site

# D&W WEEKENDER SITE MAP - 2021



Appendix D.ii. shows 5 SIA deployed (shown by blue dots) in relation to residential areas



The below screen shot is from Appendix D.i. which shows the SIA deployment for the event on Saturday. The staffing on the Sunday is the same and on the Friday there is one less SIA listed as 'Search / relief'. All SIA are due to finish at midnight bar 3 who start at midnight to provide security to the closed site until 1000 hours the next morning.

SAT				
Manager	1000-0000	SIA	14	
Supervisor	1100-0000	SIA	13	
Supervisor	1100-0000	SIA	13	
Control/loggist	1100-0000	SIA	13	
Front Gate	1000-0000	SIA	14	
Car Park	1000-0000	Stew	14	
Donkey tower watch tower	1130-0000	Stew	12.5	
Road Tower watch tower	1130-0000	Stew	12.5	
Road access for cars egress from car park	1130-0000	Stew	12.5	
Car Park Entrance	1130-0000	Stew	12.5	
Car Park Entrance	1130-0000	Stew	12.5	
Main Entrance gate	1130-0000	SIA	12.5	
Main Entrance gate	1130-0000	SIA	12.5	
Search/relief	1130-0000	SIA	12.5	
Search/relief	1130-0000	SIA	12.5	
Search/relief	1400-0000	SIA	10	
Search/Relief	1400-0000	SIA	10	
Search	1400-0000	SIA	10	
Resident security	1130-0000	SIA	12.5	
Resident security	1130-0000	SIA	12.5	
Resident security	1130-0000	SIA	12.5	
Resident security	1130-0000	SIA	12.5	
Stage 2	1400-0000	SIA	12.5	
Stage 3	1400-0000	SIA	10	
Stage 4	1400-0000	SIA	10	
Stage 5	1400-0000	SIA	10	
Stage 6	1400-0000	SIA	10	
Parking stewards	1130-0000	SIA	12.5	
Parking stewards	1130-0000	SIA	12.5	
Parking stewards	1130-0000	SIA	12.5	
Outside Patrol	1130-0000	SIA	12.5	
Outside Patrol	1400-0000	SIA	10	
Stage Front	1130-0000	SIA	12.5	
Stage Front	1400-0000	SIA	10	
Stage back	1130-0000	SIA	12.5	
Response	1130-0000	SIA	12.5	
Response	1130-0000	SIA	12.5	
Response	1400-0000	SIA	10	
Response	1400-0000	SIA	10	
Overnight	0000-1000	SIA	10	
Overnight	0000-1000	SIA	10	
Overnight	0000-1000	SIA	10	

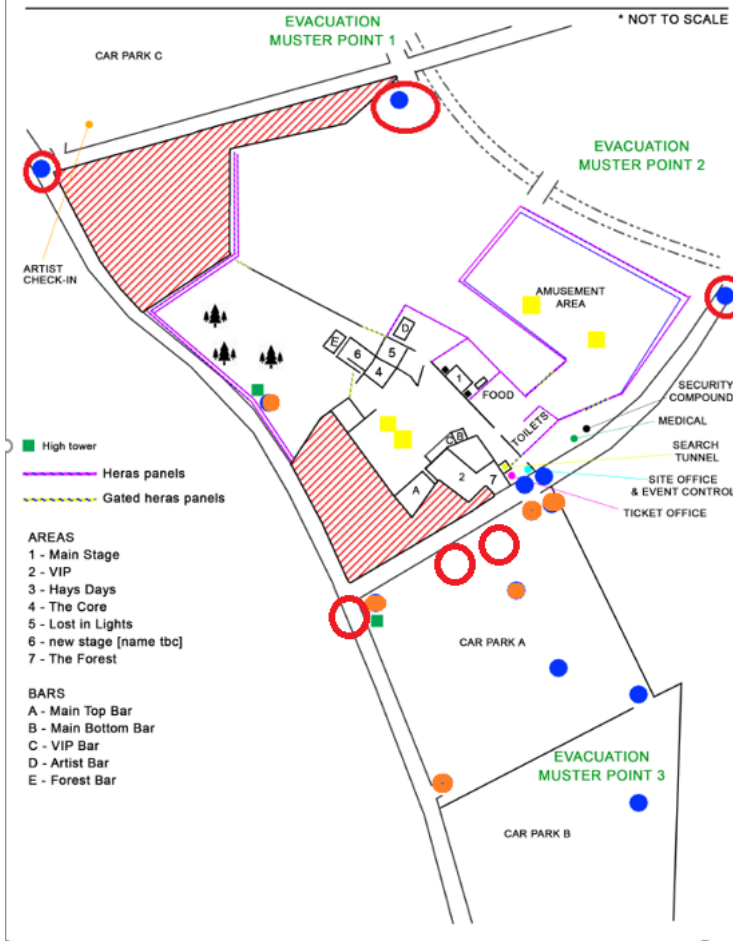
I have compared the deployment dot plans with the deployment excel list. There appears to be a shortfall of 5 SIA that are shown on the 3 dot plans but not on the deployment excel list. The blue dots that are not accounted for are circled red in the images that follow. The above residential deployment dot plan shows the number of SIA being deployed as 5 but the excel sheet lists the number of residential SIA as 4.

Also I believe there are a number of areas of the site / event that are not currently being covered and should be, these locations are circled red in the images below but are as follows –

1. **The taxi rank / PUDO** – this is a key location where fights can break out as people try to get taxi's / locate their lift
2. **The queuing area for the shuttle buses**, which is not shown on any of the plans. It is stated in the EMP that queue lines will be created by using queue barriers on the event site. It is unclear how and where this will be done as the coaches are unable to access the car park field but must remain on the lane directly outside the site entrance
3. **The exit from the car park onto Frogmore Hill** in relation to pedestrians in order to dissuade them from leaving the site on foot and monitor those that do. This position will also be crucial in the event of an emergency to ensure the blue route access is clear. In the top left corner of the car park there is a high tower and there appears to be a steward allocated to the high tower but not an SIA to deal with people on the ground.
4. **Stage 3** – it is not labelled on Appendix D.iv. but is named on appendix D.i. as having an SIA allocated however on the dot plan this allocated SIA has been placed in stage 7 – which also does require it's own SIA to monitor.
5. **Open area next to Bar E** – this is a large open area with trees, there is a steward located in a high tower in one corner of this area but no dedicated SIA
6. **Bar D – Artist Bar** – from reading information on the website, VVIP tickets are being sold allowing customers access to the 'backstage bar' and 'backstage passes to mingle with the DJ's'. This is therefore an area that needs to be monitored. It is also unclear how access to this area is controlled if there is no dedicated SIA.
7. **Food area** – This can be a key area for fights breaking out as people queue to get food
8. **Amusement Area** – No allocated SIA - Within the EMP V1.7 on page 22 it states that '*Adequate queue lines will be created for each ride, which will be monitored by the security team*'.
- 9.

In the below plan I have changed some of the blue dots to orange to indicate where it appears the stewards (not SIA) have been allocated according to the excel deployment list – appendix D.i. which I have show next to the map for ease of reference.

# D&W WEEKENDER SITE MAP - 2021



RC RAMIREZ, Clare 2182  
Appendix D1 security deployment

To RAMIREZ, Clare 2182

Overnight	0000-1000	SIA	10
SAT			
Manager	1000-0000	SIA	14
Supervisor	1100-0000	SIA	13
Supervisor	1100-0000	SIA	13
Control/loggist	1100-0000	SIA	13
Front Gate	1000-0000	SIA	14
Car Park	1000-0000	Stew	14
Donkey tower watch tower	1130-0000	Stew	12.5
Road Tower watch tower	1130-0000	Stew	12.5
Road access for cars egress from car park	1130-0000	Stew	12.5
Car Park Entrance	1130-0000	Stew	12.5
Car Park Entrance	1130-0000	Stew	12.5
Main Entrance gate	1130-0000	SIA	12.5
Main Entrance gate	1130-0000	SIA	12.5
Search/relief	1130-0000	SIA	12.5
Search/relief	1130-0000	SIA	12.5
Search/relief	1400-0000	SIA	10
Search/Relief	1400-0000	SIA	10
Search	1400-0000	SIA	10
Resident security	1130-0000	SIA	12.5
Resident security	1130-0000	SIA	12.5
Resident security	1130-0000	SIA	12.5
Resident security	1130-0000	SIA	12.5
Stage 2	1400-0000	SIA	12.5
Stage 3	1400-0000	SIA	10
Stage 4	1400-0000	SIA	10
Stage 5	1400-0000	SIA	10
Stage 6	1400-0000	SIA	10
Parking stewards	1130-0000	SIA	12.5
Parking stewards	1130-0000	SIA	12.5
Parking stewards	1130-0000	SIA	12.5
Outside Patrol	1130-0000	SIA	12.5
Outside Patrol	1400-0000	SIA	10
Stage Front	1130-0000	SIA	12.5
Stage Front	1400-0000	SIA	10
Stage back	1130-0000	SIA	12.5
Response	1130-0000	SIA	12.5
Response	1130-0000	SIA	12.5
Response	1400-0000	SIA	10
Response	1400-0000	SIA	10
Overnight	0000-1000	SIA	10
Overnight	0000-1000	SIA	10
Overnight	0000-1000	SIA	10



Appendix D1 security deployment

To RAMIREZ, Clare 2182

SAI			
Manager	1000-0000	SIA	14
Supervisor	1100-0000	SIA	13
Supervisor	1100-0000	SIA	13
Control/loggist	1100-0000	SIA	13
Front Gate	1000-0000	SIA	14
Car Park	1000-0000	Stew	14
Donkey tower watch tower	1130-0000	Stew	12.5
Road Tower watch tower	1130-0000	Stew	12.5
Road access for cars egress from car park	1130-0000	Stew	12.5
Car Park Entrance	1130-0000	Stew	12.5
Car Park Entrance	1130-0000	Stew	12.5
Main Entrance gate	1130-0000	SIA	12.5
Main Entrance gate	1130-0000	SIA	12.5
Search/relief	1130-0000	SIA	12.5
Search/relief	1130-0000	SIA	12.5
Search/relief	1400-0000	SIA	10
Search/Relief	1400-0000	SIA	10
Search	1400-0000	SIA	10
Resident security	1130-0000	SIA	12.5
Resident security	1130-0000	SIA	12.5
Resident security	1130-0000	SIA	12.5
Resident security	1130-0000	SIA	12.5
Stage 2	1400-0000	SIA	12.5
Stage 3	1400-0000	SIA	10
Stage 4	1400-0000	SIA	10
Stage 5	1400-0000	SIA	10
Stage 6	1400-0000	SIA	10
Parking stewards	1130-0000	SIA	12.5
Parking stewards	1130-0000	SIA	12.5
Parking stewards	1130-0000	SIA	12.5
Outside Patrol	1130-0000	SIA	12.5
Outside Patrol	1400-0000	SIA	10
Stage Front	1130-0000	SIA	12.5
Stage Front	1400-0000	SIA	10
Stage back	1130-0000	SIA	12.5
Response	1130-0000	SIA	12.5
Response	1130-0000	SIA	12.5
Response	1400-0000	SIA	10
Response	1400-0000	SIA	10
Overnight	0000-1000	SIA	10
Overnight	0000-1000	SIA	10
Overnight	0000-1000	SIA	10

Medical deployment – taken from appendix L.i. Note they are due to finish at 2300 hours.

Pro Medicus Ltd will be providing the following for the event:

- 1 x Frontline ambulance
- 2 x IHCD Technician
- 2 x FREC 3 Ambulance Care Assistants

Hours: Friday 2<sup>nd</sup> July 2021 – 17:00 – 23:00

Saturday 3<sup>rd</sup> July 2021 – 12:00 – 23:00

Sunday 4<sup>th</sup> July 2021 – 12:00 – 23:00

The below plans, appendix G.ii. and S.i. are inconsistent with each other. They show the amusement area located in different areas of the field. It is unclear how the emergency exit routes are impacted if the amusement area is located as per appendix S.i. Evacuation muster point 2 is located over the river, the river is not mentioned in any other event documentation or risk assessment.

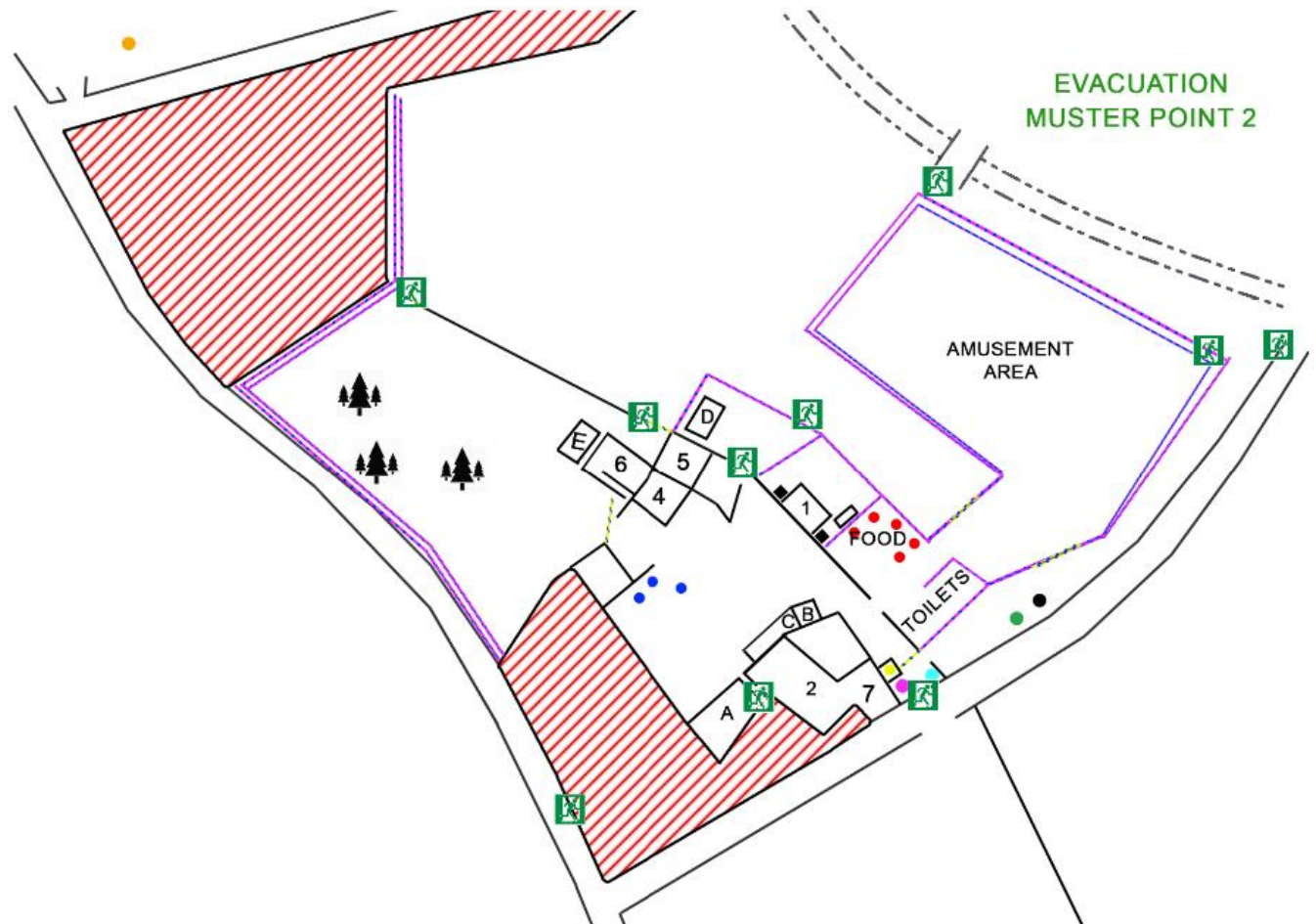
See all photos

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See all photos

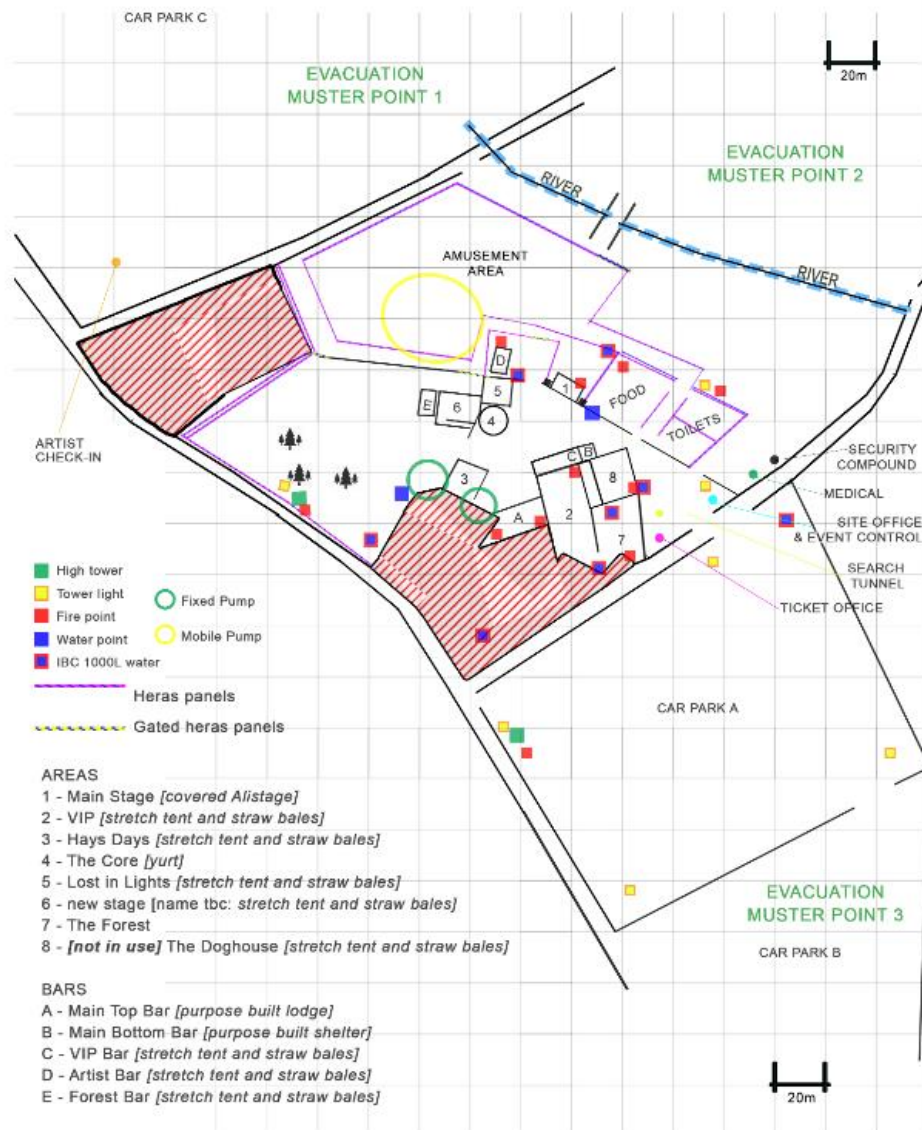
+ Add to



Edit &amp; Create

Share

# D&W WEEKENDER SITE MAP - 2021



Below screen shot from page 35 and 36 of the EMP V1.7. This is the detailed Venue / Site – wide evacuation plan. The muster points referred to are Car Park A / Car Park C – which does not correlate with the evacuation muster points show in the plan above – appendix S.i.

### Venue/Site-Wide Evacuation

1. Radio announcement alerting site personnel that an incident has occurred, to standby, to be prepared to implement the emergency operations plans, and maintain radio silence until further instruction
2. Event Manager or Land Owner will contact the emergency services and remain in contact, giving concise and up to date information
3. The Security Manager or Site Manager or Event Manager will be deployed to the site of incident to investigate and report back details to event control
4. The Security Manager or Site Manager will deploy personnel to strategic locations to ensure the guests and staff are protected from the incident

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- 
5. The Security and Stewards team will use the megaphones or PA to direct the guests, contractors, and staff to the nearest exit
  6. The Security and Stewards will be deployed to all useable and available exits, and direct people to the relevant muster point (Car Park A or Car Park C)
  7. The Site Manager will instruct the use of the PA systems within the area if applicable to relay information to the public
  8. Security Manager will stop any more guests into the incident site
  9. If the emergency services deem it necessary to attend, then Site Manager will liaise with them and advise which route to the site to be used. All resources at hand will be offered to the Emergency Services, and they will be able to control the site as they see fit
  10. Stewards/Security will be positioned to cordon the area preventing any members of the public access to the incident site
  11. Re-admittance to an evacuated area will only be allowed when all the Event Control personnel are happy that the area is safe. If the evacuation was of a serious nature and involved one or more of the Emergency Services, then permission must be granted prior to re-admission

## Police - Clarification Points - 1st April 2021

Highlighted in yellow - the initial query

Highlighted in blue - information to follow

- ADDITIONAL DOCUMENTS CAN BE FOUND HERE: [Extra Documents](#)
  - UPDATED EMP HERE: [D&W Weekender - Event Management Plan v1.2](#)
- 

Current sales for the weekend are:

	Tickets	Shuttle bus
Friday	495	120
Saturday	1900	175
Sunday	950	135

We anticipate many will not organise their transport til nearer the time, so we will monitor this and continue with our communications encouraging event-goers to book transport in advance.

---

The security rota is as per the document in the appendix, however this is subject to change as the final numbers become clearer. We have a meeting on site in mid-April, when we have a chance to walk the space and firm up deployment. A V1 deployment map has been added to the [Extra Documents](#).

---

I apologise that the 'new stage tbc' was supposed to read that the *name* of the stage was to to be confirmed: this stage is planned to be in use. Bar E is also due to be used, I had inserted a previous version of the map in error. This has been updated in the new EMP and in the [Extra Documents](#).

---

There are two structural diagrams as one is an organisation structure, and the other is emergency command structure. I appreciate this may be confusing, I would be happy to rename / remove the organigram if required.

---

#### 6(a) Scaled Site Plan

- A scaled site plan is not quite complete yet, however a V1 will be added to the [Extra Documents](#) tomorrow. We hope we can get this updated and finalised once a site visit has taken place with the EMT and designer.
  - I have added a section for structure types in the EMP under a new header section in Detailed Site Plan p8, this will be updated tomorrow.
  - Blue route access and RVP we do not include on maps in case they fall in the wrong hands in line with our wider duties of care, as we have been following the Manchester Inquiry. These will be discussed in the SAG.
  - Fire exits from enclosed structures and the event site have been added to Appendix G, viewable in Appendices G.i and G.ii.
  - Car Park C, if used, will be artist/staff only and they will enter via the back field from the car park not via main gate. I will add pedestrian routes for all car parks to site to a map tomorrow.
- 

#### 6(b) Event Risk Assessment

- Please note our risk assessment - although it is in its first draft - has not been reviewed since the previous event as Lee Welsh has been unable to travel to the site during COVID (travel restrictions and living with a vulnerable person). He is due to visit the site when restrictions ease in mid-April so we hope to have an updated version to send then: in the meantime, we will be adding the v1 draft document before the weekend to the updated event folder.
- 

#### 6(c) Crowd Management Plan

- The capacities for each structure will be added to the plans tomorrow.
  - The evacuation procedure will be expanded upon in updated EMP tomorrow.
- 

#### 6(d) Emergency Protocol and Major Incident Plan

- There is no crime scene management or crime in progress plan. I will work with SRM to add this: we will use guidance as taught in the BIIAB Level 2 award for Crime Scene Preservation.
  - Persons trained to use the water reserves are:
    - Tom Wilkes
    - Andrew Wilkes
    - Sean Seymour
    - William Reynolds
  - Coded messages and alert levels have been added to Appendix G.
-

## 6(f) Fire Safety Plan and Procedure

- The RA table has been updated to indicate the structures it refers to, and points to the emergency exit signage plan in Appendix G.i and G.ii.
- 

## 6(g) Traffic Management Plan

Our Traffic Management plan had been approved by Guy McCallan and Highways in the past 2 weeks. After a phone conversation with David Morgan we have principally agreed a pedestrian egress as follows (this is to be discussed upon return of Guy from AL):

- Pedestrian egress is on a closed road that is stewarded at either end, and emergency services will be briefed to use blue lights when using the road to help alert any pedestrians. This leads to a pedestrian footpath that leads to Stevenage or Watton-at-Stone.
  - We'll update on this as soon as possible, and expand on this after communications with Guy.
    - We have added the traffic route map to Appendix B and Appendix B.ii.
    - A dot plan has been added to help assist with locations of SIA and stewards in Appendix D.iii.
    - The CSAS staff are posted to help manage peak ingress and egress. This has been added to Appendix B.
    - The Gatemen are being provided by a third-party company, via Tony Bayford at Fenton TM, as will the CSAS staff, so will not appear on the security deployment plan.
    - Initial communications have been made with taxi firms, however we will be calling and/or emailing them following up closer to the event, this will include information regarding the TTRO one-way system. Social posts, and direct emails have been sent to customers, to encourage people to think ahead and pre-book transport.
    - Shuttle buses will run from the Dog & Whistle pub to the event site on time slots for ingress. They will drop off and pick up from outside the event site. The final queuing system for this will be determined on the final bus schedule: the frequency of the busses will be determined based on uptake. At present, we anticipate this will be every 30 mins for ingress from the Dog & Whistle, and for egress approximately every 30 minutes from 10pm increasing to every 15 minutes from 11pm. The bus size will be determined by the uptake, and frequency will be increased/decreased as necessary per event: this information will be shared closer to the event.
    - Shuttle buses will not be going through the car park due to their size, all other vehicles must exit via the car park. This will be managed by CSAS.
    - Additional lighting will be added when the ticket sales for capacity of the car park are cleared. Additional lighting is on standby to be deployed immediately on site in the event extra lighting is required or to replace a faulty light.
-

#### 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. Awaiting documents from Pro Medicus in order to update Appendix L: for now I have amended it to reflect the info on p21.
- 

#### 6(k) Security Operations and Deployment of Staff

- The dot plan has been added to Appendix D.ii, D.iii and D.iv. This should help to illustrate the locations of the staff, but please let us know if you would like any further information.
  - The 6 stewards are working as part of the security team, could you please clarify what further information you require?
- 

#### 6(l) Drugs Policy

- Psychoactive substances added to the list of prohibited items in Appendix C.
  - The ejection policy has been updated in Appendix F.
  - Information on drug storage is already in Appendix E, however I have added additional information to help clarify this. They will not be stored in amnesty bins.
- 

#### 6(m) Weapons Policy

- If a weapon is found then the person will be ejected. The ejection policy will be followed as in Appendix F.i.
- 

#### 6(o) Bar Management and Alcohol Policy

- Appendix M
    - Added information regarding refusal logs, this was omitted in error.
    - Added signage info for Challenge 25, weights & measures, ABVs and price list
    - Also added: staff briefing
- 

#### 6(p) Safeguarding policy

- We are working on our welfare policy as we have not yet appointed a welfare provider. Please bear with us and we will work with the contractor and their policies regarding welfare.
- 

#### 6 (r) CCTV

- Appendix T has been added with CCTV locations and recording retention information.

## Police - Clarification Points - 2nd April 2021

**This document is in addition to the document emailed on 1st April.**

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- ADDITIONAL DOCUMENTS CAN BE FOUND HERE: [Extra Documents](#)
  - FURTHER UPDATED EMP HERE: [D&W Weekender - Event Management Plan v1.3](#)
- 

### **6(a) Scaled Site Plan**

- A basic scaled site plan Appendix S.i. has been added to the [Extra Documents](#) - this will be updated and finalised once a site visit has taken place with the EMT and designer.
  - The structure types have been updated on p8 and the capacities + escape times have been added to Appendix G.iii. [Extra Documents](#)
  - Pedestrian routes from the car parks have been added to the V1 scale map referred to above in [Extra Documents](#) - Car Park C will be for staff/artists only.
- 

### **6(b) Event Risk Assessment**

- added to Appendix U in [Extra Documents](#)
- 

### **6(c) Crowd Management Plan**

- Structure capacities + escape times have been added to Appendix G.iii. [Extra Documents](#)
  - Upon seeking further advice, the final evacuation plan will be updated once site visits have taken place.
- 

### **6(d) Emergency Protocol and Major Incident Plan**

- Crime Scene Management and Preservation added to Appendix D.
- 

### **6(j) Medical Provisions**

- Awaiting documents from Pro Medicus in order to update Appendix L, we aim to have this updated in time to present at SAG. I have amended Appendix L to reflect the info on p21.

## Waterbridge Site Events

Year	Maximum capacity allowed	Number of events / dates of events	HogSozzle (May)	Back of Beyond (July)	Wilkestock (September)
2009	499	<b>1 event over 2 days</b> Saturday 12 <sup>th</sup> to Sunday 13 <sup>th</sup> September	NA	NA	Not recorded
2010	499	<b>1 event over 3 days</b> Friday 3 <sup>rd</sup> to Sunday 5 <sup>th</sup> September	NA	NA	<b>400-450</b> stated on TEN's application
2011	750 on Sat and Sun 499 on Fri as under TEN's	<b>1 event over 3 days</b> Friday 2 <sup>nd</sup> to Sunday 4 <sup>th</sup> September	NA	NA	<b>350</b> on Friday stated on TEN's application
2012	1500	<b>2 events each over 3 days</b>		NA	
2013	1500	<b>2 events each over 3 days</b>	<b>450</b> – from events assessment form 2014 – which states last years numbers	NA	<b>1000</b> - stated on SAG notification form
2014	1500	<b>2 events each over 3 days</b>		NA	
2015	1500	<b>2 events each over 3 days</b>	<b>650</b> – stated on SAG notification form	NA	<b>1000</b> - stated on SAG notification form
2016	1500	<b>2 events each over 3 days</b>	<b>700</b> – stated on SAG notification form	NA	
2017	3000	<b>Licenced for 3 events each over 3 days</b> <b>Held 2 events each over 3 days</b> <b>HogSozzle</b> Friday 26 <sup>th</sup> to Sunday 28 <sup>th</sup> May <b>Wilkestock</b> Friday 1 <sup>st</sup> to Sunday 3 <sup>rd</sup> September	<b>900</b> – stated in EMP sent 9/5/2017	NA	<b>1400</b> - stated on SAG notification form <b>On target for 1500</b> – stated in EMP sent on 11/8/2017
2018	3000	<b>Licenced for 3 events each over 3 days</b> <b>Held 3 events (one a single day event)</b> <b>HogSozzle</b> - Friday 25 <sup>th</sup> to Sunday 27 <sup>th</sup> May <b>Back of Beyond</b> - Saturday 7 <sup>th</sup> July <b>Wilkestock</b> - Friday 31 <sup>st</sup> Aug to Sunday 2 <sup>nd</sup> September	<b>1200</b> - stated on SAG notification form. 1000 stated in EMP sent 26/2/2018	<b>2000</b> stated on SAG notification form. <b>2600</b> stated following the event.	<b>On target for 1500</b> – stated in EMP sent on 23/8/2018 Email on 15/8/2018 gave numbers as follows W/end – 420 Fri – 22 Sat – 192 Sun - 57
2019	4950	<b>Licenced for 3 events each over 3 days</b>	<b>1750</b> – Customers and Staff –	EMP sent 19/6/2019 states –	<b>2000</b> – expected number on

		<b>Held 3 events (one a two day event)</b> <b>HogSozzle</b> - Friday 24 <sup>th</sup> to Sunday 26 <sup>th</sup> May <b>Back of Beyond</b> - Friday 5 <sup>th</sup> and Saturday 6 <sup>th</sup> July <b>Wilkestock</b> - Friday 30 <sup>th</sup> Aug to Sunday 1 <sup>st</sup> Sept	expected number stated in EMP sent 7/3/2019	expecting 3500 customers and 250 staff with day ticket sales limited to 1750 Email from Brittany Melly on 4/7/2019 stated numbers are in the region of <b>1000</b> on Fri and <b>2000</b> on Sat – mixture of weekend and day passes Following the event Ricky Harding stated in an email that the numbers were <b>1000</b> on Friday and <b>2500</b> on Saturday ( <b>1900</b> of which were day tickets)	site at any one time stated in EMP sent 28/8/2019. EMP also states <ul style="list-style-type: none"> <li>up to 3000 customers and staff expected across the weekend</li> <li>attendees tend to purchase weekend camping tickets rather than day tickets (55%)</li> </ul>
2020	4950	<b>All events cancelled due to COVID</b>			
2021	4950	<b>3 events each over 3 days</b> Planned dates – <b>Dog and Whistle Weekender</b> – Friday 2 <sup>nd</sup> and Saturday 3 <sup>rd</sup> July <b>Back Of Beyond</b> – Sunday 4 <sup>th</sup> July <b>Summer Weekender by the Dog and</b> <b>Whistle</b> Saturday 28 <sup>th</sup> August and Sunday 29 <sup>th</sup> August <b>Wilkestock</b> Friday 24 <sup>th</sup> to Sunday 26 <sup>th</sup> September			

## Wilkestock Licence Applications

Date of App	Application ref	Licence ref in force at time of application	Details of application	Outcome
17 <sup>th</sup> Aug 2009	1 <sup>st</sup> TEN's	None	TEN's to cover charity event held 12 <sup>th</sup> – 13 <sup>th</sup> Sept 2009 Alc – 1200-0300hrs Reg Ent – 1200-0500hrs	Granted (Police out of time to object)
9 <sup>th</sup> Aug 2010	2 <sup>nd</sup> TEN's	None	TEN's to cover charity event held Fri 3 <sup>rd</sup> – Sun 5 <sup>th</sup> Sept 2010 18+ event <b>400-450</b> people attending Alc – 1200-0300hrs Reg Ent – 0900-0500hrs LNR 0000-0500hrs	Granted
4 <sup>th</sup> May 2011	1 <sup>st</sup> premise licence application	None	1 <sup>st</sup> premise licence application submitted. Issues with blue notice so time extended Information states event to be held Sat 3 <sup>rd</sup> – Sun 4 <sup>th</sup> Sept 2011 Capacity stated as 750 Alc – 1100 hrs Sat to - 0300hrs Sunday Reg Ent – recorded music – 1000hrs Sat to 1300hrs Sunday Live Music – 1000hrs Sat to 0600hrs Sunday LNR – All night Sat into Sunday	Believe granted as requested, unable to locate copy of licence issued at the time.
10 <sup>th</sup> Aug 2011	3 <sup>rd</sup> TEN's		TEN's to cover Fri 2 <sup>nd</sup> Sept 2011 <b>350</b> people attending Alc – 0900-0000 Reg Ent - 0900-0000 LNR - 0900-0000	
13 <sup>th</sup> Dec 2011	1 <sup>st</sup> variation application PL0561		Variation application to <ul style="list-style-type: none"> <li>Extend the event in September from <b>1 weekend (2 days) to 3 days</b></li> <li>Add a <b>further 3 day festival each year</b> in early summer</li> <li>Increase the capacity from <b>750 to 1500</b></li> <li>Requesting times as follows</li> </ul> Friday – Alcohol 1200-0300hrs / Reg Entertainment 1000-0300hrs / Late night refreshments 2300- 0300hrs Saturday - Alcohol 1100-0300hrs / Reg Entertainment 1000-0500hrs / Late night refreshments 2300- 0300hrs Sunday - Alcohol 1100-0300hrs / Reg Entertainment 1000-0300hrs / Late night refreshments 2300- 0300hrs	<p>Objections made by Environmental Health and ten local residents</p> <p>Reduced hours agreed between EH and Tom Wilkes as follows.  <b>Friday – 1100-0100hrs</b>  <b>Saturday 1100-0300hrs</b>  <b>Sunday 1000-2100hrs</b></p> <p><b>Hearing held on 6<sup>th</sup> Feb 2012</b> – granted with above hours subject to conditions set by EH</p>
6 <sup>th</sup> Feb 2012	Hearing held on 6 <sup>th</sup> Feb 2012			

16 <sup>th</sup> July 2012	Application to review the premise licence made by environmental health.			
15 <sup>th</sup> Aug 2012	Hearing listed for 15 <sup>th</sup> August 2012. Conditions amended without a hearing.			
4 <sup>th</sup> Nov 2016	<b>16/2198/PLV – variation application</b>		<ul style="list-style-type: none"> <li>• Increase number of events from <b>2 to 3</b>,</li> <li>• Increase overall attendance from <b>1500 to 3000</b></li> <li>• Increase alcohol sales cover the following, Thursday, Friday and Sunday from <b>1100 to 0400hrs</b> the next day. And on Saturday to cover from <b>1100 to 0500hrs</b> the next morning.</li> <li>• Increase Live music to cover the following, Friday and Sunday from <b>1000 to 0400hrs</b> the next day and Saturday to cover from <b>1000 to 0500hrs</b> the next day.</li> <li>• To add the provision of films and dance to cover the following, Thursday, Friday and Sunday <b>1000 to 0400hrs</b> the next day and Saturday to cover <b>1000 to 0500hrs</b> the next day.</li> <li>• To add late night refreshments to cover, Thursday, Friday, Saturday and Sunday from <b>2300 to 0500hrs</b> the next day.</li> </ul> <p>Covering letter on application stating May and July events will be smaller events, Wilkestock will be the larger one increasing slowly from 1500.</p>	Approved with agreed conditions – new licence ref <b>16/2198/PLV</b>
14 <sup>th</sup> Dec 2018	<b>18/2254/PLV – variation application</b>	16/2198/PLV	Increase capacity from 3000 to 4950.	Agreed with approved conditions, one of which was restricting day ticket sales to a maximum of 1750. New licence ref <b>18/2254/PLV</b>
Aug 2019	<b>19/1449/PLMV – minor variation application</b>	18/2254/PLV	Increase Day tickets from 1750 to 2750	Police Representation made by Sarb Minichiello and application was refused by East Herts Council (Minor variation)
Nov 2019	<b>19/2216/PLMV – minor variation application</b>	18/2254/PLV	Increase day tickets from 2750 to 4950 (Application made as if previous application was granted)	Brad Wheeler from East Herts Council discussed with Police. Same request so refused on basis of Aug 2019 Representation
13 <sup>th</sup> Dec 2019	<b>19/2371/PLMV – minor variation application</b>	18/2254/PLV	<p>Application form states the following</p> <p><i>In result of a meeting on the 5th of December 2019 at East Herts, Wallfields with Brad Wheeler, Oliver Rawlings, and Brittany Melly the conclusion was made to remove the condition in Annex 2 - 8.d.</i></p> <p><i>To amend the condition Annex 2. 3 to the following - “An EMP shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on the threat and risk of the event. The final version of the EMP must be supplied to all responsible authorities a minimum of 21 days</i></p>	<p>Approved in the absence of Sgt Ramirez on Maternity Leave and Sarb Minichiello on annual leave (due to Christmas period).</p> <p>The PLMV was granted as per the application.</p> <p>THIS RESULTED IN THE REMOVAL OF DAY TICKET RESTRICTIONS AND STRANGELY PLACED A CONDITION ON RESPONSIBLE AUTHORITIES TO NOTIFY THE LICENCE</p>

			<p><i>before the event takes place.</i></p> <p><i>Responsible authorities must notify the licence holder of any concerns with the final EMP within 5 working days of receiving it.</i></p> <p><i>Any changes proposed to the final EMP, later than 21 days prior to the event start date, must be circulated immediately to all responsible authorities for approval.</i></p> <p><i>In the event of any of the responsible authorities advising the licensing authority that the Event Management Plan (EMP) does not in their professional view satisfy the requirements to promote the four licensing objectives, the event will not proceed until such time as those requirements are met or the responsible authority confirms they are satisfied.</i></p> <p><i>We have proved ourselves as successful and responsible premises licence holders over the past 12 years, and will endeavour to continue this with responsible planning and close communication with the local council and immediate residents.</i></p> <p>Condition 8.d in Annex 2 was the restriction on day ticket sales. The previous application in August 2019 to increase this number had been objected to by Herts Police (Sarab Minichiello) and a further application requesting the same change had been rejected by East Herts Council in November 2019 due to the previous objection.</p>	<p>HOLDER OF ANY CONCERNS WITHIN 5 WORKING DAYS OF RECEIVING THE FINAL EMP.</p> <p>New licence ref <b>19/2371/PLMV</b></p>
28 <sup>th</sup> Jan 2020	<b>20/0172/PLMV</b>	19/2371/PLMV	Existing licence states 3 events per calendar year in May / July / August / September, request to include June.	No representation made, granted. New licence ref <b>20/0172/PLMV</b>
15 <sup>th</sup> April 2020	<b>20/0419/PLMV</b>	20/0172/PLMV	Requesting to add January, April, October, November, December as months that events can be run.	No representation made, granted. New licence ref <b>20/0419/PLMV</b>

**District of East Hertfordshire**  
**Premises Licence**  
**Licence No: 16/2198/PLV**

Licensing Act 2003

**Part 1 – Premises Details**

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION		
<b>Wilkestock - 4 Acre Field</b> Waterbridge, Frogmore Hill, Watton At Stone, Hertford, Hertfordshire, SG14 3RR	Telephone:	

WHERE THE LICENCE IS TIME LIMITED THE DATES
Not applicable

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES		
<b>SALE OF ALCOHOL</b>		
Friday	11:00	04:00
Saturday	11:00	05:00
Sunday	11:00	04:00
Thursday	11:00	04:00
 <b>PERFORMANCES OF DANCE (BOTH)</b>		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	04:00
Thursday	10:00	03:00
 <b>FILMS (BOTH)</b>		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	15:00
Thursday	10:00	04:00
 <b>LIVE MUSIC (BOTH)</b>		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	04:00
 <b>LATE NIGHT REFRESHMENT (BOTH)</b>		
Friday	23:00	05:00
Saturday	23:00	05:00
Sunday	23:00	05:00
Thursday	23:00	05:00
 <b>RECORDED MUSIC (BOTH)</b>		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	04:00

THE OPENING HOURS OF THE PREMISES		
Thursday	10:00	00:00
Friday	00:00	00:00
Saturday	00:00	00:00
Sunday	00:00	00:00
Monday	00:00	15:00

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES
Alcohol is supplied for consumption on the Premises

## Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE
Mr Tom Wilkes Waterbridge, Frogmore Hall, Watton At Stone, Hertfordshire, SG14 3RR

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)
N/A

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL
Mr Tom Wilkes

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL
Personal licence number: Licensing Authority: East Herts Council

1. No supply of alcohol may be made under the premises licence –
  - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

  - (a) a holographic mark, or
  - (b) an ultraviolet feature.
6. The responsible person must ensure that—
  - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises

(other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml;

- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of this condition -

- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (b) “permitted price” is the price found by applying the formula –

$$P = D + (D \times V)$$

where -

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence -
  - (i) the holder of the premises licence,
  - (ii) the designated premises supervisor (if any) in respect of such a licence, or
  - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

8. Where the permitted price would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

9. (1) Sub-paragraph (2) applies where the permitted price on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

10. The admission of children under 18 to any film exhibition must be restricted in accordance with any recommendation made by the film classification body specified in section 4, Video Recordings Act 1984 unless the licensing authority notifies the holder of the premises licence that recommendations made by the licensing authority must be followed instead.

11. Any individual employed on the premises to conduct a security activity (within the meaning of paragraph 2(1)(a) of schedule 2 to the Private Security Industry Act 2001) must be licensed by the Security Industry Authority.

## ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

1. The Premises License is limited to three events per calendar year, each consisting of a maximum of three consecutive days. The first event is held over a weekend in May. The second event is held over a weekend in July and the third event is held over a weekend in August or September. The name of each event will be supplied 5 months prior to the event taking place.
2. The Premises 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.
3. An Event Management Plan (EMP) 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.
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 / 8 litres of beer or 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.

6. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
7. All areas of the event and all documents referred to in the Event Management Plan shall be available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.
8. The premises License holder shall have procedures in place to;
  - Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and
  - Allow the swift access for emergency vehicles.
9. The maximum capacity for each event at any one time is 3000 people; this includes all staff on site.
  - Entry numbers will be monitored and recorded at all times through the use of attendance clickers
  - Entry numbers to be supplied immediately on request by any police officer
  - Entry onto the site will not be allowed between 2300 hours and 0600 hours.
10. All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.
11. The Premise License Holder shall publish a message on the event website at least 3 months prior to the event containing the following information;
  - Terms and Conditions of entry, to include searching on entry and list of prohibited items
  - Under 18's will need to be accompanied by an adult 21 years old or over
  - Challenge 25 Policy
  - Quantity of alcohol permitted
  - No glass vessels and bottles allowed on site
  - Disabled access and facilities information
  - Medical facilities
  - Local weather updates (required only in the 7 days prior to the event)
  - Travel Information
  - Maps of the site and surrounding area
  - Post code for Satellite Navigation Systems.
12. The Premise License Holder shall ensure that all Stewards and Security Industry Authority personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the EMP documents relevant to their role.
13. There shall be an established chain of command for all stewards and Security Industry Authority personnel

who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.

14. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable.
15. The Premises Licence Holder shall ensure that all Security Industry Authority staff employed at the premises wear and clearly display their Security Industry Authority registration badge at all times whilst on duty.
16. No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
17. An event log shall be maintained which includes any actions or decisions taken by the manager of the medical provisions and the reasons for those actions, and a record of all people seeking treatment. The record shall detail the name, address, gender, age, presenting complaint, diagnosis, treatment given, onward destination and signature of person treating
18. The Designated Premises Supervisor must be actively involved in the running of the event or clearly nominate someone to act on their behalf in the case of illness or injury. The Designated Premises Supervisor must be on site when alcohol is permitted to be sold or supplied or clearly nominate someone to act on their behalf in the case of illness, injury or required rest time.
19. Each bar will be clearly identifiable by number or name. Only 100% polycarbonate to be used by the public on site, no glass to be permitted in areas open to the public. Each bar will have visible signage (challenge 25/ free water/ weights and measures act/ drinks and price list including abv's). Tap water will be made freely available in the main bar.
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.
22. The license holder will notify Hertfordshire Constabulary of all SIA registered staff employed at the event 14 days before the event takes place.
23. Accurate and up to date details of ticket sales to be supplied immediately on request from any of the responsible authorities to allow for event planning.
24. The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. The Premises Licence Holder shall provide the Licensing Authority with certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, not later than 14 days prior to the start of the event
25. An on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities.
26. Under 18's must be accompanied by an adult 21 years old or over in order to gain entry.
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.

### ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

1. The premises licence holder shall ensure that music noise levels do not exceed 55 dB(A) LEQ over a 15 minute period at the pre-agreed noise monitoring locations before 23:00, or 45dB(A) LEQ over a 15 minute period after 23:00 on Friday, Saturday and Sunday.
2. 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 and these shall take account of all regulated entertainment which will be provided during each event, including the number of stages and the location, orientation and operational times of each stage. The strategy shall include provision for community engagement, monitoring, an event hotline and post completion reporting.

### ANNEX 4 - PLANS

Wilkestock - 4 Acre Field,  
Waterbridge, Frogmore Hill, Watton At Stone

**District of East Hertfordshire**  
**Premises Licence**  
**Licence No: 18/2254/PLV**

Licensing Act 2003

**Part 1 – Premises Details**

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION		
<b>Wilkestock - 4 Acre Field</b> Waterbridge, Frogmore Hill, Watton At Stone, Hertford, Hertfordshire, SG14 3RR	Telephone: 01920 830107	
WHERE THE LICENCE IS TIME LIMITED THE DATES		
Not applicable		
THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES		
<b>SALE OF ALCOHOL</b>		
Thursday	11:00	04:00
Saturday	11:00	05:00
Sunday	11:00	04:00
<b>PERFORMANCES OF DANCE (BOTH)</b>		
Thursday	10:00	03:00
Saturday	10:00	05:00
Sunday	10:00	04:00
<b>FILMS (BOTH)</b>		
Thursday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	15:00
<b>LIVE MUSIC (BOTH)</b>		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	04:00
<b>LATE NIGHT REFRESHMENT (BOTH)</b>		
Thursday	23:00	05:00
Saturday	23:00	05:00
Sunday	23:00	05:00

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES		
<b>RECORDED MUSIC (BOTH)</b>		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	04:00

THE OPENING HOURS OF THE PREMISES		
Thursday	00:00	00:00
Friday	00:00	00:00
Monday	00:00	18:00
Saturday	00:00	00:00
Sunday	00:00	00:00

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES
Alcohol is supplied for consumption on the Premises

## Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE
Mr Tom Wilkes Waterbridge, Frogmore Hall, Watton At Stone, Hertfordshire, SG14 3RR

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)
N/A

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL
Mr Tom Wilkes

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL
Personal licence number: Licensing Authority: East Herts Council

## ANNEX 1 – MANDATORY CONDITIONS

1. No supply of alcohol may be made under the premises licence –
  - (a) at a time when there is no designated premises supervisor in respect of the premises

licence, or

- (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
  - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
  - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the

supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

- (a) a holographic mark, or
- (b) an ultraviolet feature.

6. The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
  - (i) beer or cider: ½ pint;
  - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of this condition -

- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (b) “permitted price” is the price found by applying the formula –

$$P = D + (D \times V)$$

where -

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
    - (i) the holder of the premises licence,
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
8. Where the permitted price would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
  9. (1) Sub-paragraph (2) applies where the permitted price on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.  
  
 (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
  10. The admission of children under 18 to any film exhibition must be restricted in accordance with any recommendation made by the film classification body specified in section 4, Video Recordings Act 1984 unless the licensing authority notifies the holder of the premises licence that recommendations made by the licensing authority must be followed instead.
  11. Any individual employed on the premises to conduct a security activity (within the meaning of paragraph 2(1)(a) of schedule 2 to the Private Security Industry Act 2001) must be licensed by the Security Industry Authority.

## ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

1. The Premises License is limited to three events per calendar year, each consisting of a maximum of three consecutive days. The first event is held over a weekend in May. The second event is held over a weekend in July and the third event is held over a weekend in August or September. The name of each event will be supplied 3 months prior to the event taking place.
2. The Premises 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.
3. An Event Management Plan (EMP) shall be submitted to the responsible authorities no less than 3

months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on threat and risk to the event. The 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.

4. All areas of the event and all documents referred to in the Event Management Plan shall be available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.
5. 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
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  - 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

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

- 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
- d) 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.
- e) Extreme weather procedure and action plan covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
- f) Fire safety plan - in line with conditions set by Herts Fire and Rescue
- 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
- i) Waste 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).
  - n) 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 / 8 litres of beer or 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
  - o) 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.
  - 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.
7. The premises License holder shall have procedures in place to;
    - a) Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and
    - b) Allow the swift access for emergency vehicles.
  8. The maximum capacity for each event at any one time is 4950 people, this includes all staff on site.
    - a) Entry numbers will be monitored and recorded at all times through the use of attendance clickers
    - b) Entry numbers to be supplied immediately on request by any police officer
    - c) Entry onto the site will not be allowed between 2300 hours and 0600 hours.
    - d) Day tickets shall not exceed 1,750 for any day.
  9. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
  10. All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.
  11. The Premise License Holder shall publish a message on the event website at least 3 months prior to the event containing the following information;
    - a) Terms and Conditions of entry, to include searching on entry and list of prohibited items
    - b) Under 18's will need to be accompanied by an adult 21 years old or over

- c) Challenge 25 Policy
  - d) Quantity of alcohol permitted
  - e) No glass vessels and bottles allowed on site
  - f) Disabled access and facilities information
  - g) Medical facilities
  - h) Local weather updates (required only in the 7 days prior to the event)
  - i) Travel Information
  - j) Maps of the site and surrounding area
  - k) Post code for Satellite Navigation Systems.
12. The Premise License Holder shall ensure that all Stewards and Security Industry Authority personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the EMP documents relevant to their role.
13. There shall be an area within the licensable area dedicated to dealing with vulnerable children and adults this includes those who are vulnerable through drink and drugs. There shall always be on duty at this location a person nominated as in charge. Staff working in this area shall have access to a radio connecting with the event management.
14. There shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.
15. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable and Security Industry Authority staff employed at the premises wear and clearly display their Security Industry Authority registration badge at all times whilst on duty, except those working in a covert capacity. There shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.
16. No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
17. An event log shall be maintained which includes any actions or decisions taken by the manager of the medical provisions and the reasons for those actions, and a record of all people seeking treatment. The record shall detail the name, address, gender, age, presenting complaint, diagnosis, treatment given, onward destination and signature of person treating
18. The Designated Premises Supervisor must be actively involved in the running of the event or clearly nominate someone to act on their behalf in the case of illness or injury. The Designated Premises Supervisor must be on site when alcohol is permitted to be sold or supplied or clearly nominate someone to act on their behalf in the case of illness, injury or required rest time. The nominated person must be a personal licence holder.
19. Each bar will be clearly identifiable by number or name. Only 100% polycarbonate to be used by the

public on site, no glass to be permitted in areas open to the public. Each bar will have visible signage (challenge 25/ free water/ weights and measures act/ drinks and price list including abv's). Tap water will be made freely available in the main bar.

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.
22. 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.
23. Accurate and up to date details of ticket sales to be supplied immediately on request from any of the responsible authorities to allow for event planning.
24. The Premises Licence Holder shall take out Public Liability and Third Party insurance to cover at least £5,000,000.00 (five million pounds) for any one occurrence. The Premises Licence Holder shall provide the Licensing Authority with certified copies of the Policy and Certificates of Insurance, or other acceptable proof of cover, not later than 14 days prior to the start of the event.
25. An Event Management Plan (EMP) 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.
26. An on-site suitable control hub (ELT) will be accessible to police and responsible authorities if at any time it is deemed necessary by the responsible authorities.
27. People under the age of 18 years must be accompanied by an adult 21 years old or over in order to gain entry. A maximum of 3 under 18's to be allowed in with each person 21 years or over. The adult (over 21) entering with any person under 18 years is to be informed of their responsibilities with regards to the person under 18 years.
28. 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 Licence holder 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 week prior to an event.
29. 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.

30. All areas of the event and all documents referred to in the Event Management Plan shall be available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.
31. 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.
32. An event log shall be maintained which includes any actions or decisions taken in relation to each event.
33. The premises License holder shall have procedures in place to;
  - a) Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and
  - b) Allow the swift access for emergency vehicles.
34. The surrounding households are notified of any events and possess a 24hr phone number direct to the DPS.

#### **ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY**

1. The premises licence holder shall ensure that music noise levels do not exceed 55 dB(A) LEQ over a 15 minute period at the pre-agreed noise monitoring locations before 23:00, or 45dB(A) LEQ over a 15 minute period after 23:00 on Friday, Saturday and Sunday.
2. 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 and these shall take account of all regulated entertainment which will be provided during each event, including the number of stages and the location, orientation and operational times of each stage. The strategy shall include provision for community engagement, monitoring, an event hotline and post completion reporting.

#### **ANNEX 4 - PLANS**

Wilkestock - 4 Acre Field, Waterbridge, Frogmore Hill, Watton At Stone



## District of East Hertfordshire Premises Licence Licence No: 20/0419/PLMV

Licensing Act 2003

### Part 1 – Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION	
<b>Wilkestock - 4 Acre Field</b> Waterbridge, Frogmore Hill, Watton At Stone, Hertford, Hertfordshire, SG14 3RR	Telephone: 01920 830107

WHERE THE LICENCE IS TIME LIMITED THE DATES
Not applicable

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES		
<b>SALE OF ALCOHOL</b>		
Friday	11:00	04:00
Saturday	11:00	05:00
Sunday	11:00	04:00
Thursday	11:00	04:00
<b>PERFORMANCES OF DANCE (BOTH)</b>		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	04:00
Thursday	10:00	03:00
<b>FILMS (BOTH)</b>		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	15:00
Thursday	10:00	04:00
<b>LIVE MUSIC (BOTH)</b>		
Friday	10:00	04:00

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES		
Saturday	10:00	05:00
Sunday	10:00	04:00
<b>LATE NIGHT REFRESHMENT (BOTH)</b>		
Friday	23:00	05:00
Saturday	23:00	05:00
Sunday	23:00	05:00
Thursday	23:00	05:00
<b>RECORDED MUSIC (BOTH)</b>		
Friday	10:00	04:00
Saturday	10:00	05:00
Sunday	10:00	04:00

THE OPENING HOURS OF THE PREMISES		
Friday	00:00	00:00
Monday	00:00	18:00
Saturday	00:00	00:00
Sunday	00:00	00:00
Thursday	00:00	00:00

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF SUPPLIES
Alcohol is supplied for consumption on the Premises

## Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE
Mr Tom Wilkes Waterbridge, Frogmore Hall, Watton At Stone, Hertfordshire, SG14 3RR

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)
N/A

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL
Mr Ricky Harding

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL
Personal licence number: Licensing Authority:

## ANNEX 1 – MANDATORY CONDITIONS

1. No supply of alcohol may be made under the premises licence –
  - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.  
  
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.  
  
(2) The designated premises supervisor in relation to the premises licence must ensure that the

supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

- (a) a holographic mark, or
- (b) an ultraviolet feature.

6. The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
  - (i) beer or cider: ½ pint;
  - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of this condition -

- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (b) “permitted price” is the price found by applying the formula -

$$P = D + (D \times V)$$

where -

- (i) P is the permitted price,
  - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence -
- (i) the holder of the premises licence,
  - (ii) the designated premises supervisor (if any) in respect of such a licence, or
  - (iii) the personal licence holder who makes or authorises a supply of alcohol under such

a licence;

- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
8. Where the permitted price would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
9. (1) Sub-paragraph (2) applies where the permitted price on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
10. The admission of children under 18 to any film exhibition must be restricted in accordance with any recommendation made by the film classification body specified in section 4, Video Recordings Act 1984 unless the licensing authority notifies the holder of the premises licence that recommendations made by the licensing authority must be followed instead.
11. Any individual employed on the premises to conduct a security activity (within the meaning of paragraph 2(1)(a) of schedule 2 to the Private Security Industry Act 2001) must be licensed by the Security Industry Authority.

## ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

1. The Premises Licence is limited to three events per calendar year, each consisting of a maximum of three consecutive days. The name of each event will be supplied to 3 months prior to the event taking place.
2. The Premises Licence holder shall notify the responsible authorities of the exact dates of each event no less than 3 months prior to the event start date of each of the 3 events.
3. The maximum capacity for each event at any one time is 4950 people, this includes all staff on site.
  - a) Entry numbers will be monitored and recorded at all times through the use of attendance clickers
  - b) Entry numbers to be supplied immediately on request by any police officer
  - c) Entry onto the site will not be allowed between 2300 hours and 0600 hours.
4. An EMP shall be submitted to the responsible authorities no less than 3 months prior to the start of the event. The EMP must demonstrate that resourcing and infrastructure is based on the threat and risk of the event. The final version of the EMP must be supplied to all responsible authorities a minimum of 21 days before the event takes place. Responsible authorities must notify the licence

holder of any concerns with the final EMP within 5 working days of receiving it. Any changes proposed to the final EMP, later than 21 days prior to the event start date, must be circulated immediately to all responsible authorities for approval.

In the event of any of the responsible authorities advising the licensing authority that the Event Management Plan (EMP) does not in their professional view satisfy the requirements to promote the four licensing objectives, the event will not proceed until such time as those requirements are met or the responsible authority confirms they are satisfied.

5. 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

6. The EMP shall contain Appendices detailing fully the following areas -

- 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.
- d) 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.
- e) Extreme weather procedure and action plan covering all adverse weather conditions, detailing the impact and actions to be taken in each possibility.
- f) Fire safety plan - in line with conditions set by Herts Fire and Rescue
- 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
- i) Waste 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).
- n) 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 / 8 litres of beer or 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
- o) Eviction policy and procedure, including eviction notice. Detailing circumstances under which a person will be evicted, the eviction process and onward travel from the festival of the evicted person.

Bar management and Alcohol policy including staff management structure and responsibilities, bar staff briefings for the event. The use of challenge 25 protocol, refusals registers and incident logs.

- p) 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
  - q) A communication strategy covering local community engagement, transport options, complaints, arrival and dispersal from site.
  - r) 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.
7. The premises License holder shall have procedures in place to;
    - a) Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and
    - b) Allow the swift access for emergency vehicles.
  8. The event will be managed in accordance with the EMP. During the operational phase any deviation from the EMP must be fully documented and rationale recorded at the time.
  9. All public address systems shall be under the control of the premises license holder or their nominated representatives so that emergency broadcast message can override the musical entertainment and can be delivered clearly audibly to all parts of the site.
  10. The Premise License Holder shall publish a message on the event website at least 3 months prior to the event containing the following information;
    - a) Terms and Conditions of entry, to include searching on entry and list of prohibited items
    - b) Under 18's will need to be accompanied by an adult 21 years old or over
    - c) Challenge 25 Policy
    - d) Quantity of alcohol permitted
    - e) No glass vessels and bottles allowed on site
    - f) Disabled access and facilities information

- g) Medical facilities
  - h) Local weather updates (required only in the 7 days prior to the event)
  - i) Travel Information
  - j) Maps of the site and surrounding area
  - k) Post code for Satellite Navigation Systems.
11. The Premise License Holder shall ensure that all Stewards and Security Industry Authority personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the EMP documents relevant to their role.
  12. There shall be an area within the licensable area dedicated to dealing with vulnerable children and adults this includes those who are vulnerable through drink and drugs. There shall always be on duty at this location a person nominated as in charge. Staff working in this area shall have access to a radio connecting with the event management.
  13. There shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.
  14. All stewards and Security Industry Authority staff shall wear high visibility jackets so that they are easily identifiable and Security Industry Authority staff employed at the premises wear and clearly display their Security Industry Authority registration badge at all times whilst on duty, except those working in a covert capacity. There shall be an established chain of command for all stewards and Security Industry Authority personnel who shall report directly upwards to their Supervisor who in turn will report directly to the Security Manager.
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  20. All areas of the event and all documents referred to in the Event Management Plan shall be

available for inspection during the event by officers of responsible authorities should they request access or ask to view the documents.

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22. 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.
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25. 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.
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2. 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 and these shall take account of all regulated entertainment which will be provided during each event, including the number of stages and the location, orientation and operational times of each stage. The strategy shall include provision for community engagement, monitoring, an event hotline and post completion reporting.

#### ANNEX 4 - PLANS

Wilkestock - 4 Acre Field, Waterbridge, Frogmore Hill, Watton At Stone