

AGENDA

Meeting: Southern Area Licensing Sub Committee
Place: The Nadder Centre, Weaveland Road, Tisbury, SP3 6HJ
Date: Wednesday 26 April 2017
Time: 10.30 am
Matter: Application for a Premises Licence; Chalke Valley History Festival, Church Bottom, Broad Chalke, Salisbury, SP5 5DS

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Membership:

Cllr Mike Hewitt
Cllr Simon Jacobs

Cllr Pip Ridout

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For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

AGENDA

1 **Election of Chairman**

To elect a Chairman for the meeting of the Sub Committee.

2 **Apologies for Absence/Substitutions**

To receive any apologies for absence and to note any substitutions.

3 **Procedure for the Meeting**

The Chairman will explain the attached procedure for the members of the public present.

4 **Chairman's Announcements**

The Chairman will give details of the exits to be used in the event of an emergency.

5 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

6 **Licensing Application**

To consider and determine an Application for a Premises Licence by Chalke Valley History Festival, at Church Bottom, Broad Chalke, Salisbury, SP5 5DS

7 **Hearing Report** (*Pages 5 - 10*)

7a **Appendix 1 - Application** (*Pages 11 - 32*)

7b **Appendix 2 - Site Plan** (*Pages 33 - 34*)

7c **Appendix 3 - Safety Plan** (*Pages 35 - 138*)

7d **Appendix 4 - Plans** (*Pages 139 - 146*)

7e **Appendix 5 - Representation Form** (*Pages 147 - 172*)

7f **Appendix 6 - Email** (*Pages 173 - 222*)

7g **Appendix 7 - Premises Licence** (*Pages 223 - 236*)

WILTSHIRE COUNCIL

SOUTHERN AREA LICENSING SUB COMMITTEE

DATE OF MEETING: 26th April 2017

Application for a Premises Licence; Chalke Valley History Festival, Church Bottom, Broad Chalke, Salisbury, SP5 5DS

1. Purpose of Report

To determine an application for a Premises Licence in respect of licensable activities at the Chalke Valley History Festival, Church Bottom, Broad Chalke, Salisbury, Wiltshire, SP5 5DS

2. Background Information

2.1 An application for a Premises Licence in respect of Chalke Valley History Festival, Church Bottom, Broad Chalke, Salisbury, SP5 5DS has been made by Chalke Valley History

2.2 During the consultation period 220 letters of support for the event were received including one from Broadchalke Parish Council. As the majority of comments were about the event as a whole, rather than specifically about the proposed licensable activities, the writers were all contacted within the consultation period to advise them of this, and to allow them the opportunity to expand their comments to address the likely effect of the proposed licensable activities. 37 responded of which 14 reiterated their previous comments and supported the grant of the licence, and 23 which specifically referred to the effect of the licensable activities were subsequently accepted as supporting representations, as set out below.

2.3 15 letters of objection were received. Again, a number of these were objections to the holding of the history festival itself, rather than to the proposed licensable activities. As set out below, 11 objections were accepted as being relevant representations.

2.4 Wiltshire Council (as the Licensing Authority) must hold a hearing to consider the application having regard to the representations. In accordance with Section 18 (3) of The Licensing Act 2003 the Licensing Sub Committee is required to take such of the steps listed in 2.4 below as it considers appropriate for the promotion of the licensing objectives. In considering the application and the relevant representations, the Sub Committee must also have regard to relevant Government guidance and the Council's Licensing Policy

2.5 The licensing objectives are:

- i) The Prevention of Crime and Disorder;
- ii) Public Safety;
- iii) The Prevention of Public Nuisance; and
- iv) The Protection of Children from Harm.

2.6 Such steps are:

- i) To grant the licence subject to such conditions as are consistent with those included in the operating schedule submitted with the application, modified to such extent as the Sub Committee considers appropriate for the promotion of the licensing objectives, together with any mandatory conditions required by the Licensing Act.
- ii) To exclude from the scope of the application any licensable activity.
- iii) To refuse to specify a person as the designated premises supervisor.
- iv) To reject the application.

2.7 On 1st March 2017 an application for a time limited Premises Licence was received and accepted as a valid application. The licence is to operate licensable activities from Sunday 25th June 2017 to Monday 3rd July 2017.

2.8 The application as applied for is as follows:

Licensable Activity	Timings	Days
<u>Provision of regulated entertainment</u> Plays Films Live music (Outdoors) Recorded music (Outdoors) Anything of a similar description (Outdoors)	0900 - 2200 0900 - 2200 17:00 – 23:00 1200 - 0000 1200 -1800 17:00 – 23:00 09:00 – 22:00	All week All week Friday Saturday Sunday Saturday All week
Sale by retail of alcohol (On the Premises)	16:00 – 23:00 11:00 – 23:00 11:00 – 00:00 10:00 – 00:30 10:00 – 23:00	Monday - Wednesday Thursday Friday Saturday Sunday

A copy of the application from Chalke Valley History Festival is attached as **Appendix 1**.

2.9 A location plan of the premises is attached as **Appendix 2** to this report.

2.10 A copy of the Event Management Plan submitted with this application is attached as **Appendix 3**.

2.11 A copy of the Site Plan submitted with this application is attached as **Appendix 4**.

3. Consultation and Representations

3.1 The application process requires the application to be advertised, by the Applicant, in a local news publication within 10 working days, starting on the day after the authority receives it and for a public notice (on pale blue paper) to be posted on the premises. In addition the Licensing Authority advertises the application on its website, for a period of 28 consecutive days, starting the day after the authority receives the application.

3.2 On this occasion the application was not advertised adequately at the site, therefore the consultation period was extended by a week to end 5th April 2017

3.3 During the consultation period no relevant representations were received from Responsible Authorities. 11 relevant representations objecting to the application have been received from local residents

3.4 Representations Received

- Dr Anthony Herbert
- Mr Chris Littlemore
- Mrs Jane Littlemore
- Mr David & Mrs Caroline Foster
- Mr & Mrs Stephen Sheldon
- Mr Ronnie Butler
- Mr M. N. Lach
- Captain Derek & Mrs Octavia O'Reilly
- Mr Amenayasi Caqasau
- Mr Jack & Mrs Jeanne Neave
- Mr Colin Waite

3.5 A summary of the representations made is detailed in the table below:

Representation	Licensing Objective	Accepted	Comments
Disturbance caused by visiting large crowds and Music	Prevention of Public Nuisance	Yes	
Alcohol sales will cause issues and crime committed	Prevention of Crime & Disorder	Yes	
Influx of large amount of vehicles in small streets by persons attending the	Public safety	Yes	

Alcohol and entertainment hours excessive	Prevention of Public Nuisance	Yes	
Anti social behaviour caused by alcohol sales	Prevention of crime and disorder	Yes	

3.6 The relevant representations objecting to the application are attached as **Appendix 5**.

3.7 There have been 23 e-mails of support for the application that address the licensable activities and the licensing objectives, details of those supporting the application are found below

Mr & Mrs Guy & Susie Morgan	Mr Julian Matthews	Mrs Tessa Gaisman	Mr Paul Shepperd
Mr Jonathan Gaisman QC	Mr Ceri Hurford - Jones	Mr James Hussey	Mrs Janet Holland
Mrs Gale Gould	Mr Stephen Morant	Mr Giles Gould	Mr Peter Chalke
Dr Hilary Bird	Mrs Susan Fry	Mr William Hilary	Ms Annabel Walters
Mr & Mrs Guy & Caroline Paterson	Mr Timothy & Mrs Ann Ferreira	Mr & Mrs Richard & Katie Jowett	Mr & Mrs Michael & Aileen Powis
Mrs Janet Roe	Mr John & Lavender Buckland	Mr Michael Roe	

3.8 The e-mails are attached as **Appendix 6**

3.9 The applicants were originally granted a time limited licence on 21st April 2012 for Manor Farm Ebbesbourne Wake for an event between 26th June 2012 and 2nd July 2012 and subsequently a full Premises Licence for the site was granted on 2nd May 2013. The festival has taken place at the site until July 2016 when it was decided to move to the new site.

3.10 A copy of the current Premises licences is **attached as Appendix 7**.

4. Legal Implications

4.1 This hearing is governed by the Licensing Act 2003 (Hearings) Regulations. These provide that hearings should be held in public unless the Licensing Authority considers that the public interest in excluding the public outweighs the public interest in the hearing taking place in public.

4.2 The Applicant, and all persons who have made relevant representations have been informed of the date, time and location of the hearing and their right to attend and be represented.

4.3 At the hearing all those who have made relevant representations are entitled to address the Sub Committee and to ask questions of another party, with the consent of the Sub Committee.

5. Officer Recommendations

5.1 Officers are not permitted to make a recommendation – the decision is to be reached by the members of the Licensing Sub Committee.

6. Right of Appeal

6.1 It should be noted that the Applicant and those persons who have made relevant representations may appeal the decision made by the Licensing Sub Committee to the Magistrates Court. The appeal must be lodged with the Magistrates Court within 21 days of the notification of the decision.

6.2 In the event of an appeal being lodged, the decision made by the Licensing Sub Committee remains valid until any appeal is heard and any decision made by the Magistrates Court.

6.3 A Responsible Authority or any person may apply to the Licensing Authority for a Review of a Premises Licence. Whether or not a Review Hearing takes place is in the discretion of the Licensing Authority, but, if requested by a person other than a Responsible Authority it will not normally be granted within the first 12 months except for the most compelling circumstances.

Report Author: Ian Garrod

Public Protection Officer, Licensing
01722 432484

Date of report: 10th April 2017

Background Papers Used in the Preparation of this Report

- **The Licensing Act 2003**
- **The Licensing Act (Hearings) Regulations 2005**
- **Guidance issued under Section 182 of the Licensing Act 2003**
- **Wiltshire Council Licensing Policy**

Appendices

- 1 New Premises Application Form**
- 2 Location plan of the premises**
- 3 Event Management Plan**
- 4 Site Plan**
- 5 Relevant Representations**
- 6 Support comments**
- 7 Past premises licence**

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We

Chalke Valley History Festival
Ltd

(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
Church Bottom Broad Chalke Salisbury			
Post town	Salisbury	Postcode	SP5 5DS

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ N/

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *

- i. as a limited company please complete section (B) ii. as a partnership please complete section (B) an unincorporated association
- or please complete section (B) iii. as example a statutory corporation) please complete section (B) c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent please complete section (B) hospital in Wales
- ga) a person who is registered under Chapter 2 of Part 1 please complete section (B) of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England
- h) the chief officer of police of a police force in England please complete section (B) and Wales

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

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
- statutory function or a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

Daytime contact telephone number	
E-mail address (optional)	

SECOND INDIVIDUAL APPLICANT (if applicable)

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

(B) OTHER APPLICANTS

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

Name Chalke Valley History Festival Ltd
Address Chalke Valley History Festival, Chalke Pyt Farm, Chalke

Pyt Road Braod Chalke Salisbury SP5 5ET
Registered number (where applicable) 8290260
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company and Trust
Telephone number (if any) 07776380784
E-mail address (optional) rachelholland@cvhf.org.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY

2	5	0	6	2	0	1	7
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If you wish the licence to be valid only for a limited period, when do you
DD MM YYYY want it to end?

0	3	0	7	2	0	1	7
---	---	---	---	---	---	---	---

Please give a general description of the premises (please read guidance note 1) The Festival is situated in a rural village community on permanent pasture.
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

13,000

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

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

- Please tick any that apply
- Provision of regulated entertainment
- a) plays (if ticking yes, fill in box A) YES
 - b) films (if ticking yes, fill in box B) YES
 - c) indoor sporting events (if ticking yes, fill in box C) NO
 - d) boxing or wrestling entertainment (if ticking yes, fill in box D) NO
 - e) live music (if ticking yes, fill in box E) YES
 - f) recorded music (if ticking yes, fill in box F) YES
 - g) performances of dance (if ticking yes, fill in box G) NO
 - h) anything of a similar description to that falling within (e), (f) or (g)
 - (if ticking yes, fill in box H)
- Provision of late night refreshment** (if ticking yes, fill in box I) NO
- Supply of alcohol** (if ticking yes, fill in box J) YES

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	Y <input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	Y <input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon	09:00	22:00			
Tue					

	09:00	22:00	
Wed	09:00	22:00	<u>State any seasonal variations for performing plays</u> (please read guidance note 4)
Thur	09:00	22:00	
Fri	09:00	22:00	<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Sat	09:00	22:00	
Sun	09:00	22:00	

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	Y <input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)					
Mon	09:00	22:00						
Tue	09:00	22:00						
Wed	09:00	22:00				<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur	09:00	22:00						
Fri	09:00	22:00				<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	09:00	22:00						
Sun	09:00	22:00						

Indoor sporting events Standard days and timings (please read guidance note 6)	<u>Please give further details</u> (please read guidance note 3)
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C

Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

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

D

			<p><u>or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>
Sat			
Sun			

<p>Live music Standard days and timings (please read guidance note 6)</p>			<p><u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<p><u>Please give further details here</u> (please read guidance note 3)</p> <p>We have a small Jazz band which plays intimitently throughout the day when lectures are not in progress. This would only be on Friday, Saturday and Sunday</p>		
Mon					
Tue					
Wed			<p><u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)</p>		
Thur					
Fri					
Fri	17:00	23:00	<p><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Sat	12:00	24:00			
Sun	12:00	18:00			

1

E

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3) We have a small band which will perform 1940s songs on Saturday night. They use recorded music to support them.		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	17:00	23:00			
Sun					

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		

F

Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					
Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing Literary talks and demonstrations		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon	0900	2200		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	0900	2200	<u>Please give further details here</u> (please read guidance note 3)		
Wed	0900	2200			
Thur	0900	2200	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri	0900	2200			
Sat	0900	2200	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g)</u>		

G

			<p>at different times to those listed in the column on the left, please list (please read guidance note 5)</p>
Sun	0900	2200	

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

<p>Supply of alcohol Standard days and timings (please read guidance note 6)</p>			<p>Will the supply of alcohol be for consumption – please tick (please read guidance note 7)</p>	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<p>State any seasonal variations for the supply of alcohol (please read</p>		

H

	16:00	23:00	guidance note 4)
Tue	16:00	23:00	
Wed	16:00	23:00	
Thur	11:00	23:00	<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri	11:00	24:00	
Sat	10:00	00:30	
Sun	10:00	23:00	

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

Name Terry Barratt	
Postcode	
Personal licence number (if known) 10TB-34VE-403	
Issuing licensing authority (if known) Kettering Borough Council	

1

K

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

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Mon	09:00	23:00	
Tue	09:00	23:00	
Wed	09:00	23:00	
Thur	09:00	23:00	
Fri	09:00	24:30	

Sat	09:00	01:00
Sun	09:00	24:00

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

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

We are in contact with all the relevant authorities to ensure that all the licensing objectives are met. Please see the event management plan.

b) The prevention of crime and disorder

We will be in contact with the local police in advance of the event. We intend to have a police presence on site at the weekend in line with the requirements from the Civil Aviation Authority.

We have accredited security advisors on site. The numbers of security staff will increase at the weekend when the numbers of visitors increase. We have overnight security staff onsite during the build of the Festival and during the Festival itself. There are also staff on site overnight. The security company is relatively local to the Festival and is listed on the government website.

There are 4 properties that are close to the Festival site. These property owners have asked for some security measures to be taken and some indemnity insurance on the properties while the Festival is running. Two dedicated security guards are planned to be placed in suitable locations to ensure that there are no unwanted visitors to the properties. Security guards will be in full contract with event control.

Prohibited items that are not to be allowed on the Festival site will be listed on our website, tickets and in full view in our entrance area. Security staff will be carrying out spot checks to ensure that visitors comply with these requirements.

All visitors to the site must have paid for a ticket.

We will have a dedicated security and management team to park cars and to ensure that there are no thefts or deliberate damage caused in the car park. This has not been a problem in the past.

No monies are kept on site overnight and we have systems in place to ensure that large quantities of cash are not held in tills. Card transactions are preferable and possible.

We will have dedicated overt security in recognisable uniforms patrolling the site as a deterrent to criminals. All our staff will be briefed to be vigilant and to raise the alarm if they see something or someone suspicious

c) Public safety

A full risk assessment for the layout and inclusions on site will be carried out. This will continue to be refined throughout the planning process to ensure that Public Safety is paramount in the minds of the organisers. Please see full event plan.

From arrival in the surrounding areas, access and egress issues, safety standards and content through to use of experienced professional suppliers and staff we include safety as an aspect in every decision made about the event. We will establish a queuing system to prevent crowd crushing at the entrance area – this will later be removed to give a wide exit area/route. Queues will be monitored by staff at all times to ensure there are no crowd crushes and to ensure that MOTP are not queue jumping. All equipment and service sourced for this event will be from reputable suppliers with good safety credentials and experience in similar events. All suppliers will provide us with their RAMS, Insurance documents and any other relevant information pertaining to their product or service.

We will have dedicated overt security in recognisable uniforms patrolling the site as a deterrent to criminals. All our staff will be briefed to be vigilant and to raise the alarm if they see something or someone suspicious

During the weekend while our airshow takes place, we have applied for provision to close the bridleway and Ox Drove to members of the general public. This is to prevent car build up on the Ox Drove and to prevent pedestrians walking under the flyover. Our security will manage these closures.

We have been in touch with Wiltshire Wildlife Trust as they have an area of land which is cattle farmed and they will need access to it throughout the week and the weekend. They will be informed of the times that aircraft are flying and will not farm during these periods.

d) The prevention of public nuisance

The main cause of public nuisance at events such as these are traffic problems, noise pollution and litter.

Within the village of Broad Chalke a one way flow of traffic is planned. AA signage is planned to be used both in the village and in the surrounding areas.

The Designated Premises Supervisor will be responsible for ensuring that anyone appearing to be drunk will not be served on site. Anybody arriving drunk will not be allowed on to site. All bar staff will be briefed as to their responsibility with regard to sales of alcohol. Bar staff working at the Festival are experienced with bar work.

Anyone found drunk and incapable on the site will be given the opportunity to rest in the medical area rather than being turned out of the site. Anyone violent or aggressive will be restrained by security staff and the Police informed as appropriate. Any persons entering the site as visitors who are under 18 will not be allowed to bring alcohol on site. This will be part of the Festival's door policy. All those on duty at the entrance will be aware of this policy. The festival holds a no-drinking policy for Volunteers.

All sound systems on site will be controlled by Sound Engineers hired in for the event by the management team who will ensure that we have access to and complete control of sound levels at all times. Our sound engineers will take regular readings in and around the site to ensure that this one-off event does not disturb any local residents. Our readings will be available to EHOs on site once collated and registered.

We will offer a separate cardboard collection for all traders and caterers and will ensure that there is no

build-up of combustible materials on site either front of house or round the back of traders and caterers. We will have rubbish removed from the site on a daily basis.

A dedicated team of litter pickers will be on site during the Festival and a team of litter pickers will be available after the Festival once the site has been taken down. Our contract with the farmers who own the site states that the site needs to be returned in the same state as it was received.

Please see the attached Noise Event Plan.

e) The protection of children from harm

Working with our Security partners we will ensure that there is a robust system for dealing with lost and found children, that there is a sensible and safe place to take lost children or worried parents and that this place is known to all staff on site. The procedures for dealing with Lost/Found children will be detailed to our staff. All staff working directly with children will be CRB checked, mainly through their SIA licenses.

Our website will ensure that the message that parents/teachers should stay with their children on site is clear and repeated. It also states that no child under the age of 16 will be allowed onsite without an adult. All activities on site will be child friendly and all stage and performance content will be family friendly. All stalls and caterers where there may be added danger for children (hot surfaces, dangerous back of house areas, etc.) will be suitably barriered off to prevent access.

Please see the full operational procedures for protecting children in the full event management plan.

Checklist:

		Please tick to indicate agreement
•	I have made or enclosed payment of the fee.	N <input type="checkbox"/>
•	I have enclosed the plan of the premises.	Y <input type="checkbox"/>
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	Y <input type="checkbox"/>
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	N <input type="checkbox"/>
•	I understand that I must now advertise my application.	Y <input type="checkbox"/>
•	I understand that if I do not comply with the above requirements my application will be rejected.	Y <input type="checkbox"/>

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

Part 4 – Signatures (please read guidance note 10)

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

Signature	
Date	21.2.17
Capacity	Festival Director

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these offsupplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Consent of individual to being specified as premises supervisor

I TERRY BARRATT
[full name of prospective premises supervisor]

of 94 PROCLAMATION AVENUE
ROTHWELL, NORTHANTS, NN14 6G4

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

.....[type of application]

by CHALKE VALLEY HISTORY FESTIVAL.....[name of applicant]

relating to a premises licence[number of existing licence, if any]

for CHURCH BOTTOM, BROAD CHALKE
SALISBURY, WILTSHIRE
SP5 5DS

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made

by CHALKE VALLEY HISTORY FESTIVAL.....[name of applicant]

concerning the supply of alcohol at CHURCH BOTTOM, BROAD CHALKE
SALISBURY, WILTSHIRE
SP5 5DS

[name and address of premises to which application relates].

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number
[insert personal licence number, if any]

Personal licence issuing authority KETTERING BOROUGH COUNCIL
[insert name and address and telephone number of personal licence issuing authority, if any]

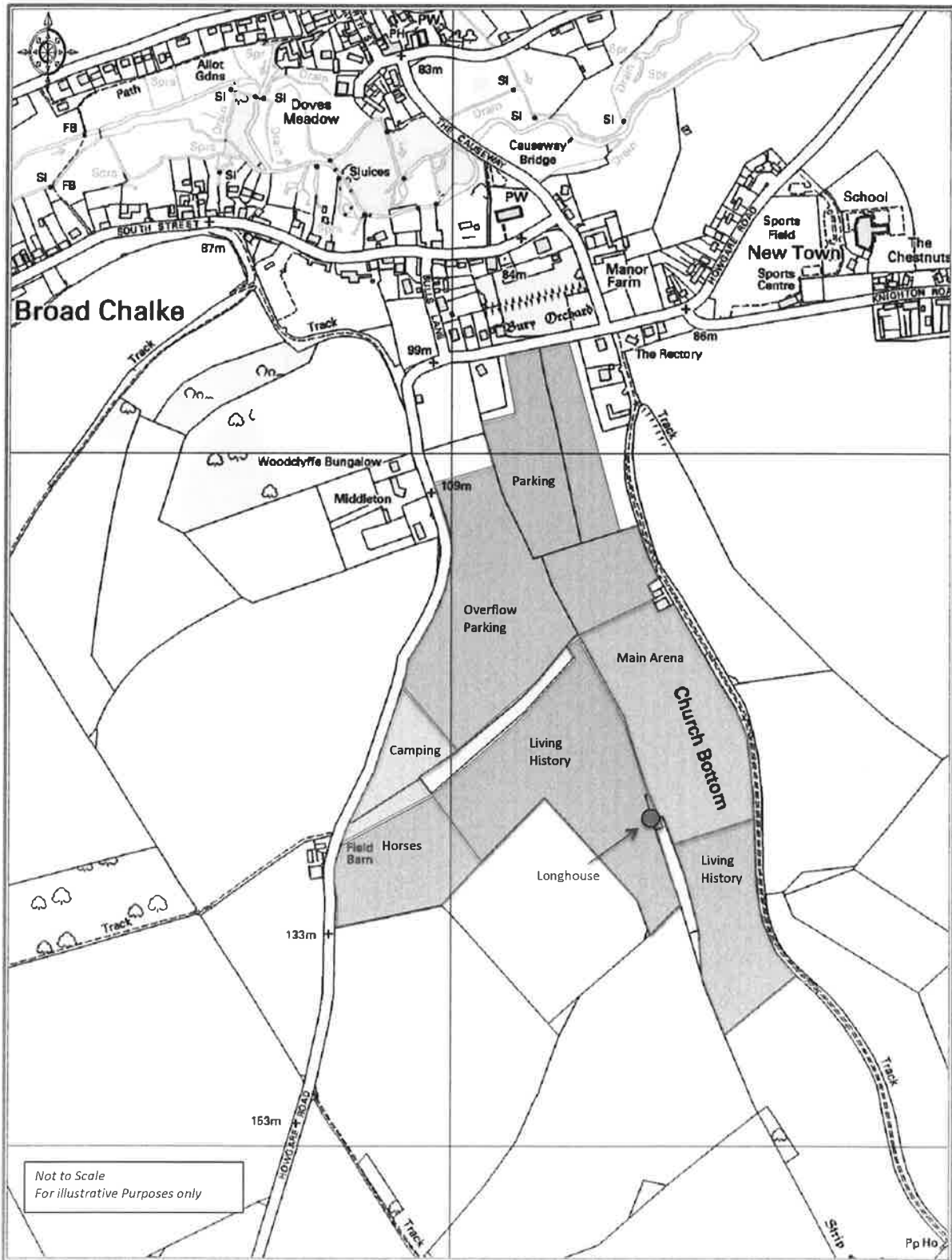
.....signed

TERRY BARRATT.....name (please print)

27-2-17.....dated

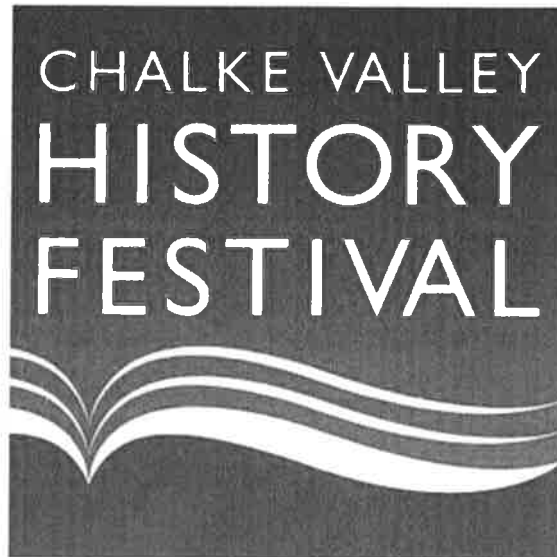


Chalke Valley History Festival Site Plan 2017



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Daily Mail



**Event Safety Plan
&
Licensing Objective**

Chalke Valley History Festival
Church Bottom
Broad Chalke
Salisbury
Wiltshire
SP5 5DS

26th June – 2nd July 2017

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INTRODUCTION

The Chalke Valley History Festivals Ltd has been created to further the enjoyment and understanding of our rich and varied history. All profits go to the Chalke Valley History Trust, established to promote the understanding and importance of history to all ages and, in particular, to school children.

The Festival was set up in 2011 and was the brainchild of James Heneage and James Holland, two history enthusiasts and writers.

This year's Festival will be held 26th June to 2nd July 2017 and will follow the same unique formula of literature festival and living history display. There will be an Air Display at the weekend featuring aircraft from the Second World War.

THE CHALKE VALLEY HISTORY TRUST (Registered charity no: 1148413)

The Trust was set up in 2012 so that all profits from the Festival could be channelled into a vehicle that would meet its objective: 'to promote the importance and enjoyment of history to the widest possible audience and, in particular, the young.'

After extensive research among historians and the teaching community, the Trust decided upon three core strategies to meet its objectives:

1. To broaden the appeal of history through the content of the Festival itself, and to improve access to the Festival to the widest possible audience.
2. To set up a 'Schools Festival' to run parallel to the main Festival in June which would offer broadly the same formula to school children, via a programme relevant to the curriculum.
3. To set up a 'History Hub' of short, digital films featuring established historians talking about subjects relevant to the schools' curriculum. These would be freely downloadable by teachers for use in their lessons.

Over the latter part of 2012, the CVHF Management had been successful in raising funds towards the Trust's activities and all three parts of the strategy were in place by the 2013 Festival.

The Trustees are Peter Bell, Tom Holland, Penny Marland, Chris Culpin and Stephen Whitmore.

CHALKE VALLEY HISTORY FESTIVAL MANAGEMENT

James Holland, Joint Festival Chair and Programme Director.

Peter Bell, Treasurer.

Jane Pleydell-Bouverie, Festival Director – Literary.

Rachel Holland, Festival Director – Schools and Living History.

The Chalke Valley History Festival has a Steering Committee comprising the above plus Rachel Sykes, Hannah Bell, Caroline Marking, Carol Cross & Rob Foster all of whom perform various management services for the Festival.

Chalke Valley History Festival (CVHF) has retained the services of Red Kite Management Services Ltd to assist with licensing issues and to look after logistics and safety on site. Red Kite is an event management company

working exclusively in the events industry

Red Kite will act as the contact for all licensing matters for this event and will provide a conduit from Responsible Authorities to the Organisers and vice versa. This Event Safety Plan will remain live and be regularly updated up to and during the event. It also provides information as to how we will attend to the licensing objectives and, as such can be seen as the Method Statement for the event.

Event Overview

Event Title: CHALKE VALLEY HISTORY FESTIVAL

Organisers: CHALKE VALLEY HISTORY FESTIVALS LTD

Website: www.cvhf.org.uk

Date: 26th June 2017 to 2nd July 2017

Numbers Attending: No more than 14999 on site at any one time. Capped at 13000.

Operating hours:

Set up from: 19th June 2017

Open to the public from: 0900 26th June 2017

Main activity: 1000 26th June to 0000 2nd July 2017

Public cleared from site by: 0130 daily (earlier most days)

Breakdown site: By 7th July 2017

Location: Church Bottom
Broad Chalke
Salisbury
Wiltshire
SP5 5DS

Demographic: Families in groups.
All age ranges

Designated Premises Supervisor: Terry Barratt

Personal Licence details:

Name: Terry Barratt

[REDACTED]

[REDACTED]

Local Licensing Authority: Kettering Borough Council

1. LICENSING OBJECTIVES

The Prevention of Crime and Disorder

We have a dedicated security team that we have contracted to work with us before, during and after the Festival. They are Event Security Southern Ltd. They hold both: Approved Contractor Status from Security Industry Authority and ISO 9001 Quality Management System for Security Guarding and Door Supervision. All Operatives will display their SIA Badge clearly and where required wear Hi Visibility Waistcoats. Names of security personnel working at the Festival will be forward to WCC one month before the event takes place.

We will be in contact with the local Police in advance of the event and will ask for their latest guidance on the type of crimes to be expected at such an event; we ourselves have identified the following potential crimes:

Car Crime

- We will have a dedicated traffic management team to park cars and to ensure that there are no thefts or deliberate damage caused in the car park. This has not been a problem in the past.

Personal Crime

- We will have dedicated overt security in uniforms patrolling the site as a deterrent to criminals.
- All our staff will be briefed to be vigilant and to raise the alarm if they see something or someone suspicious

Theft of stock or equipment

- We will have daytime and overnight security staff on duty to protect all equipment in our marquees and around site.
- Where possible the gates to the farm will be locked once the public have left site.
- Staff in the bookshop, on market stalls and food stalls will be briefed to be vigilant and to report anything suspicious to the management team.

Alcohol Related Crime

- The Designated Premises Supervisor (DPS) or the nominated personal license holder of the bar supplier shall be present on the licensed site whenever the sale of alcohol is taking place.
- These persons shall provide suitable training or instruction to all bar staff as to the prevention of sale to persons under the age of 18 years and to persons who appear drunk. A written record shall be made of such training or instruction.
- The "Challenge 25" policy shall be adopted, so that alcohol shall not be sold to anyone appearing to be under the age of 25 unless that person provides satisfactory documentary proof that they are over the age of 18.
- All staff engaged in the sale of alcohol shall be aged at least 18 years.
- Posters to the effect that a "Challenge 25" policy is in place shall be displayed at the bar.
- SIA licensed security staff will be present during all licensed hours.
- In the event of an individual being refused alcohol SIA registered security staff will be on hand to assist in the management of any subsequent issues.
- Anybody arriving drunk will not be allowed on to site.
- All bar staff will be briefed as to their responsibility with regard to sales of alcohol.
- Anyone found drunk and incapable on the site will be given the opportunity to rest in the medical area rather than being turned out of the site.
- Anyone violent or aggressive will be restrained by security staff and the Police informed as appropriate.
- Any persons entering the site as visitors who are under 18 will not be allowed to bring alcohol on site. This will be part of the Festival's door policy. All those on duty at the entrance will be aware of this policy.

- The festival holds a no-drinking policy for Volunteers.

Disorder

Aside from alcohol there are a number of other occurrences that could cause disorder:

- Cancellation of an appearance at the site
- Arguments over queues for activities
- Arguments over access to marquees
- Over-exuberance in joining in with activities
- Car park (road) rage
- General disagreements/domestic issues

During the weekend and throughout our air display we have organised to have two dedicated police officers on site, a PS and a PCSO.

We have also arranged for dedicated security personnel to patrol the 4 houses that are adjacent to the Festival site.

Bar Opening Times

Monday 26th June – 16.00 to 23.00

Tuesday 27th June – 16.00 to 23.00

Wednesday 28th June – 16.00 to 23.00

Thursday 29th June – 11.00 to 23.00

Friday 30th June – 11.00 to 24.00

Saturday 1st July – 10.00 to 00.30

Sunday 2nd July – 10.00 to 23.00

Live Music

Live music in the form of 2 small bands will be playing in picnic tent on Friday and Saturday night between 6pm – 7.30pm, 8pm – 9pm and from 10pm - 11.30pm.

Also a small jazz band may be playing in the bar on Saturday and Sunday lunchtime from 12.30pm – 1.30pm.

Sound Amplification will be relatively small for the purpose of the bar and immediate surrounding area.

Levels will be monitored with accordance with the Noise Management Plan.

Land Conservation

The owners of the land have been in consultation with Natural England and their environmental advisor to ensure that they comply with all standards in their environmental stewardship agreement.

Public Safety

A full risk assessment for the layout and inclusions on the site has been carried out; this will continue to be refined throughout the planning process to ensure that Public Safety is paramount in the minds of the organisers.

A team of Security staff and volunteers will enhance our management team and they will all be briefed to look for hazards that could affect public safety and to report them to management.

All of the Planning and Management of the CVHF event is based around providing a safe environment for the Public (and staff). From arrival in the surrounding areas, access and egress issues, safety standards and content through to use of experienced professional suppliers and staff we include safety as an aspect in every decision made about the event.

We will establish a queuing system to prevent crowd crushing at the entrance area – this will later be removed to give a wide exit area/route. Queues will be monitored by staff at all times to ensure there are no crowd crushes and to ensure that MOTP are not queue jumping.

SIA licenced security staff will be present at all times at the entrances to the event site.

All equipment and service sourced for this event will be from reputable suppliers with good safety credentials and experience in similar events. All suppliers will provide us with their RAMS, Insurance documents and any other relevant information pertaining to their product or service. We in turn will scrutinize all paperwork and ensure that, once on site, suppliers and contractors act in the manner described in their documentation.

All food outlets will need to provide their RAMS and food hygiene certificates; they must also be registered with the local council where they are based and provide this information to us at least 4 weeks prior to the event. We will pass this information on to Council EHOs and welcome any inspections on site. We would like to aim for a minimum 3-star rating for all caterers.

THE PREVENTION OF PUBLIC NUISANCE

The main causes of public nuisance at events such as this are traffic problems, noise pollution and litter.

We worked with AA signs from 2013 to 2016 inclusive and continue with this arrangement for 2017 – see our Traffic Management Plan in Section 4 of this document

All sound systems on site will be controlled by Sound Engineers hired in for the event by the management team who will ensure that we have access to and complete control of sound levels at all times. Our sound engineers will take regular readings in and around the site to ensure that this one-off event does not disturb any local residents. Our readings will be available to EHOs on site once collated and registered.

We will offer a separate cardboard collection for all traders and caterers and will ensure that there is no build-up of combustible materials on site either front of house or round the back of traders and caterers.

THE PROTECTION OF CHILDREN FROM HARM

No children will be allowed into the event site unless accompanied by an adult or within a school or college group; this means anyone under 16 years of age. We want this to be an event that attracts families who will come to learn and be educated together.

Working with our Security partners we will ensure that there is a robust system for dealing with lost and found children, that there is a sensible and safe place to take lost children or worried parents and that this place is known to all staff on site.

The procedures for dealing with Lost/Found children will be detailed in our staff and operational policy in the appendix. All staff working directly with children will be CRB checked, mainly through their SIA licenses. A full register of SIA staff on site will be available from the Security provider.

Our website will ensure that the message that parents/teachers should stay with their children on site is clear and repeated. It also states that no child under the age of 16 will be allowed onsite without an adult. All activities on site will be child friendly and all stage and performance content will be family friendly. All stalls and caterers where there may be added danger for children (hot surfaces, dangerous back of house areas, etc.) will be suitably barriered off to prevent access.

The Event Safety Plan that follows will be developed as we carry out procurement for our event. We will circulate copies to all responsible authorities at regular intervals culminating in a final draft 14 days before the event.

Changes that will be shown in the Event Safety Plan will be:

- Changes to schedules
- Minor changes to site layout
- Changes to Entertainment
- Changes or confirmations of suppliers
- Policies and procedures specifically relating to individual suppliers
- Inclusion of previously unavailable material (e.g. structural calculations, wind plans, etc.)
- Confirmation of staff names and contact details.
- Any other information that is not confirmed at time of license application

We hope that the Event Safety Plan will be included in any licensing conditions as will the ability for us to change content without materially affecting the rest of the Premises License.

For full Child Safety Policy please see Appendix.

2. Risk Management / Risk Assessment

There are many factors of risk affecting the safe and smooth running of this event. This section aims to categorise the varying risks, both general and more site specific and explain the control measures and planning that is being put into reducing the risks to the minimum acceptable in each case.

For the first, more general section, we look at risks posed by more general hazards that will affect all areas of the operation. These are not numerically quantified as there are more specific attentions to controlling risks given in the second section.

First Section:

- Holding the Event
- Competence
- Control
- Co-operation
- Communication
- Site Induction
- The Role of The Event Health & Safety Advisor
- Control and Cooperation at the Event

- Access and Egress
- Ticketing
- Crowd Management
- Security (see also Section 11)
- Non-Ticket Holders
- Contractor Access/Behavior
- Manual Handling
- Working at Height
- Temporary Demountable Structures
- Electrical Safety
- Lighting
- First Aid (see also section 9)
- Special Effects
- Noise / Sound

First Section: IDENTIFICATION OF “GENERAL” RISKS

Holding the Event

In planning to hold this event the event management team have used their knowledge and experience of similar events to ensure that they comply with legal requirements at all times and that, where possible and applicable, Approved Codes of Practice and Guidance are followed in presenting the event.

Certain legal requirements can be found in:

Health & Safety At Work Act 1974

Management of Health & Safety At Work Regs 1999 RIDDOR 1995

COSHH regs 2002

Lifting Operations and Lifting Equipment Regs 1998 Electricity at Work Regs 1989

BS7909:2011 Temporary Electrical Systems for Entertainment Provision and Use of Work Equipment Regs 1998

Disability Discrimination Act 1995 Working At Height Regs 2005 Licensing Act 2003

Other Guidance used: The Event Safety Guide

The Good Practice Safety Guide (Home Office) HSE Publications: Managing Crowds Safely 1996

Temporary Demountable Structures, Guidance on Procurement, design and use. 2007 Home Office Publications: Dealing with Disaster 1997

ISAN Safety Guidance For Street Arts, Carnivals, Processions and Large Scale Performances HSG65 Successful H&S Management

Technical Standards for Places of Entertainment

Model National Standard Conditions for Places of Entertainment and Associated Guidance

All staff and contractors employed for this event have been chosen for their Competence in their particular field, especially in events of this size and nature.

Competence is seen as an essential balance of Knowledge, Experience, Practical Ability and Training in the particular area employed or contracted to cover. This document aims to reinforce the importance of competency to all involved and to remind individual workers and their employers of their duties for their own safety and the safety of others who may be affected by their work, their acts and their omissions.

Red Kite will, where possible, check the credentials of all contractors and have direct contact with them regarding their work for this event.

HSG65 as listed above is useful in setting the scene with regard to responsibilities and systems required in order for there to be effective control of H&S management throughout this project. This document aims to demonstrate, through adaptation of the operational plans provided for each area, the direct relationships between the operational plans, the risk assessments and the control measures used.

This document then can be seen as the method statement for the whole event.

Competence

All those involved with the planning are recognised as competent within their field. Their credentials and experience will be checked and scrutinised as part of the event control measures.

All contractors will be competent in their field and will be chosen for their experience of similar events. Contractors will provide Event Management with Risk Assessments and Method Statements as necessary prior to the event.

Contractors are deemed to be competent by demonstrating their knowledge of their particular specialisation; by their experience of similar events; by their practical ability in their particular field; and by their record of relevant training. All contractors' employees will be given, or shall be deemed to have received previously, relevant training to give them the necessary competence to perform the tasks they are being asked to complete. (A check list of contractors' details will be included in the appendix.)

The CVHF team have at least five years' experience in large scale events, managing licensed premises, various festival production teams, and work in the wider industry.

Control

The Production Management team, Project Manager and Event H&S Advisor have input to the planning for the event and will use the outcomes of the Team meetings and site visits to determine a hierarchy of control and a set of documents relating to the control of the event as a whole.

An Event H&S Advisor (Red Kite) has been appointed to carry out, monitor and review risk assessments. The control documents and the risk assessments will set out the responsibilities of those involved and will be accepted by all involved. Regular checks of control measures will be carried out by the Production Manager and/or the Event H&S Advisor during the build-up, during the event and, where necessary, during the clearance of the site.

Co-operation

The Event Team will involve Responsible Authorities, other Local Council Departments, Emergency Services and contractors in planning the event. Site meetings will be held and a consensus reached on the various aspects of risk management, access control and emergency procedures and provisions. Risk Assessments will be produced with the co-operation of all parties.

Other agencies will be brought into this cooperative exchange of information as deemed necessary.

Communication

Effective communication is seen as the key to controlling the risks and ensuring safe, professional operation of the event.

Communication currently takes four forms:

- 1) Communication between the event management team (and the disseminating of knowledge throughout the safety chain) by way of minutes from meetings, e-mails, telephone conversations, site meetings, plans and other documents regularly reviewed and agreed.
- 2) Communication with the public will mainly be by way of direct e-mail to the guest-list and social media platforms' newsprint media advertising and web advertising through our own site and those of our sponsors and partners.
- 3) Communication during the event between contractors, Project manager and the production will primarily be by way of UHF two-way radios, but also using mobile telephones as necessary. We will also be installing a mobile satellite system to provide broadband to event control, media green room and for the main pdq outlets, for example the Waterstones bookshop.
- 4) Communication with the public at the event will be via the stewards who are informed by radio and public address systems in each area if required.

We hope that meetings between the Event Team and responsible authorities will be carried out during the planning stages for the event. As well as engaging individually with the responsible authorities, we are happy to attend any Safety Advisory Group that may be set up to coordinate responses and actions relating to this event.

During the event, as and when required, on site meetings with the responsible authorities will be held and, as a result of these, dynamic risk assessments carried out so that any issues can be resolved. These meetings will take place in the Event Safety Control area; the location and staffing of this area will be known to all on site through safety briefings. All responsible authorities and other relevant agencies will be issued with a contact telephone number for the event safety team which will be manned 24hours a day, and if a meeting is called this information will be relayed to all relevant staff via radio communication or mobile telephone.

A notice has been placed in the local paper and public signage will be erected around the site in conjunction with the license application and letters written to all local residents. Due to the nature of the site we feel that the 50m rule with regard to the blue notices is not only difficult to comply with, but also may cause a great deal of litter and unsightly additions around the site. We propose that notices are posted at all points where there are gates onto or near the premises; points where any path (Public or Private) crosses the premises border and any other place where a member of the public could reasonably be expected to see any notice. All local residents will be supplied with contact details for the event team prior to the build with a telephone number whereby they can contact the site during the opening hours of the event. If there are objections to the premises license, the organisers will endeavour to resolve all issues and actions prior to the license going to a hearing. We will also post a copy of the notice in the village shop.

Site Induction

The Production Manager and/or Health & Safety Advisor will hold a safety briefing for all contractors as they arrive on site. This will be an appropriately detailed look at risk management for the event as well as a final check on schedules and equipment and all contractors and staff will be expected to attend when requested.

The Production Manager and/or the Event Health & Safety Advisor or a named deputy will be available throughout the build and operational day to give site safety inductions to any staff or contractors expecting to work on the site. A log of all safety inductions will be kept.

The Production Manager and/or Event Health & Safety Advisor or a named deputy will be on hand at all times to provide assistance and advice and to ensure all control measures noted here are carried out where practicable.

The induction should involve (this is not an exhaustive list)

Welcome

Event Overview Who's who Schedule

The Premises Vehicular Access

Welfare

Accidents/Incidents

Personal Behaviour

Health & Safety Communication

Fire

The Event H&S Advisor will be responsible for licensing compliance, carrying out safety checks around the site and keeping on top of contractor and artist activities. The H&S Advisor will keep an event diary which will log all significant actions on site and their resolution. This event diary will be added to the event log book which will be held in the event safety area. The log book will be kept up to date by a member of staff who will monitor radio traffic and enable the production manager to allocate resources as appropriate.

The Event H&S Advisor will have absolute authority as to when and how the site is opened to the public. Public safety both on and off the site will be paramount in making decisions and all actions will be logged in the event diary. If necessary, the Event H&S Advisor will liaise with the local Police before opening the site. A full list of safety checks will be kept and carried out daily as appropriate. Please note that this is a site that is private and not open to the public but that, for safety reasons, we may close off sections of the landscape while setting up equipment using appropriate barriers, stewarding and/or signage.

Control and Cooperation at the Event

The Production Manager and Project Manager will be in overall control of the event at all normal times. (See also section 7 – Emergency Plan). For the actual event, effectively while the site is open to the public, the Event H&S Advisor will not have any competing roles which may detract from his ability to address matters of H&S.

To assist the event manager in prioritising actions and queries, an Event Control area will be set up on site. This area will be staffed at all times during the event and will have access to the same radio channels as the event management team, production team and contractors and will have access to mobile telephones. The control area will keep a log book / daily diary to make note of any significant happenings, actions or queries to act as a reminder and a record of actions by the event management team at the event. This "area" may be a physical place, or may be the place where a responsible person is stationed so as to be easily accessible to the event management team.

Access and Egress

All access and egress points on site will be managed by our security team from the start of the build to the end of the breakdown. This is a private site and not open to the general public.

Access for production vehicles and staff will be closely managed to ensure minimal impact on the local area. The site has a number of wide entrances for ease of access to site for large vehicles. Delivery and contractor vehicles will be stopped at holding point 300m from the road therefore not causing any disruption to the

surrounding area. There is a good track road running adjacent to the site with numerous gates in addition a temporary metal track way will be installed providing access to all parts of the field.

The event fields are well drained and has been laid to grass for a number of years meaning that the surface is well formed and resistant to minor damage.

To minimise traffic issues on and around the site, a one-way system for vehicles will be instigated – see plan in Traffic Management section. Egress in normal circumstances, in vehicles, will be to follow the exit route. In the event of an emergency evacuation, there are many open fields adjacent to the event fields which can easily hold the entire audience for the event while decisions are made with regard to a larger evacuation from the site. See also the Emergency Plan section.

Ticketing

Ticket-holders in vehicles will be directed from the main entrance to the event field where their tickets will be checked – this will enable a long queue within the site and will minimise the risk of disruption and delays on the local road network.

Tickets will be sold through the website. Tickets can be purchased per “event” which means each individual presentation within the main marquees. A full list of presentations will be available in later versions of this document. Visitors can buy tickets for just one presentation, or for a whole series. If unsold, individual presentation tickets will be available for sale on site.

Crowd Management

Our crowd management plan will be developed in conjunction with our security advisors and will be commensurate with the level of risk. They will work with us to profile those coming to the event and to put in place suitable and sufficient measures to control access and to control items being brought on to site.

As of 2016 we will continue to have a police presence in accordance to the new CAA regulations.

Security (see also Section 12)

Our Security providers will be Event Security Southern Ltd.

As stated above, site security will be appropriate to the level of risk. The main areas of risk are:

- Access to the site without a ticket – tickets will be on sale at the site
- Equipment Security
- Drunkenness and Anti-social behaviour on site
- Visitors wandering into private areas and under flight path.

Traffic management

Responses to these challenges will be laid out in section 4 of this document. We are using GFi Event Services Ltd.

Contractor Access/Behaviour

Contractors will be advised where to off-load (and load) equipment by the Production Manager or Event Health & Safety Advisor. As soon as they are empty all vehicles must be removed to park where arranged with the event Production Manager

All contractors will be expected to provide suitable and sufficient PPE as required by their own risk assessments or as advised by the Event Health & Safety Advisor. Although standard of dress is not an issue

during build-up and get-out, bare chests and offensive logos will not be tolerated. Any requirement for specific dress during the event will be decided by the Production Manager.

Horse-Play and practical jokes are discouraged. This is a time-critical event build and, although adequate, breaks in the working days should be allowed by contractors. There is little margin for error in build and show timings.

Any contractor or staff member suspected of being under the effects of alcohol or drugs will be asked to leave the site. Any worker on prescription drugs that may affect their work performance should advise their manager who should in turn advise the Event Health & Safety Advisor.

Manual Handling

Manual Handling Operations Regs 1992.

All staff and contractors working on this event should be aware of the high risk of accidents in work where manual handling is used. (30% of all reported work accidents are as a result of Manual Handling).

Where possible manual handling should be avoided or reduced as much as possible. The Production Manager will assist as much as possible by ensuring that equipment can be delivered as close as possible to the place where it will ultimately be used. Where possible, large loads will be broken into component parts, mechanical aids will be provided, and equipment should be delivered in boxes and cases that are on wheels. Tractors/Trailers with appropriate fork attachments will be available to help deliver equipment to the main areas of the site.

All staff and contractors should be encouraged to use mechanical aids (sack-barrows/trolleys/etc.) when moving equipment around the site. Contractors shall produce Risk Assessments where they feel that Manual Handling is unavoidable.

All involved in Manual Handling may wish to use the T.I.L.E (or L.I.T.E) method of Risk Assessment which looks at the Task, the Individual, The Load and the Environment; this ensures all aspects of the task are looked at in detail and that the task and individual are well matched.

Where manual handling is the only course of action, the event management team will call on additional staff to assist where needed. There will be a pool of staff available on site.

Any contractors with manual handling problems should discuss them with the Event H&S Advisor.

Working at Height

All work at height by contractors will be kept to a minimum and monitored by the Production Manager and Event Health & Safety Advisor.

Where possible, working at height will be avoided, however, where absolutely necessary, ladders will be inspected for safety before use by the Production Manager or Event H&S Advisor. Anyone working from a ladder should only do so for as short a period as possible and be aware of the dangers. All ladder work should involve an additional person to foot the ladder and, where practicable, tying-off the head of the ladder.

Moving ladders around the site should be undertaken with great care and be a job for at least 2 persons if the ladder is 10 rungs or more.

Any contractor erecting an access tower shall hold a current, valid PASMA certificate or equivalent and be able to produce evidence of competence. The Event H&S Advisor is aware of PASMA rules and can assist in checking tower erection if required. The Production Manager and/or Event H&S advisor or his deputy will be available at all times to assist with advice and solutions.

Contractors with more complex rigging or working at height issues shall provide the Production Manager with a separate and specific risk assessment and plan.

Temporary Demountable Structures

All temporary demountable structures will be signed off by the installing company and a certificate given to the Production Manager or Event H&S Advisor where appropriate. The Event H&S Advisor will have the necessary theoretical and practical knowledge to check such structures. Marquees will be treated in the same way.

There will be an anemometer on site to give a first-hand indication as to whether the wind is too strong for the structures on site. We will also use the web-site 'Metcheck' to keep an eye on the weather forecast.

All contractors supplying to this event will have their H&S documents examined as part of the tender process and will be required to provide site specific risk assessments and method statements in advance of any work commencing. All Marquees will have fire-proof sheeting and contain appropriate emergency lighting.

All structures will be erected in accordance to current health and safety at work best practices. Detailed risk assessments on their structures, erection and dismantling processes will have been carried out by the suppliers.

Electrical Safety

Although not a legal requirement, PAT testing is a recognised method for demonstrating that a company carries out planned preventative maintenance on their equipment. The Production Manager and/or Event H&S Advisor will ensure that anyone supplying electrical equipment to the event understands the requirement for PAT test evidence. This will be backed up on site by random checks of electrical equipment by the Event H&S Advisor. Equipment showing evidence of damage, poor repair or no PAT test will be removed from service.

The Production Team supplying the generators and power distribution scheme will ensure that the site electrics are signed off by a suitably competent person and that a temporary installation certificate is presented to the Event H&S Advisor to go in the event file to BS7909 standards.

All circuits where members of the public, performers, artists and crew could come into contact with them, however remote a chance, will be protected by a 30mA, 30ms RCD breaker for safety. The engineer designing the system will sign the Temporary Installation Certificate in the appropriate place. For this event, we will be working to BS7909:2011 and the competent electrician will advise all on site.

See Contractors Risk Assessments in appendix.

Lighting

The event will be held at a time of year when there is daylight until approximately 2100.

However, the hours applied for in the Temporary Event License include operation during the hours of darkness; there may also be people clearing the site in darkness.

The Access routes and pathways will be adequately lit during the hours of darkness. This will be through a combination of self-powered tower lights and festoon lighting.

The main field for entertainment will be lit until the entertainment is over and the audience has left. After this time, the lights will be reduced to a minimum – enough for security to be able to see their way safely around site; this may be by way of powerful torches.

All lighting and lighting structures added for the event should not, in themselves, create additional hazards. Where hazards are perceived, the structures and equipment will be isolated from the public. All lighting circuits in public areas will be protected by RCDs as noted in the electrical safety section. All internal spaces (e.g. marquees) will have adequate emergency lighting and, where necessary, maintained exit boxes.

First Aid (see also section 9)

We will have first aid kits and first aid at work qualified staff on duty during the site build.

Our calculations gave us an event score of 25 (pages 131-134 Event Safety Guide) and we will therefore ensure the correct level of first-aid personnel and a fully crewed ambulance are available at the peak time of event activity.

First aid cover is to be provided by Elite Event Medical Services. The first aid point will be manned by first aiders at all times the site is open to the public, who have no conflicting roles or duties.

Cover will also be provided throughout the night on Friday, Saturday and Sunday during the event weekend.

Monday 26th June 09.00 to 22.00

Tuesday 27th June 09.00 to 22.00

Wednesday 28th June 09.00 to 22.00

Thursday 29th June 09.00 to 22.00

Friday 30th June 09.00 to 22.30 then 22.30 to 09.00

Saturday 1st July 09.00 to 22.30 then 22.30 to 09.00

Sunday 2nd July 09.00 to 22.30 then 22.30 to 09.00

Monday 3rd July 08.00 to TBC

The Production Manager and/or Event H&S Advisor will keep an accident log book during build, show and breakdown and will have access to a First Aid kit. RIDDOR forms will be sent to the relevant Local Authority for this licensed event. Forms will be available on site.

Special Effects

There will be black powder or gunshot blanks used within the Living History arena. Details and risk assessments are in the appendix.

Noise / Sound

The event management team are aware that, aside from traffic considerations, noise escaping from the site may constitute the most obvious form of nuisance from the event.

Control of the sound levels will be available to Production Manager and/or Event H&S Advisor at all times. Stage sound systems will be calibrated to adequate levels; noise levels will then be regulated and monitored throughout the event.

All PA systems will be assembled in accordance to current health and safety at work best practises. Detailed risk assessments on their equipment, installation and strike processes will have been carried out by the event H&S advisors who will also be in direct contact with the stage and noise management teams, including the local authority's Environmental Health officer.

PA systems will be installed and operated by Firebird and Hampshire Sound.

- 1) Outdoor Site PA system - for general / H&S announcements
- 2) Hiscox, NEX and Baillie Gifford Marquee PA Systems - for entry music and presenter's sessions

- 3) Each will comprise of four small, full range d&b audio technik reflex loudspeakers on tripod stands, the bottom of the cabinet typically circa 2.1m height off the ground.
- 4) Capacities are Hiscox (700 persons), NEX (450 persons) and Baillie Gifford (250 persons).
- 5) Speakers will be positioned for even coverage throughout the seating areas. Cabling will be concealed along the marquee structure and tripod stand legs in public areas will be marked out with white tape to highlight any potential trip hazard.
- 6) Dining Tent PA System - for background music and announcements
- 7) Living History Area (under canopy area)
- 8) There will be a small, localised PA system for demonstrations/talks.
- 9) Pike & Shot Exhibitor area
- 10) Local authority EHO will be invited to attend the site during the sound-check and assist in setting appropriate levels for the site if required. For all other noise sources on site, the HSE Action levels will be adhered to. All generating plant will be "super-silenced" and switched off when not required.

DRAFT / WORK IN PROGRESS

Second Section

The second section aims to numerically quantify the risks in particular areas, during particular activities and identify measures to reduce these risks. These Risk Assessments are written in table format and in most cases should illustrate the reduction in risk that we believe is gained by incorporating the control measures into the project as a whole.

The Risk Assessments will continue through the planning and building stages of the event and will be a significant part of daily checks and briefings during the event. Any significant changes to the risks experienced or expected will be noted and included in the post-event draft of this document for any de-brief.

Shown below is the method used for giving numerical quantification to specific risks:

Risk Rating

For the purposes of this document a risk rating has been used to determine the level of control measure required.

The Risk rating is calculated by taking the Likelihood of a particular hazard occurring and multiplying it by the Severity of the potential outcome of that particular hazard.

X	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Likelihood Measures

- 1 – Unlikely
- 2 – Possible
- 3 – Likely
- 4 – Very likely
- 5 – Constant

Severity Measures

- 1 – Minor injury or damage
- 2 – Injury or damage to property
- 3 – Injury (under 3 days); serious damage to property
- 4 – Serious Injury (over 3 days)
- 5 – Death

Risks with a rating of 15 (red) or more are considered to need immediate remedial action or an alternative method of provision in that area. Risks with a rating of 8 to 12 (amber) require constant monitoring and review.

Risks with a rating below 8 (green) will be occasionally monitored.

HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING			CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING	RESPONSIBLE
			L	S	R				
1	All staff, visitors, contractors and public passing by or attending the event	Many risks (listed below) and problems associated with such an event				Event management control document used as a mission statement by the event management team; All have responsibilities under HASAWA 1974; MHSWA 1999; etc. to employees, visitors and others affected by their actions. Use of suitably competent and qualified staff where available. De-briefs during and after the event to ensure rapid solutions to problems.		CVHF	
2	All staff, visitors and public passing by	Many risks (listed below) and problems associated with such an event				The site management has a duty under HASAWA 1974 and other legislation including Occupiers Liability Act 1957 and 1984 to provide suitable and sufficient information to anyone using their premises and to alert other users to potential dangers.		Landowner	
4	All staff, visitors and public passing by	There are many dangers (s/t/f, livestock, barbed wire, deep water, etc.) within the area that may not be apparent to somebody who has not visited here before	3	5	15	Entrances will be managed by stewards reporting to event control. Barriers and equipment will be guarded by stewards at vulnerable times (i.e. around opening hours). Area of standing water surrounded by 2m fence with warning signs attached.	Ensure good directional info in all media relating to safe routes around site. Ensure good briefings for stewards	L	CVHF
4	All staff and visitors	Main routes blocked by people trying to gain good vantage points. MOTP using fencing to climb for better view	2	5	10	Stewards on hand to ensure access routes are kept clear. All "dead" cases, equipment and vehicles removed or stored in a suitable area so they do not obscure views.	Ensure good briefings for stewards	L	CVHF
5	All staff and visitors	Blocked egress routes	3	5	15	Stewards on hand to ensure egress routes kept clear of obstructions. Possible use of PA to help direct people. (See emergency plan)	Ensure good briefings for stewards. Production Manager and H&S should tour site before and during the event to ensure all routes are clear. Liaise with Stewards	L	CVHF
6	All staff and visitors	Slips Trips and Falls due to unsecured equipment and cables	3	4	12	All Cables and set will be securely fixed. Where possible cables will be run away from public areas; where this is not possible appropriate cable management, ramps and matting will be used.	H&S should tour the venue regularly to ensure all cables are well routed and sensitive areas are secure. Cables may be buried	L	CVHF

7	Electricity	All staff and visitors	Risk of electric shock due to faulty cables or equipment.	3	5	15	All equipment is maintained in a safe state and is subject to a PAT testing regime. All cables will be routed away from public areas as above.	M	Any equipment brought in by other contractors should be visually checked for safety and for signs of a PAT testing regime.	CVHF
8	Electricity	All staff and visitors	Risk of shock due to faulty supply	3	5	15	Local power to be provided by generator. All generators to be earth staked	M	All generators and systems to be signed-off by competent person	CVHF
9	Electricity	All staff and visitors	Risk of shock due to faulty supply	3	5	15	All mains outlets should be protected with a 30mA, 30ms RCD trip in public and working areas.	L	RCD tests should be part of sign off.	CVHF
10	Lighting (lack of)	All staff and visitors	Darkness in the event of an emergency leading to disorientation and confusion	3	4	12	Additional lighting will be installed as part of the build.	L	Access and Egress routes to be kept lit as appropriate.	CVHF
11	Accidents (First Aid)	All staff and visitors	Any minor incidents that may need to be dealt with on site.	2	4	8	First Aid Provision on site in line with agreed requirements and in consultation with our medical cover provider.	L	Contractors may have their own first aid kits. There will be a system of recording all accidents.	CVHF
12	Waste/Litter	All staff and visitors	Waste and litter collecting as a fire/trip hazard. Attracts vermin.	4	4	16	All contractors to remove their own waste from site.	L	Site cleansing to be arranged	CVHF
13	Contractors, Traffic	All staff and visitors	Pedestrian and vehicle mix	3	5	15	Event Manager will ensure that all of their contractors know where to park, where to unload and how to get there. All deliveries will be assisted in reversing by a banks man or similar.	M	Deliveries will be directed to Event H&S Advisor to ensure all visiting vehicles receive the same information.	CVHF
14	Excess Attendance to one performance /talk	All staff and visitors	Too many people in the area leading to crushing or trouble.	2	5	10	Stewards will monitor flow of people and assist where necessary. The license stipulates the number permitted on site and this will be verified by checks at entrance	L	Ensure stewards are given thorough briefings. Ensure Police are involved in planning for emergency.	CVHF
15	Major Incident	All staff and visitors	Panic in the event of a major incident	3	5	15	There will be an agreed evacuation procedure. There should be agreed marshalling points away from the main viewing areas. Stewards shall be on hand to give assistance as necessary.	L	Event Control set up to deal with any emergencies.	CVHF
16	Terrorist Threat	All staff and visitors	Equipment/device or coded /hoax warning	2	5	10	Liaison with Police re level of threat. Training for staff. (See emergency plan)	M	Checklist to ensure if call is received, relevant info is gathered.	CVHF

17	Inappropriate behaviour	Contractors	Rowdy, lewd, unsafe conduct by contractor or staff	3	4	12	Contractors briefed as to what is expected of them. Contractors chosen for previous performance or references.	H&S Advisor to "patrol" site to ensure safe procedures and systems of work.	L	CVHF
18	Manual Handling	Staff	Physical injury from poor manual handling techniques	4	4	16	Staff are aware of dangers through their experience and their employers training. All vehicles delivering have should have tail-lifts or ramps.	Tractors, forks and mechanical devices available on site. All staff using MEWPs and FLT's will provide evidence of competence	M	CVHF
19	Work at Heights	Staff	Danger of falling or falling objects	3	5	15	Where possible staff will not work at height for long periods.	Ladders provided will be inspected by the Event H&S Advisor	M	CVHF
20	Excessive Hours	All staff and Contractors	Overworking staff may lead to accidents through fatigue or may lead to poor decision making	4	5	20	The manager will have a detailed schedule of events. This will include scheduled breaks and times for dinner breaks, etc. All contractors will be responsible for their own staff.	Sanitary facilities to be available from start of build.	L	CVHF
21	Fire or other evacuation	All staff, contractors and public	Panic or lack of movement by public and staff in the event of an emergency	3	5	15	PA available to communicate emergency message to certain areas. Stewards briefed and experienced in similar events	Hand held megaphones as back-up	M	CVHF
22	Noise	All staff, contractors and public	Excessive sound levels damaging ears	3	3	9	Sound engineer in control of sound levels on PA. Possibly local council LNO to assist in setting levels.	HSE Action levels will be adhered to. No large PAs.	L	CVHF
23	Communication breakdown	All staff, contractors and public	Need to relay messages to visitors and staff could be compromised	3	5	15	Radio system available for event management and contractors.	Mobile phone numbers for key personnel held in control area. Control to be "hub" for communications during the event	L	CVHF
24	Drunkenness and anti-social behaviour	All staff, contractors and public	There is a possibility of persons drunk or otherwise causing a nuisance, upsetting and frightening others, becoming violent, etc.	4	5	20	There is a robust policy with regard to those under the influence of drink or drugs. Security and Stewards will be on site and visible to all. There is an eviction policy if diplomacy fails.	A log will be made where possible of anyone being a problem. There is a possibility of Police intervention if they are on site	M	CVHF

Fire Risk Assessment

HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING		CURRENT CONTROLS	FURTHER MITIGATIONS	NEW RATING	RESPONSIBLE
			3	5				
F 1 Fire	All staff and visitors	Fire hazard due to faulty equipment or smoking materials	3	5	All equipment will be tested. No Smoking in sensitive areas. Appropriate signage for any internal areas.	Ensure appropriate firefighting equipment is available and that Fire Service are aware of the event	L	CVHF
F 2 Fire	All staff and visitors	Risk of fire spreading due to com materials	3	5	All waste and rubbish will be removed from site before it accumulates.	Ensure suitable rubbish storage or collection of waste before event.	L	CVHF
F 3 Fire	All staff and visitors	Risk of fire spreading through long dry grass	3	5	Event to take place in areas of grass regularly cut.	Ensure cuttings are collected	M	Landowner
F 4 Fire	All staff and visitors	Risk of fire in the stage area	3	5	Fire point available – Water and CO2. Fire Point for Generator.	Regular checks by Production Manager	L	CVHF
F 5 Fire	All staff and visitors	Open fires causing spread of fires or localized hazards	4	5	No unmanaged open fires to be permitted on site. Stewards/Fire Marshals (from Delta) to be vigilant in putting out fires.	Re-enactment society to submit full risk assessment for their managed fires.	M	CVHF
F 6 Fire	All staff and visitors	Danger from Barbeques	3	5	Barbeques will be treated as open fire and therefore not permitted.	Stewards to be vigilant	L	CVHF
F 7 Fire	All staff and visitors	Fire service unable to gain access to the site in an emergency	4	5	All emergency routes will be pre-planned. Fire Service will be invited to send various watches to site to ensure familiarity with the layout. An agreed RV point will be identified either in advance or by dynamic risk assessment.	All areas of the site will be appropriately labelled and all agencies will work from the same map or site plan. Site to possibly have tractor with water bowser and appropriately sized pump to act as a fire tender on site.	L	CVHF
F 8 Fire	All staff and visitors	Fire hazard through caterers	2	10	Only 2 caterers to be on site. LPG bottles kept to a minimum and separate caged store to be created if required.	All firefighting equipment specified or requested to be checked on site.	M	CVHF
F 9 Fire	All staff and visitors	Any Fire on site	5	15	Staff to be trained in Fire Extinguisher use prior to public admittance. Procedure to be documented in Event Log	In the event of any fire the fire service will be summoned by the 999 network.	L	CVHF

Fire Extinguisher List

Area	H2O	C02	Dry Powder	Foam	Blanket
Staff	1	1			1
Kitchen	1	1	1		3
Dining	1	1			
NEX	2	2			
Food	2	1	1		
Naafi	1	1			
Picnic Tent	1				
Food 2	1	1			
Baillie Gifford	1	1			
Museum Row	1	1			
Emporium	2	2			
Waterstones	1	1			
Entrance	1	1			
Event Control	1	1			
Pete's Office	1	1			
Greenroom	1	1			
Greenroom Catering	1	1			
Greenroom R & R	1				
Press	1	1			
Quilter	1	1			1
Hiscox	2	2			
Bar	1	1			
Children's Tent	1				
Information	1				
Generators			10		
PA Box	1		1		
Campsite	2		2	2	
Fire Points	4	4	4		
Trench	1	1			
Total	39	29	20	3	5

CHALKE VALLEY HISTORY FESTIVAL CHILD PROTECTION POLICY

This section explains how the event aims to carry out its duties in compliance with the temporary event license conditions relating to the protection of children from harm.

UNDER 16s

Monitoring.

All reasonable efforts shall be made to ensure that there are no unaccompanied under 16s onsite. Security and stewards shall be briefed to look out for unaccompanied under 16s, in particular after 2200. Under 16s are more vulnerable and may also be a source of nuisance to others on site. Bar facilities should not have children in after 2200hrs. The eviction policy will take into account the vulnerability of under 16s and so will err on the side of parental intervention or a call to the Police.

FACILITIES FOR YOUNG ADULTS AGED 16 AND 17

Welfare services.

All facilities that are mentioned throughout the event management control document are of course available to young adults aged 16 and 17. It is recognized that they are potentially a more vulnerable group than over 18s as they may be more prone to encountering difficulties such as being separated from their friends, missing their transport home and losing items.

Film/Projection Certification.

All films shown on site will have a U certificate, or will be exempt from classification. Security and stewards will monitor attendance at all screenings.

DISCLOSURE AND BARRING SERVICE (DBD) CHECKS

Previously Criminal Records Bureau (CRB)

Specific security and welfare personnel shall be designated to look after children and they shall have been SIA licensed which incorporates a DBD check. They shall work in teams of at least two and they shall hand over the child to welfare services on site at the earliest possible opportunity.

LOST CHILDREN POLICY AND PROCEDURES

Policy

The goal of the lost children policy is to reunite each lost child with its parents or guardians. On site there shall of course be links to the medical provision and possibly the local Police as well as other onsite services and facilities.

DBD checks

Because of the nature of the work, the staff that run the lost children service and other child friendly areas on site are not exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and are not therefore entitled to withhold information about any convictions including those which for other purposes are "spent" under the provisions of the act and they must disclose any convictions when applying for the position.

Staff practices

Children shall not be left in the presence of only one worker. Staff on duty shall be reminded of the potential problems relating to the inappropriate handling or touching of children as part of their daily briefing and staff shall be conversant with procedures for discipline and dealing with uncooperative children or their parents. Practices that threaten, frighten or humiliate children shall not be used under any circumstances.

All enquiries and dealings regarding lost children shall be directed to the steward supervisor. In the interest of the safety of lost children, the location of the lost children area is not publicized and all staff onsite shall be briefed about this. The details of a lost child are recorded in writing and parents or guardians looking for a lost child shall be interviewed. If a report comes through of a lost child all security, stewards and other staff shall be informed.

Procedure

Once the lost children service establishes that the parents or guardians are bona fide, are fit to be in charge of a child (for example are not under the influence of alcohol) and that they have a child matching the description, they shall be reunited with their child. Before a child is allowed to leave, their parent / guardian has to sign a form and provide some form of identification. If a child is reluctant to go with a parent or guardian then a second opinion shall be sought from the steward supervisor or the local Police.

Once a child has been reunited with their parent or guardian, all agencies that have been involved shall be informed. There shall be both male and female welfare staff who will have been subject to the appropriate checks as outlined above to ensure that there is the ability to look after lost children by welfare staff of the same sex. The lost children policy shall also extend to looking after the parents / guardians and siblings of lost children.

MAJOR INCIDENT PLAN AND ASSOCIATED ARRANGEMENT - PROCEDURES FOR CHILDREN

For all children the emergency procedures are the same as for an adult and are as detailed in the major incident plan and associated arrangements. It is assumed that the child shall be accompanied by their parent or guardian. If this is not the case then they shall be treated according to the lost children policy outlined above and the emergency procedures shall therefore be run in conjunction with the welfare provision.

**CHILD SAFETY
&
PROTECTION OF VULNERABLE ADULTS
STAFF & OPERATIONAL POLICY
CHALK VALLEY HISTORY FESTIVAL 2017**

PRODUCED
FOR
CVHF
BY
RED KITE

INTRODUCTION

Chalke Valley History Festival is aware of its duty of care regarding the safety of all its customers and in particular its duty to ensure, so far as is reasonably practicable the safety and interests of Children and Vulnerable Adults. This policy will be communicated to all staff throughout the training sessions prior to opening of events and will be regularly reinforced by duty managers and by visits from the Directors of the company.

The intention of this policy is to set out our ideals for working with Children and Vulnerable Adults and is part of our customer service. Nothing in this policy should detract from the already robust systems we have in place. Instead this policy is to remind staff of some of their duties and to provide a framework for dealing with Child Safety and Vulnerable Adults and to assist staff in seeking assistance in case of an incident at one of our events.

POLICY STATEMENT

Chalke Valley History Festival is committed to providing the best experience to all visitors attending its events and we have a duty to provide a safe environment for all, especially children and vulnerable adults.

With respect to Children and Vulnerable Adults we will:

- 1) Protect children and adults whilst at our events regardless of their age, culture, disability,

gender, sexual identity, language, racial origin and/or religious beliefs.

- 2) Respect the wishes and feelings of children and vulnerable adults and promote this respect amongst all staff and, where appropriate, amongst other customers.
- 3) Promote good practice and practical uses of equipment and policies that will enable staff to provide a safe environment for children and vulnerable adults and protect staff from mistaken allegations.
- 4) Use employment standards which will enable us to provide the right staff at events and ensure good customer service throughout.
- 5) Provide mentoring and training for all staff and contractors in how to identify particular problems, how to obtain assistance and advice and how to protect themselves from false accusations.
- 6) Engage with the local Police and Council officers who may be able to give additional advice and who can expedite matters in the case of suspected abuse of children or vulnerable adults.
- 7) Have robust employment and discipline policies that enable incidents of poor service and alleged abuse to be immediately dealt with, reported and actioned as required.

This policy will be regularly reviewed, at least annually, but also in light of any information passed from responsible authorities, or in response to any incident or alleged incident at our events.

This policy will form part of the terms and conditions of employment for all staff.

Signed by

Director, for and on behalf of Chalke Valley History Festival.

KEY PRACTICAL CONSIDERATIONS

Chalke Valley History Festival has many procedures in place that touch upon and co- exist with this policy:

- At all times there will be an SIA licensed security presence at site. Their role is one of security of the site, including but not limited to, protection of staff from harm, protection of all visitors to the site, ejection of persons not welcome at the site (in conjunction with the duty manager), security of equipment and property. All SIA staff are enhanced CRB checked or the equivalent from the Disclosure and Barring Service (DBS) and will provide a source of advice for all staff.
- All managers attending to children at events will be subject to a DBS check as a minimum which will include the PoVA First scheme or its current equivalent where available. Any staff returning a DBS check with convictions or warnings for any crime that may affect child safety or vulnerable adults will have their contract terminated – this is made clear at interview and, successful employment is subject to satisfactory DBS search.
- When dealing with children or vulnerable adults, staff will always be in pairs where possible, one of the staff should hold a senior position - supervisor or manager.
- When carrying out first aid treatment on any visitors, but especially children and vulnerable adults, staff should be in pairs.
- Harassment, bullying or any other psychological abuse, physical abuse or emotional abuse between staff will not be tolerated and is a disciplinary offence; any of the above directed towards visitors are dismissible offences.
- CVHF ticket policy and terms and conditions state that “All children 16yrs and under must be

accompanied on the by an adult, with a maximum of 6 children per adult". This gives staff and management clear guidelines for who is on site and an opportunity to question children or adults regarding their attendance at the event. Exceptions to this policy will be granted to school parties booking for the event.

- CVHF encourages schools, and children's clubs to attend the event. Schools should follow the LEA guidelines for adult to children ratios whilst visiting the event. To encourage adult helpers from the schools we give free places to all adults accompanying children during these trips. This format will be extended as we devise and present more events
- CVHF is happy to hear from special needs groups in and around the area of the festival and will assist them in bringing visitors with special needs from disability to vulnerability to the event.
- Extracts of this policy will be put into staff handbooks for reference; however the policy as a whole will be an appendix to staff contracts.
- The CVHF management team attend Safety Advisory Group meetings in Salisbury; through this network, it is hoped that there will be an open dialogue between the managers and all responsible authorities, especially with respect to child safety and the protection of vulnerable adults.
- All parts of CVHF will be well lit for safety reasons. All potentially dangerous areas of the site will be barricaded off from the public to prevent accidents.

Non – Emergency calls regarding child safety or protection of vulnerable adults should be directed by staff to:

Manager's Name and Number

Emergency Calls should either be passed to the Security on site or: 999 Local Police.

School Ratios as of 2017 – TBC

Children or Vulnerable Adult's found without their parents

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/guardians/persona assistant/brother etc. names, where they saw them last and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to a Security Control via 2-way radio, who will organise a search.
- If the parent/guardian/personal assistant's name is known an announcement will be made via the PA system "this is a public announcement, could... (Name of person) please come to the collection point located in the information tent.
- If the name of the parent/guardian/personal assistant is not known the following announcement will be made via the PA system "this is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the collection point located in the information tent".
- The PA announcement should not mention the name of the lost child.
- Radio code for a child or person found without parent or guardian is [REDACTED]

information to event control we have a [REDACTED] at the info tent, details as follows...)

- [REDACTED] for a parent/guardian reporting a child or person missing is [REDACTED]
- If a parent/carer/personal assistant is not located with 30 minutes, security control will inform the police.

Parent / Guardian / Personal Assistants reporting lost children

- Reassure parent/guardian/personal assistant informing you of a lost child, that a search will be organized.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Using the code word [REDACTED] radio a message to security control and all staff on radio giving the information gathered.
- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
- When the child or vulnerable person is found, they will be led to the collection point to be re-united with their parent.
- If a child or vulnerable person is not found within 30 minutes security control will inform the police.

Re-Uniting Parent/Personal Assistants with Children/Vulnerable Adults

- If a child or vulnerable adult is reluctant to go with a collecting adult, then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all stewards, security, staff and police will be informed immediately.

Lost Persons Log

- All lost persons/children's incidents must be logged and filed

Children or Vulnerable Adults Found without their parents/guardians

Key Points to All Staff

All should familiarise themselves with the site especially location of the lost child point

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian
- If you have a radio, let lost child point know the situation
- Be in pairs where possible, call for assistance, preferable another member of staff who holds a radio and can call it in to lost child.
- Do not try to force the child to come with you.
- If the child knows where they're supposed to be but can't find it, let lost child or event control know via

radio that you are escorting the child to that place.

- Try to avoid situations where you are alone with the children
- Try to move with the child to a place where there are other people
- Avoid unnecessary physical contact
- If you have to touch the child, make sure to get their agreement beforehand and try not to be too over familiar.

Parent/Guardian reporting lost children

- Reassure parent/guardian informing you of a lost child that a search will be organized.
- Encourage parent/guardian to come to the collection point to give details. If they are reluctant radio for someone from lost child to come to you to take details.

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Missing/Found Persons Form

Date and Time Form Completed			
Details of Missing Person			
Name		Age	
Ethnicity		Sex	
Height		Build	
Hair Colour		Hair Style	
Eye Colour		Facial Hair	
Distinguishing Features			
Jewellery		Head Wear	
Clothing Top Half		Clothing Lower Half	
Footwear		Time Last Seen	
Location Last Seen			
Medical Conditions			
Circumstances of Disappearance			
Name of Person Reporting			
Relationship			
Contact Details			
Name of person taking details (CVHF)			
Signature (CVHF)			

ATTENDANCE AND/OR EMPLOYMENT OF YOUNG PERSONS AS STAFF AND/OR VOLUNTEERS

Management of Health and Safety at Work Regulations 1999 requires that a separate risk assessment be carried out where children and young persons may be involved or affected by work activities.

"Immaturity can lead to carelessness and no previous industrial experience means that they are often unaware of dangers. Young people are also susceptible to peer pressure".

A child is a person who is not over the minimum school leaving age

A young person is a person who has not reached the age of 18

HAZARD	PEOPLE AT RISK	WHAT MIGHT HAPPEN	RATING		CURRENT CONTROLS	FURTHER PRECAUTIONS	NEW RATING	RESPONSIBLE
Y Attendance	Children and Young persons	May be subject to abuse, scared by size of event, become a liability, etc.	3	4 12	This is a family event. Anyone wishing to bring persons under 16 will be told of their responsibility for them at all times.		L	CVHF
Y Attendance	Children and Young persons	Certain acts may not be suitable for	3	4 12	All acts are suitable for a family audience		L	CVHF
Y 3 Attendance	Lost Children	Children lost being found by stewards	3	4 12	There will be a designated area and a written procedure for dealing with lost children. No member of staff will be left alone with children. Police will be informed after an agreed period.	There will be robust Communication channels regarding lost children. An amount of time will be agreed before performances are stopped and announcements put out.	M	CVHF
Y 4 Attendance	Lost Children	Parents informing HQ/Stewards that they have lost a child.	3	4 12	There will be a written procedure for dealing with lost children notices.	See above.	M	CVHF
Y 5 Employment	Young Persons	Sensitive jobs	3	4 12	No young person will be allowed to work in sensitive areas such as Cash security, security, stewarding, backstage, etc.	Any contractor using Young Persons will be asked to comply with the site guidelines.	L	CVHF

Emergency Access and Assemble Points







Site Plan



Event Site Flood Light Plan

 Floodlight



Possible Black Powder Store Map

Black Powder Store





Helicopter Landing Pad Location



4. Traffic Management

The organisers are contracting GFi Event Services Ltd to implement the traffic management plan alongside AA signage.

Details of the Traffic Management Plan is below.

The following information is already on the CVHF website:

The Chalke Valley History Festival is being held in Broad Chalke, about 10 miles south-west of Salisbury in Wiltshire.

BY TRAIN

The two nearest train stations are Salisbury (12 miles) and Tisbury (6 miles), on main London Waterloo – Exeter line.

BY CAR



From the east: take the M3 and A303 from London. From Salisbury take the A354 Blandford Road, and turn right at the first right hand junction at Coombe Bissett, through Bishopstone and into Broad Chalke following sign-posted directions to the Festival.

From the west (Shaftesbury): take the A30 from Shaftesbury, just before Fovant turn right following signs towards Broad Chalke. Over the hill and down to Fifield Bavant. At the junction turn left towards Broad Chalke and into the village. Follow sign-posted directions to the Festival.

From the south-west (Blandford & Dorchester): take the A354 towards Salisbury, and turn left on to the Hogware Road following signs to Broad Chalke. Follow sign-posted directions to the Festival.

We are intending to create a one-way system in Broad Chalke itself to minimise disruption to the village and to keep traffic moving.

On arrival in Broad Chalke

Traffic will be directed one way throughout the village.

Traffic coming from Blandford will be directed on to the Hogware Road and brought on to the festival site before the village is reached.

Traffic coming from Shaftesbury will be directed through the village and will turn right at Long Bridge. This road will be one way. Traffic leaving the school will be directed left on to the Howgare Road and then directed onto The Causeway to leave the village.

Knighton Road is not intended to be used. We are proposing to have resident access only signs.

Exiting Traffic: -

Traffic heading towards Blandford will be directed via The Causeway and directed left down South Street via Bowerchalke and towards Sixpenny Handley.

Traffic heading towards Salisbury will be directed via The Causeway and directed right towards Bishopstone and Coombe Bissett.

Traffic heading towards Shaftesbury will be directed via The Causeway and directed left towards Fifield Bavant.

Passenger Collection will only be allowed within the car park.

Pedestrians; are expected to be higher than in previous years. We are intending to use Bury Orchard as a pedestrian route only which will ensure Broad Chalke residents have access to the site without having to walk along the roads. There is one road crossing into the festival site, this will be manned by stewards.

Road Management

Forest Traffic Services will provide stewards to man road junctions and car park entrances under the Community Safety Accreditation Scheme (CSAS).

Emergency Routes

Emergency Services will have access at all times. This plan provides the following: -

During the incoming phase, emergency service vehicles will be able to follow the one-way system.

During the Festival emergency services will have access via a track/bridleway that runs parallel to the Festival site.

In the event of an emergency, traffic management stewards would be able to stop all traffic leaving from the car parks in order to ensure that access along the farm track/ is unhindered. Road signs and cones will only be placed by the appointed contractors – AA Signs or site staff who hold a valid 'Chapter 8' or equivalent certificates.

All stewards who man any roadway/driveways, car park entrances and car parks will wear Hi-Viz jackets, to BS/EN standards.

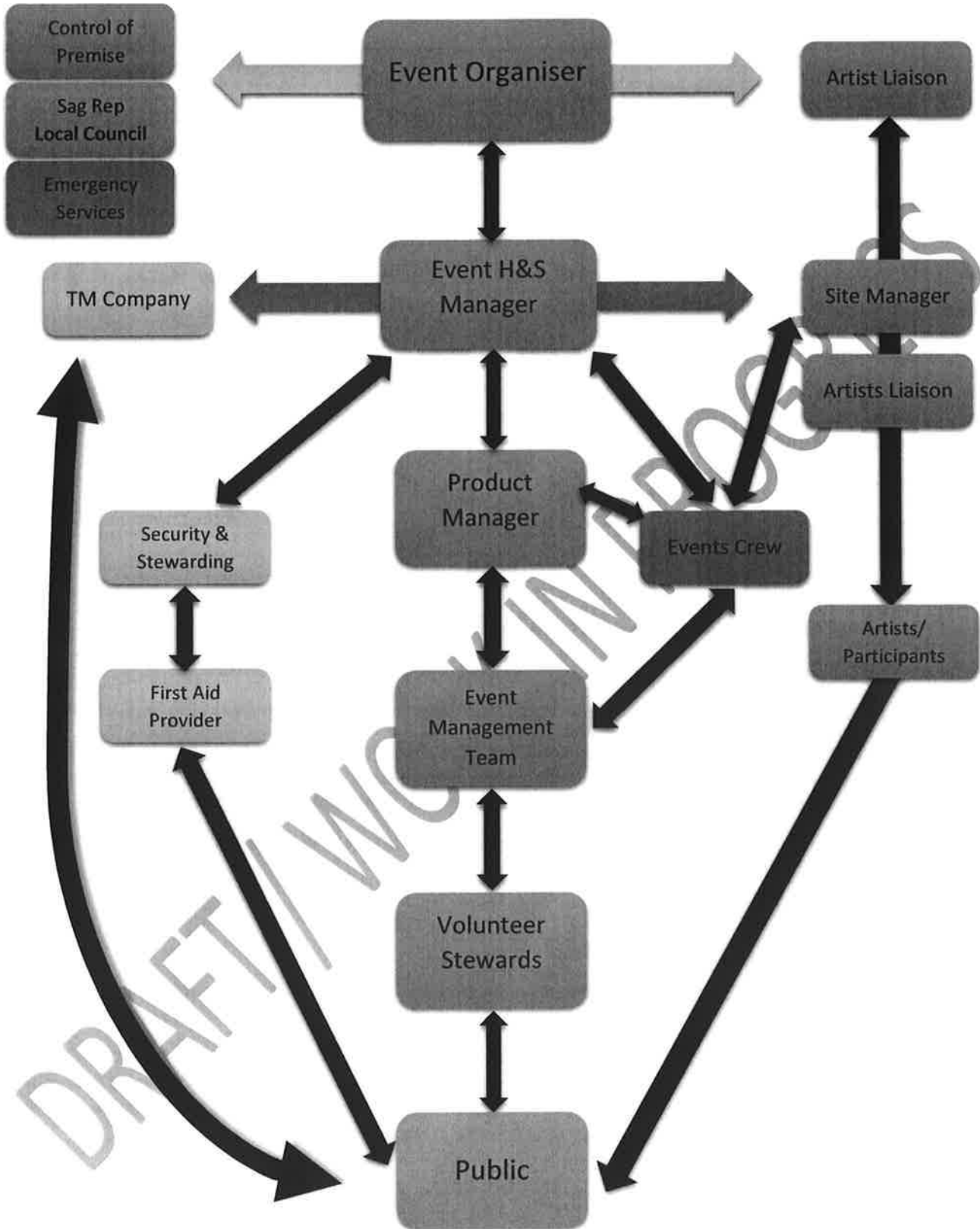
Signing, Vehicle Passes and Advance Notice

Signing for event traffic will be provided by the AA Signs.

At least ten days prior to the event, signs will be erected on the affected roads to state that queues/delays expected here for the 30th June and 1st July.

Vehicle Passes will be issued to staff/contractors and exhibitors, allowing them to pass through relevant gates, to designated parking areas on site. In addition, competitors/exhibitors will this year be asked to arrive early and a cut off time will be introduced after which all traffic will have to use the car parks. (In previous years some exhibitors have arrived late and caused traffic and safety issues trying to access the site after the public opening time).

5. Organisation / Hierarchy of Controls (Event)



6. Important Contact Names and Numbers

Terry Barratt	DPS	[REDACTED]	[REDACTED]
Rachel Holland		[REDACTED]	[REDACTED]
Peter Bell			[REDACTED]
James Holland			[REDACTED]
Simon Clough			[REDACTED]
Chalke Valley History Festival Office			[REDACTED]

DRAFT / WORK IN PROGRESS

7. Emergency Plan

In the event of an emergency that requires evacuation of all or part of the site, the Project Manager, Production Manager and Event H&S Advisor will liaise with all managers on site. This meeting will use Dynamic Risk Assessment to quickly establish the level of threat to the safety of all in the area and seek to identify suitable evacuation points for the public and staff on site.

This would then be communicated to security and stewards and a controlled evacuation would take place if required, where possible utilising the PAs and hand held megaphones if appropriate.

Closer to the event it may be prudent for the event to have a series of code-words which will alert staff to particular situations without unnecessarily alarming the public. (see below)

Should a total evacuation of the site be required emergency assemble points will be located at the far end of Little Field and one on Dump as shown on the map. Both fields could easily hold the number of people on site in relative safety. Both these directions take the evacuation away from roadways on which emergency vehicles will gain access to the site. Please see below attached map. Should these directions not be useable due to the nature of the threat, the Event Management team will liaise to agree the best course of action.

An emergency on site will become a major incident if resources on site and availability to the event management team are out-stripped by the nature or scale of the emergency. Please see below description of major incident.

In the event of any emergency being deemed a major incident, control of the event will be surrendered to the Police and cascaded upwards to the emergency service that takes control of the situation. Currently the mechanism for this action will be a 999 call; however it may be that a Police officer is stationed on site for this type of liaison duty.

In the event of a major incident, preservation of life will be the first priority of all involved and all contractors and staff will be expected to cooperate with the wishes of the emergency services. In this situation, the Event Management team will liaise with the Police and Emergency Planning Depts.' media and communications departments and ensure that they are connected with any media outlet from the agency controlling the incident. Any large incident will almost certainly be picked up and broadcast by the media invited to site for the event.

The intention throughout is to ensure that, wherever practicable, the event is self-sufficient but, should on site resources be outstripped, any actions taken should dove-tail with the current emergency planning in the local area.

We may be using the following code words on radio comms:

- FIRE [REDACTED]
- MEDICAL [REDACTED]
- OTHER THREAT [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

The reason for using these code words is to ensure that all staff understand exactly what the nature of any particular threat may be and also to prevent members of the public overhearing radio messages leading to conjecture and possible panic.

Major Incident Description

The term 'major incident' is an emergency services and emergency planning term used to describe an emergency that requires the implementation of special arrangements by one or more of the emergency services, and generally includes the involvement, either directly or indirectly of large numbers of people. It may also involve other agencies such as Local Authorities, National Health Service, Environment Agency, Military and Voluntary agencies.

The declaration of a major incident by one of the named agencies above allows the release of additional resources in order to respond to and manage the emergency whatever it may be.

A major emergency may require:

- The initial treatment, rescue and transportation of a large number of casualties
- The involvement either directly or indirectly of large numbers of people
- The handling of a large number of enquiries likely to be generated both from the public and the news media, usually made to police
- The need for large scale combined resources of the Police, Fire and Rescue Service and Ambulance Service.
- The mobilisation and organisation of the emergency services and partner organisations, for example, a local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

For specific health purposes, a major incident may be defined as:

"Any occurrence which presents a serious threat to the health of the community, disruption to the service, or causes (or is likely to cause) such members or types of casualties as to require special arrangements to be implemented by hospitals, ambulance services or health authorities."

The Civil Contingencies Act of 2004 has defined a new definition of Emergency as;

- An event or situation which threatens serious damage to human welfare in a place in the UK
- An event or situation which threatens serious damage to the environment of a place in the UK
- War or terrorism which threatens serious damage to the security of the UK.

SCALE DOWN CRITERIA:

Risk assessments and planning for the event have in the main dealt with the mechanisms for setting up the event and operation of the event. Set out below are some criteria/incidents that may be used to initiate a scaling down of the event and/or a complete postponement or cancellation of the event.

We will use the website www.metcheck.com for meteorological information and will have an anemometer on site.

CRITERIA OR INCIDENT	NATURE OF THREAT	EFFECT ON EVENT	DECISION MAKING
Weather: wind exceeding permitted speeds (info from contractors)	Danger to structures on site	1. Stage dismantled 2. Postpone or stop the event	TBC
Weather: Heavy rainfall	1. Danger to pedestrians 2. Wet Fields 3. Wet equipment	1. Stop or delay event while waiting for change 2. Muddy Ground 3. Protect electrics	
Police Intelligence: Terrorist Threat	Threat to all attending event	1. Stop, delay or postpone event 2. Invoke procedures for evacuation	
Major Incident: local to this area	Loss of Emergency services resources	1. Delay event 2. Stop event	
Civil Emergency	Loss of Emergency services	1. Delay Event 2. Stop Event	
Livestock issues or disease epidemic	E.g. Foot & Mouth or Bird Flu	Unlikely to be an overnight phenomenon – postponement of event	

Decisions to delay, stop, postpone or cancel the event will be taken in consultation at all levels. Control should have contacts for all live news media to assist in preventing people coming to the event

8. Fire Safety

All contractors will provide firefighting equipment (extinguishers) as appropriate to the level of risk their equipment may create on site. All contractors will be requested to produce current fire safety certification and risk assessments for their equipment. Caterers and other traders will be given a minimum expected provision as part of their contract. This will be checked on site by the Event H&S Advisor.

The local Fire Service will be involved as early as possible in the planning of this event and invited to inspect the site if appropriate. There will be to Fire Fighters on site from 10am – 5pm

The highest level of fire risk for this event will be:

Diesel fuel from the generators catching fire. (Reputable company, bunded tanks and regularly maintained generators)

Electrical fires (all equipment on site will be visually inspected and be part of an ongoing maintenance and inspection regime).

Grass fires in the (all grass cuttings will be collected, well managed fields, no open fires)

BBQ (no open fires other than in the re-enactment performance, will be permitted). Arson (security and stewarding presence at all times).

Battle Re-enactment society (managed fires at Farmer's discretion - see below) A number of fire extinguishers commensurate with the risk will be provided.

Marquee, Carpet and Linings – Fire Retardant

Check accreditation from marquee hire company.

Limit obstructions

Chairs all clipped together to limit movement, falling over causing an obstruction.

All cabling to be place above doorways or below floor level.

Stewards to keep all exits clear from obstructions and members of the public

Aisle Widths

All aisles and gangways to exceed the recommended 1.05m width.

Distance between the back of 1 seat to the front of the seat behind will be more than the recommended 305mm.

No seat to be seven seats away from a gangway.

Fire Exits

Fire exit locations to be calculated therefore not exceeding the suggested travel distances.

Fire exits signs to be prominent and either lit up or self-illuminated.

Fire exit widths in accordance to regulations

Marquee fire exits that do not contain solid doors will be a velcro canvas panel that opens when pushed or a manned canvas opening with a curtain action.

All fire exits to be manned.

Staff Training

All staff made aware of evacuation procedures and assemble point locations. Further details will be posted in the staff room and on the lanyards worn by all staff.

Disability Awareness

Marquee supervisor to be made aware of any members of public attending with a disability and their location within the marquee.

Evacuation Announcements

Before each talk begins the public are made aware of the evacuation procedures noting fire exit locations and method of raising the alarm used.

Suggested Travel Distances

Any person to the nearest fire exit not to exceed 18 metres.

Fire Fighting Equipment

Appropriate firefighting equipment will be place within the marquee sufficient for the size, capacity and equipment inside.

Each marquee will have a minimum of 2 water and 2 Co2 fire extinguishers.

Alerting the Emergency Services

Marquee supervisors and technical operators, who will be carrying radios, to be in attendance at all times while public are present.

In the case of an emergency they will radio through to event control to alert the emergency services.

Emergency Lighting

Installed emergency lighting to be operated by technical team to illuminate the whole marquee from above.

The re-enactment societies also have additional fire and explosion hazards through the use of black powder for authentic shot, explosions and musket/cannon fire.

Awaiting Mr. Allan/Pike and Shot Ltd application for 2017.

9. Medical and First Aid Services

We believe that this event has a rating of 25 on the Event Safety Guides scale of provision. Our medical provider will be Elite Event Services who will provide trained first aiders for the day. (In addition any SIA security staff provided will also be trained first aiders.) Our scoring of the event allows for the following first aiders:

First Aid coverage:

Monday - Friday

2 x First Aid Members

1 x Advanced First Aiders

1 x Medium Mobile First Aid & Medical Units

Saturday and Sunday 5 x First Aid Members

1x Advanced First Aider

1x Emergency Transport Attendant Members

1x Medium Mobile First Aid & Medical Units

1x Ambulance Unit

The nearest Hospital with a large A&E department is: Salisbury District Hospital

Odstock Road, Salisbury

Wiltshire, SP2 8BJ Tel: 01722 336262

First Aid posts will be manned from 0900 to 2200 Monday to Friday and 1000 to 22.30 Saturday and Sunday, with two first aid members in attendance from 2200 to 09.00. First Aid posts will be manned by two first aid members.

We will contact the local NHS trust and ambulance station in the lead up to the event and encourage the responsible authorities to invite the ambulance service to any SAG.

10. Bomb Hoax / Terrorist Threat

The Police will be asked to provide their most up to date intelligence reports in the lead up to the event.

Staff should be briefed to be vigilant and to report any suspicious packages to event management. It is unlikely that the event will receive a bomb threat on site. However, staff will be briefed to pay attention to the items below in the event that they do receive a call:

- a) Timed to go off at...
- b) Location of bomb...
- c) Identity or code word or caller...
- d) Text of message...

Please attempt to look for the following via the caller:

Callers details

Male
Female
Child
Adult
Elderly

Speed

Nervous
Slurred
Stammer
Accent
Other

Background Noise

Music/TV
Laughter/Bar
Talking
Traffic
Announcements
Station/Coach
Others

If a bomb threat is received staff should contact the event manager / event control immediately.

Event Manager / Event H&S will liaise immediately with the Police and be prepared to invoke the event emergency plans.

The Event Manager and stewards will then evacuate the area using the most appropriate procedures and then carry out a search of the area if appropriate.

11. Terror Threat*Threat Levels*

Current threat levels can be checked on gov.uk or the MI5 website.

The most significant terror threat comes from al-Qa'ida and associated networks. As the coordinated attacks on London in July 2005 showed, attacks may be mounted without warning.

Northern Ireland-related terrorism continues to pose a treat. Dissident republican terrorist groups (such as the Real IA and the Continuity IRA) have rejected the 1998 Good Friday Agreement. They still aspire to mount attacks within the UK mainland and have conducted attacks within Northern Ireland.

STAY SAFE: Terrorist, Firearms and Weapons Attacks

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack: -

Run

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

Hide

- If you can't RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from the gunfire e.g. substantial brickwork/heavy reinforced

walls

- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone
- Lock/barricade yourself in
- Move away from the door

Tell

Call 999 – What do the police need to know?

- Location – where are the suspects
- Direction – where did you last see the suspects
- Descriptions – describe the attacker, numbers, features, clothing, weapons etc.
- Further information – casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow the officer's instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

Officers

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

You must STAY SAFE

- What are your plans if there were an incident
- What are the local plans? E.g. personal emergency evaluation plan

12. Security Policy

CHALKE VALLEY HISTORY FESTIVAL SECURITY AND STEWARDING POLICY

The security contractors for this event are Event Security Southern Ltd. They are selected as being some of the most professional and competent operators in the field of event security, through recommendations of other events and properties and through the personal experience of the event management team and organisers.

The management and staff shall therefore have many years previous experience at ensuring safe and secure environments at events. The security advisor, event manager, event safety manager and any representatives from responsible authorities will meet onsite at least once daily throughout the event; hourly or two hourly meetings for the key event management team members will be instigated during the peak periods of the event.

No person under the age of 18 years shall be employed as security or stewarding personnel. The Security contractor will provide both SIA licensed staff and experienced event stewards.

The supervisor will also be tasked with monitoring and deploying any volunteer stewards on site and ensuring that all duties and actions are covered.

This is a low risk event, however the presence of alcohol for sale and the fact that we may wish to deter or eject persons from site mean that some of our staff will need to be experienced SIA staff.

A list of prohibited items will be displayed on our website and on our tickets. There will also be a list of prohibited items at the entrance and on the ticket desks.

CHECKING OF SECURITY, UNIFORMS AND LOGS

Information

The organiser along with the event safety advisor shall ensure that an appraisal of all security and stewarding requirements is agreed with the Licensing Authority and that the positions, numbers and equipment of security and stewards shall be to the satisfaction of the Licensing Authority, most likely through Safety Advisory Group meetings.

Names, addresses and dates of birth for all non SIA licensed security and stewarding personnel shall be available to the local Police and the Licensing Authority for checking if requested.

The number of security and stewarding personnel that are employed less than 14 days before the start of the festival, (for example due to other staff falling out), shall be kept to an absolute minimum and shall be notified at the earliest possible opportunity.

Records

A register of the security and stewards employed on the site shall be kept. Details recorded in the register shall include: the full name of each individual employed, their date of birth, home address, employer, ID number and their signature.

The register shall also contain records of the date, times and location during which the individuals commenced and finished duty. The register shall be retained on the licensed site during the event and shall be available for inspection in the control area and shall also be available after the event for a period of 12 months each year from the organiser or the security contractor.

Records shall be kept of each shift placement throughout the event so that should the need to find out any information from a particular location occur post festival individuals can then be contacted.

Incident log

All incidents shall be recorded in an approved incident log. The incident log shall be open to inspection by agencies at all times in the control area.

Identification

All security and stewarding personnel shall be readily identifiable to others by means of a tabard or jacket stating the company name and/or job function.

SECURITY TRAINING

The company profile and the training documentation shall be available on request to the Licensing Authority.

Security staff shall be briefed on the policies concerning the admission, exclusion and safeguarding of members of the public whilst in the premises.

SIA

The organisers shall comply with the Private Security Industries Act and the details of SIA licensed personnel shall be included on the security and stewarding deployment schedule as shown in the Event Safety Plan and relating to the enclosed site plan. The final version of the Event Safety Plan shall be provided to the Licensing Authority 14 days prior to the event. All SIA licensed staff shall have their badge details clearly on display at all times. The PSIA are given access to the licensed site under their existing powers.

DRAFT / WORK IN PROGRESS

13. Use of Radios / Communication

Radios will be multi-channel UHF two way units which will be in place for site management. Security will provide their own radio system using a different frequency, but are also contactable via the main system. Chargers will be available at the Event Safety Control and Production area. Mobile phones, using sim cards on a network which is known to have consistent reception in the area will be used as back up. We will also have a BT landline onsite.

There will be a mobile telephone located with the Event Safety Advisor. All responsible authorities and other relevant agencies will be provided with these numbers prior to the event. We are currently looking into a satellite broadband system for the site to increase comms capability.

All stewards will be given a radio. Any staff required to use a radio will be briefed in how to operate it, and the protocol for contacting other members of staff, by their supervisor.

All radio traffic should, where possible, be routed through the control team. This will ensure that the event manager is aware of all incidents major or minor, can allocate resources as appropriate and keep a record of incidents in case of future actions by Police, public or staff.

Event Safety Control is to be managed by Red Kite or other nominated person who is in contact with security, stewards, medical teams, essential services, licensing teams and local authorities, and is also responsible for making public announcements and authorising evacuations.

Radios are an essential communication tool for the event and therefore chatter is to be discouraged.

To send a message:

Depress the talk button; speak your name and position and who your message is for; await a response to your call; when asked to send your message please re-state your name and position and keep the message clear and concise; when your message is complete, listen carefully for instructions or be prepared to give further information. If someone is dealing with your call, there may be a short delay whilst facts are checked, resources are allocated, etc.

Radios are tested daily and spare batteries are available.

Where possible all radios will be provided with an ear-piece; this is important to ensure that sensitive messages are not overheard by members of the public causing misplaced conjecture and panic and so as not to disturb the event.

PA announcements may be used to alert the public to safety, schedule and timing information.

14. Information for Disabled Patrons

Once on site all areas are accessible across grass which should be suitable for all motorised wheelchairs and for wheelchair users with assistance.

Parking for disabled patrons will be as close to the main part of the event arena as possible. There will be accessible toilets at all main toilet points on site.

All venues will have aisles wide enough for wheelchairs and space allocated within the body of the seats for disabled or less abled patrons.

15. Welfare Information Sanitation

Using the Event Safety Guide to devise the number of toilets needed on site we have come up with the following figures based on a capacity of 14999:

5 x Luxury Units

55 x Portable Toilets

3 x Disabled Units

Drinking Water

Water will be supplied by MDT pure water. Wessex Water will check our water supply on a daily basis.

Catering

There will be a large catering outlet under one canopy on site including late-night refreshments for staff

There will be seven or eight additional catering outlets on site. All catering suppliers to provide documentation including insurances and local authority certification.

Information

There will be an information point on site close to the main entrance

16. List of Contractors

Description	Company	Contact Details
Security	Event Security Southern Ltd	[REDACTED]
Marquees	Signature Marquees	[REDACTED]
Marquees	DP Marquees	[REDACTED]
Sound, PA, Lighting, Distribution of Power	Fire Bird	[REDACTED]
Radios	DCRS	[REDACTED]
Toilets	Any Occasion	[REDACTED]
Skips	CB Skips	[REDACTED]
Traffic Management	GPI Event Services Ltd	[REDACTED]
Generators, Tower Lights	Rob Blezard	[REDACTED]
Trackway and Fencing	Eve Trackway	[REDACTED]
Wi-Fi	Broadband Junction	[REDACTED]
All electrical installations	Rob Blezard	[REDACTED]
Showers	Any Occasion	[REDACTED]
Water	Pure Water	[REDACTED]

Company Name	Point of Contact	Registered Local Authority
Naafi Tent	Juliet Stallwood	Wiltshire Council
Quilter Tea Tent	Paul McDougall	TBC
Peppercoast	Yolande	Bournemouth Borough Council
Saveurs des Crepes	Simon	Cheltenham Borough Council
Fat Sam's	Jeni	East Dorset Council
Top Dog Cuisine	Adam Gerkin	TBC
Big Bang Pizza	Marcus Heyes	Wiltshire Council
Grounded Coffee	Rosie Bailey	North Dorset District Council
Pots of Sweets	Matthew Taylor	TBC
Long Johns Fish and Chips	Jo Hehoe	East Dorset Council
Gilcombe Farm	George Portch	South Somerset District Council
Somtarn Street	Thanya Sawaengdee	Stockport Metropolitan Borough Council
Dorset Lamb	Sarah Clarke	North Dorset District Council
Twisted Indian Street Eats	Nicholas Peter	TBC
The Cracking Rib Company	Charlie Maidment	Wiltshire Council
Beef Spit Roast	Chris Heal	TBC
Denhays	Ellen Streatfield	TBC

Contractors' documents are logged with the Event H&S Advisor and are available for inspection on site and as required.

17. Entertainment Schedule

There is a small jazz band that will play on Friday night when literary talks are not scheduled and there will be a 3 female band singing on Saturday night.

18. Waste Management

Bins will be liberally distributed throughout the arenas, especially close to bars and food outlets.

There will be a litter-pick team on site to keep on top of litter.

All waste will be taken away from the arena and placed into covered skips to be taken away after the event for recycling grading.

19. Lost Property / Lost Children / Messages

Any lost items will be logged with Event Control; at the end of the event, event control will arrange for handover of all left items to the Police or other agency as necessary.

Luggage, bags and suspicious packages will not be collected by stewards. If suspicions are raised, then event control should be informed and they will liaise with Security and/or Police to assess the risk to the public in the immediate area, and to the event as a whole.

Anyone who reports lost items should initially be directed to the steward supervisor. Personal details may be taken for lost items that may turn up at a later date; members of the public will be advised to contact the local Police after the event. Anyone claiming lost/found items will be made to give proof that the item is theirs to the steward and these details will be logged and given to event control.

Lost/Found Children will be dealt with at the information and welfare point. There is a strict protocol for dealing with lost/found children which will be ratified with the security provider (Topher) and which will be part of the briefing for security staff.

Neither Event Control nor stewards will be in a position to take messages from the public. If messages are of a very urgent nature, event control may take a decision to use the PA to pass the message on.

20. Campsite

- Suitable and sufficient welfare facilities will be provided at the campsite including fire, stewarding, water supply, toilets, access to medical provisions and shower units.
- The camping area is reasonable well drained and level with the grass cut short to minimise the risk of fire spread. All cut or loose grass will be removed prior to the event to minimize the risk of fire spread.
- All vehicles will be parked seperatly to the camping area.
- A separate area for caravans and camper vans will be designated away from the tents.
- Speed limit of 5 miles per hour will be in force with supporting signage.
- The campsite is located on an arable field not used for grazing therefore minimizing the risk of animal droppings
- No open fires will be permitted with patrons being asdvised to keep bbqs away from tents to avoid carbon monoxide poisoning.
- The campsite will be designed to allow suitable fire separation distances and emergency access lanes will be marked out of 6m width.
- 24hr manager will have access to radio and mobile phone communication to contact security and medical team on site. Also a loud hailer will be made available for use in an evacuation.
- A disabled toilet with baby changing facilities will be provided.
- Sufficient low level lighting will illuminate toilets, showers, fire points, control point and pedestrian walkways to the event site.
- The campsite will be secured with solid herras fencing around the perimeter.

21. Complaints / Compliments / Comments

All event staff and stewards should be capable and willing to take complaints, compliments and comments from members of the public and pass them on to event control.

These messages may assist us in improving the event as we go along or may serve as pointers for any de-brief that takes place.

A dedicated phone line will be held at the event control. The number for this phone will be distributed to local residents and responsible authorities to report any incidents or actions that may cause a nuisance.

Event Control will have a method for recording these comments.






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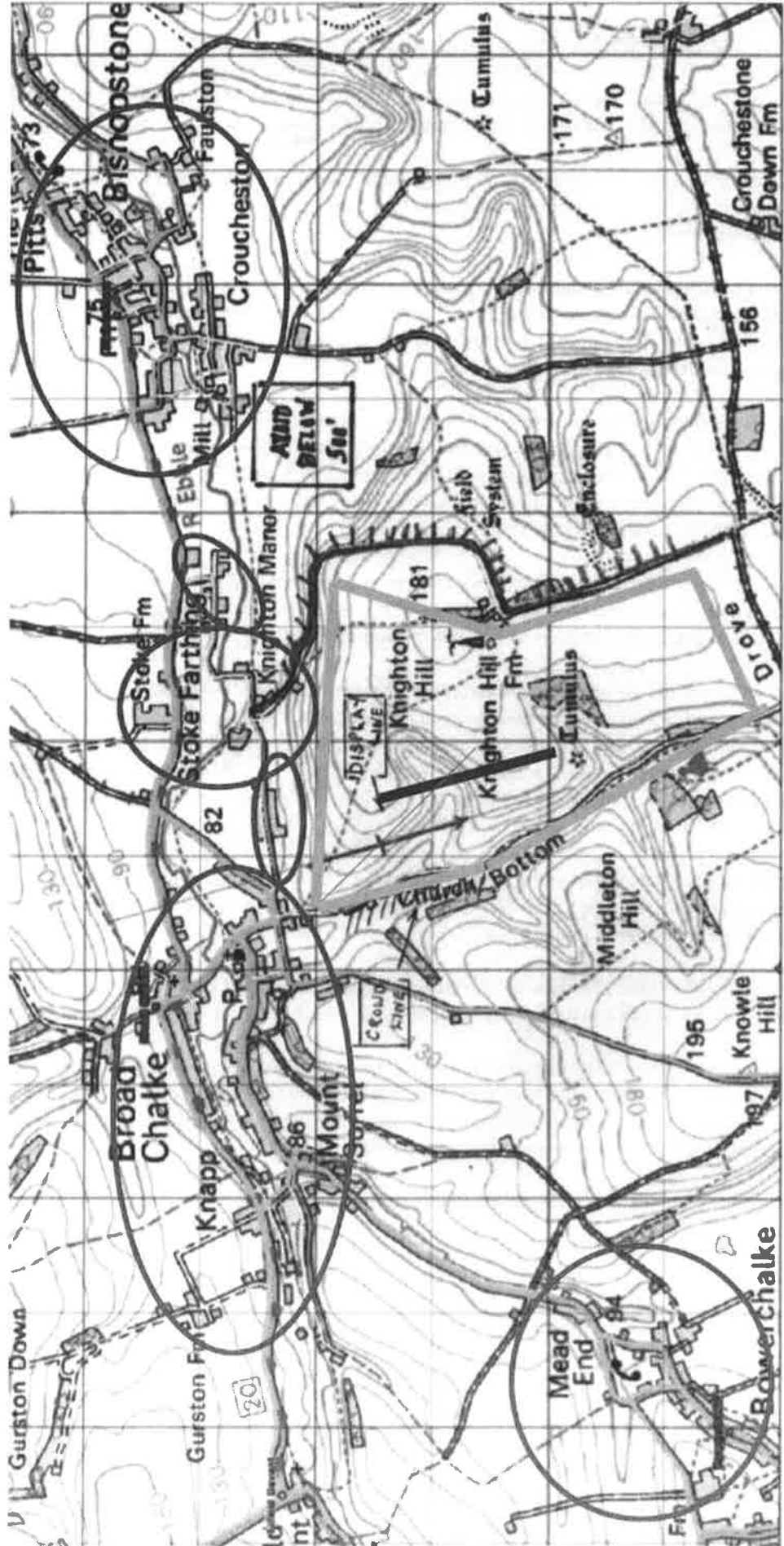
APPENDIX

Aviation Safety	Page 62
Marquee Plans	Page 64
Paste Risk Assessments	Page 71
Camping Risk Assessment	Page
AA Signage Schedule	Page 85
Noise Management Plan	Page 89

DRAFT / WORK IN PROGRESS

CVHF 2017 - REVISED AVIATION SAFETY

-  **Flying Display Line**
-  **Flying Display Area**
- no persons during display flying
-  **Avoids - not below 500 feet AGL**
-  **Normal Rules of the Air**
-  **Apply Outside Display**
-  **Area - 500 ft AGL limit**



Latest aviation aspects of the Chalke Valley History Festival in June/July from Paul Beaver, Airshow Director for CVHF.

This year, we have a new site which means we are effectively starting afresh in terms of planning the flying. We are also mindful of the fall-out from the Shoreham accident in 2015 which has coloured people's judgement on the matter despite being the first event at which members of the public were killed in 63 years. I have also flown the venue several times and so my comments are those of a member of the Flying Control Committee for CVHF as well as from a pilot's perspective.

The issue of the 'lozenge' has repeatedly come out in public discussions and I regret that there is confusion here. The initial plan of 12 January, which was shared with the Safety Advisory Group at Wiltshire Council, was amended in February to reflect the overflights which I made.

Public safety at CVHF is of paramount importance. Even before the tragic accident at Shoreham, the regulations governing Flying Displays and Airshows were very stringent. Following the recommendations of the Air Accident Investigation Branch and the Civil Aviation Authority, there are now additional precautions that need to be put in place and the Chalke Valley History Festival will ensure these are in place.

Flying at Chalke Valley will be governed by a Permission from the Civil Aviation Authority (CAA) which both appoints the person in charge of the flying, the Flying Display Director (FDD), and sets the flying conditions of heights, speeds and the geographic location over which the displays can take place. The FDD must be assessed by the CAA as suitably qualified, having passed the appropriate training course. He, in turn, is assisted by a Flying Control Committee who will watch all the display flying for compliance with the Regulations as well as all safety aspects.

The Permission referred to above will stipulate the area over which the flying will take place and the minimum heights down to which the aircraft may fly. This area has been taken into consideration dwellings and other places where the public, unconnected with the Festival may gather. There is no question of evacuating people from their houses in the Chalke Valley.

The normal Rules of the Air which require aeroplanes in every day flight to maintain at least 500 ft AGL (above ground level) will be strictly enforced and there will be special dispensation granted by the Civil Aviation Authority for the aircraft participating in the Festival to fly down to 200 feet AGL for a brief period. At the beginning and the end of each fly past, the participating aeroplane will be required to climb to 500 ft AGL, especially over any buildings or structures. In addition, the fly past times will be promulgated to pilots through the Notice To Airmen system. These flying restrictions will be a significant part of the mandatory pilots' briefings, both written and oral.

Additionally, all pilots taking part in the display must hold a Display Authorisation (DA) issued by the CAA with very strict medical conditions. The FDD is required by law to ensure that pilots do hold the relevant authorisations, and that the profiles of their displays are safe and within that pilot's competence.

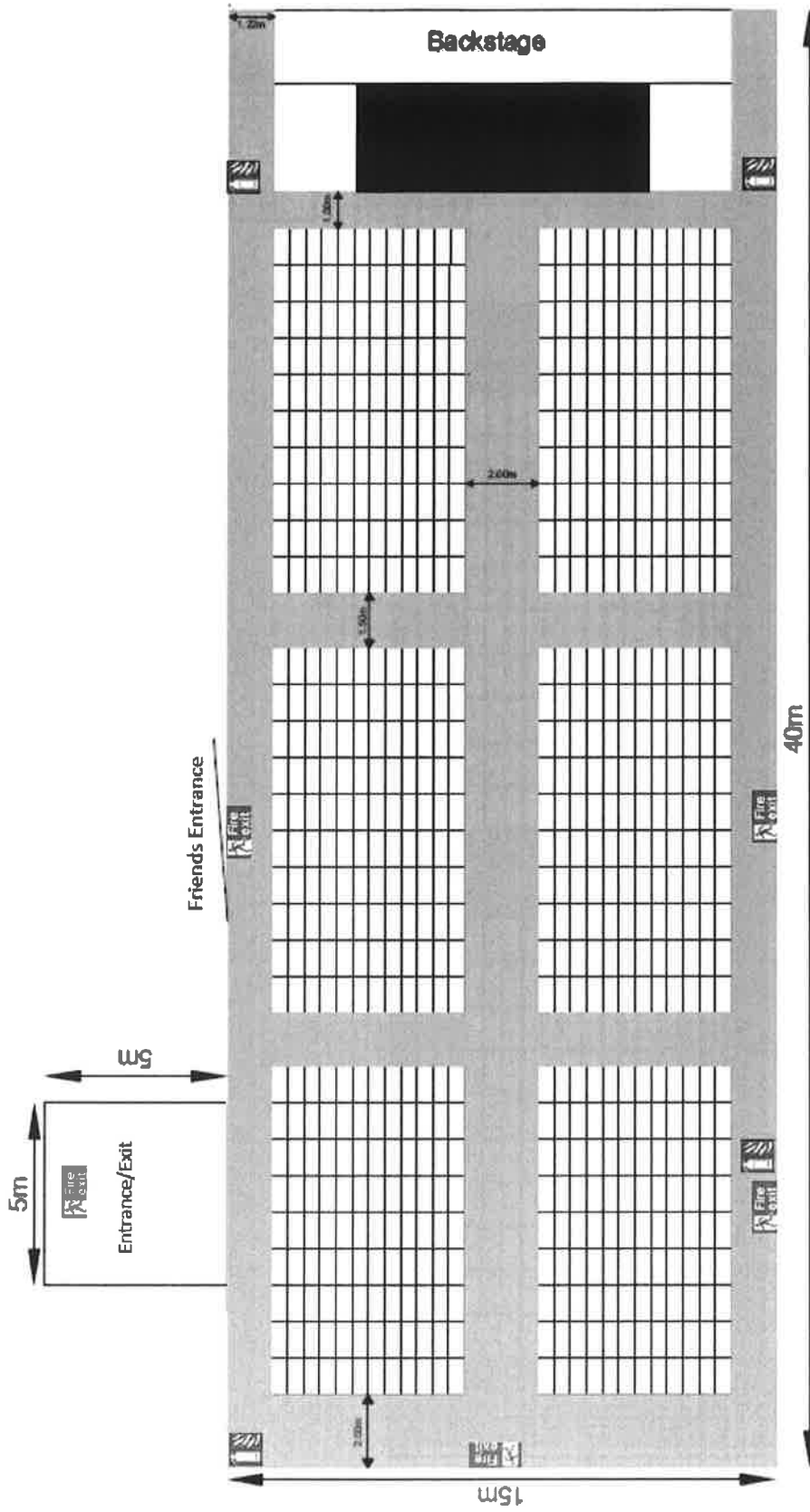
For the Chalke Valley History Festival, we also ensure, although we are not legally required to by law, that we have appropriate Emergency Services on site and the aircraft are controlled through a mobile Air Traffic Control system.

It should be borne in mind that there are many aircraft flying over this area every day from military and civilian airfields, and should an incident or accident occur with one of these, the County Emergency Services would deal with these in the normal course of events. That equally applies to the Festival and liaison with the Emergency Services, including the Air Ambulance, has been factored into the display safety planning and the risk assessment.

If you have any questions, please do not hesitate to call me.

Paul Beaver
[REDACTED]

Hiscox Seating Plan

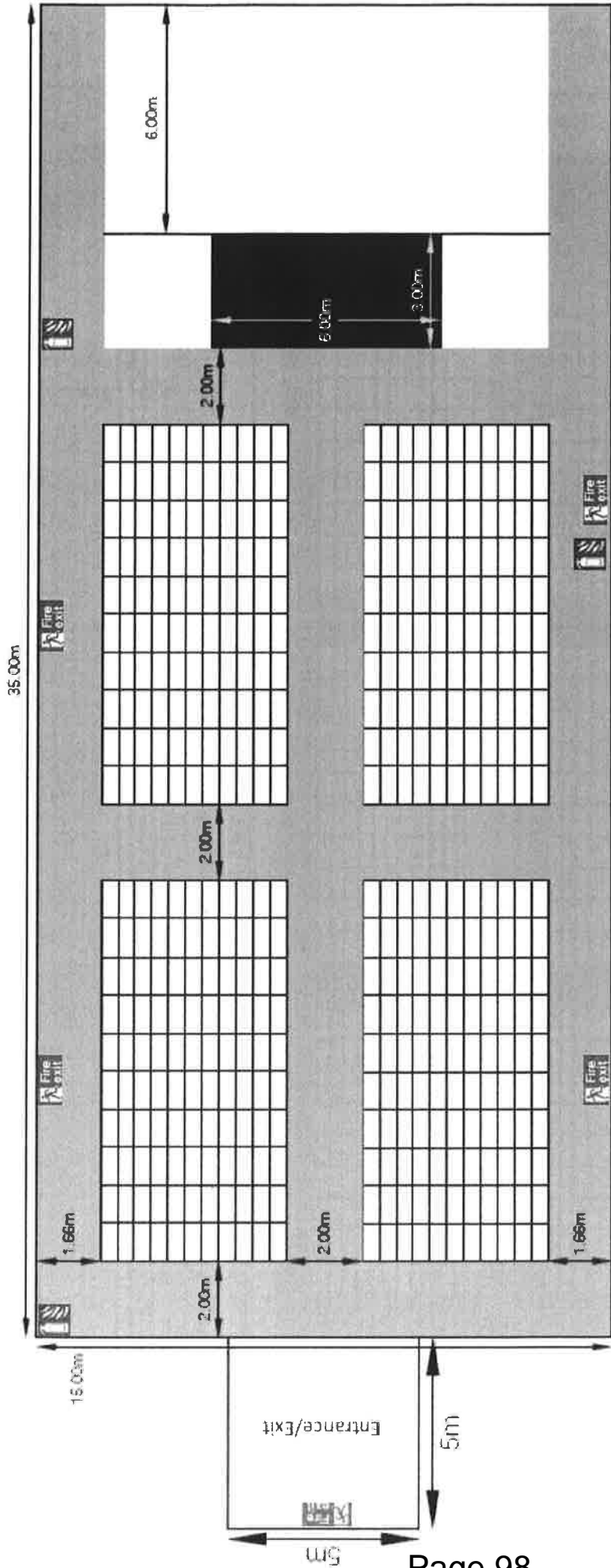


Large Lecture Layout
- Drawing Number 0001
Date:
Scale: AS NOTED
Red Kite

1 650 Seating Plan
Scale: 7:1@A3



NEX Seating Plan



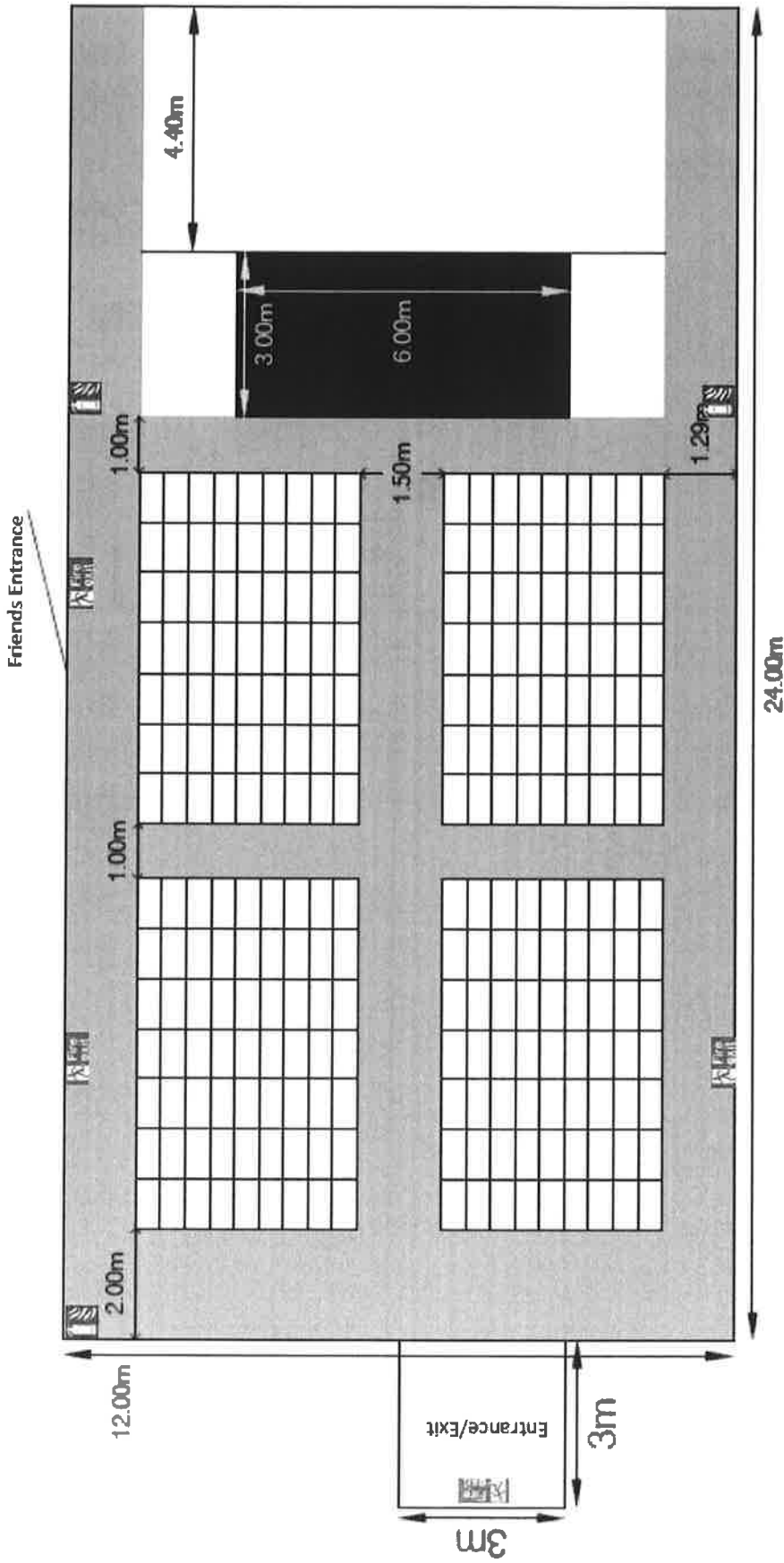
Friends Entrance

Medium Lecture Layout	
Drawing Number	0001
Date:	
Scale:	AS NOTED
Red Kite	

1 450 Seating Plan
Scale: 8:1@A3



Baillie Gifford Seating Plan

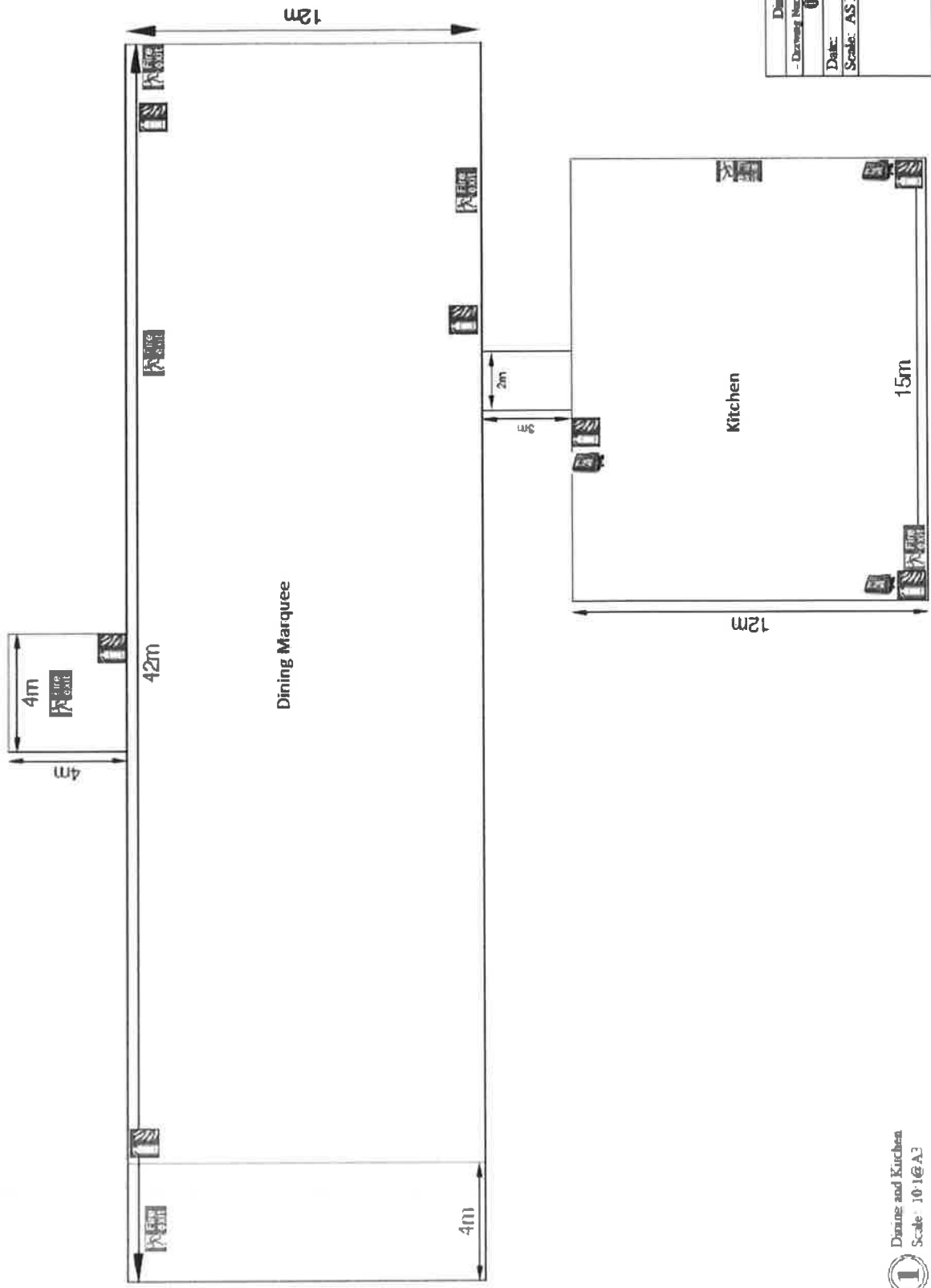


Small Lecture Layout
- Drawing Number: 0001
Date:
Scale: A3 NOTED
Red Kirs

1
 250 Seating Plan
 Scale: 1:1@A3



Kitchen and Dining Plan

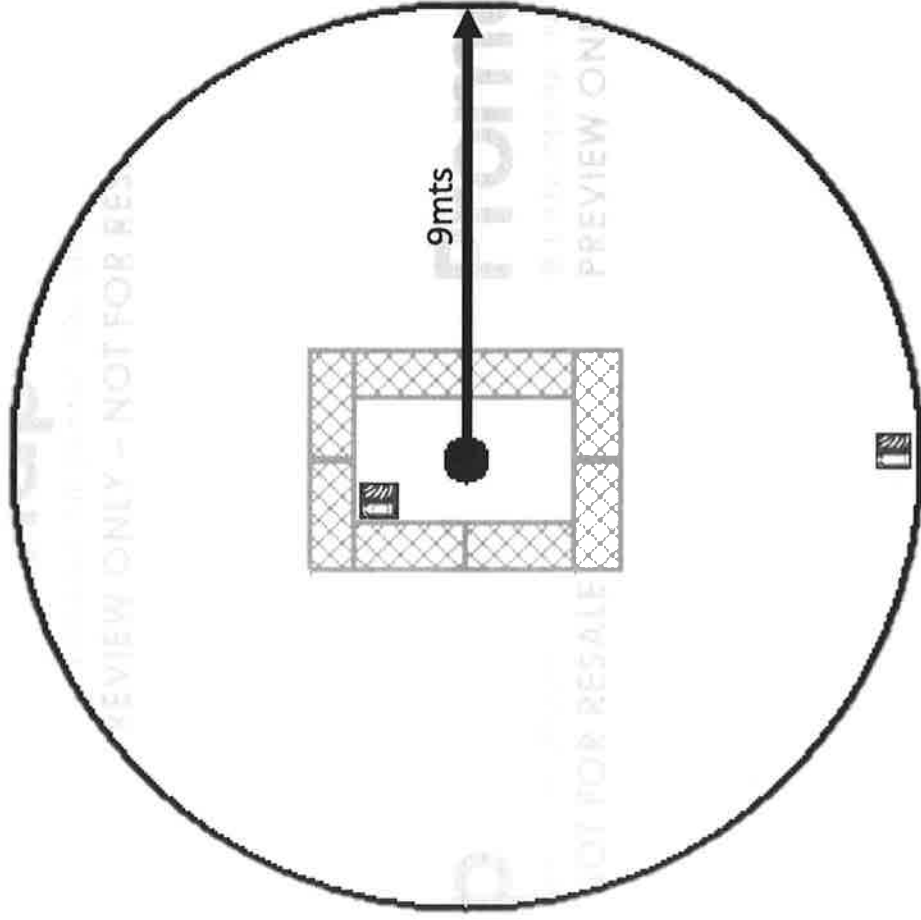


Dining und Küchen
- Drawing Number: 0001
Date: AS NOTED
Scale: AS NOTED
Red Kite

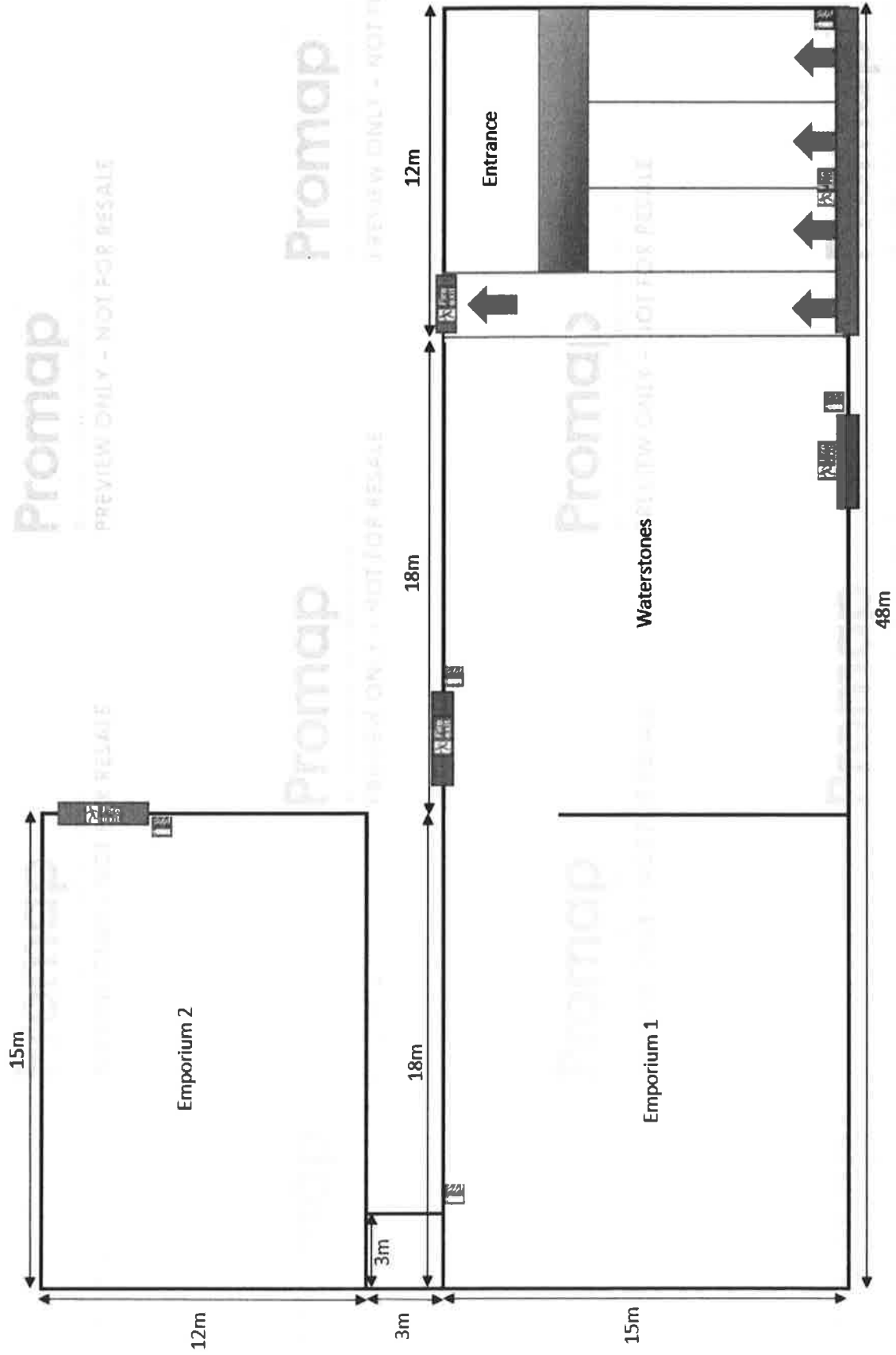
1 Dining und Küchen
Scale: 10:1 @ A3

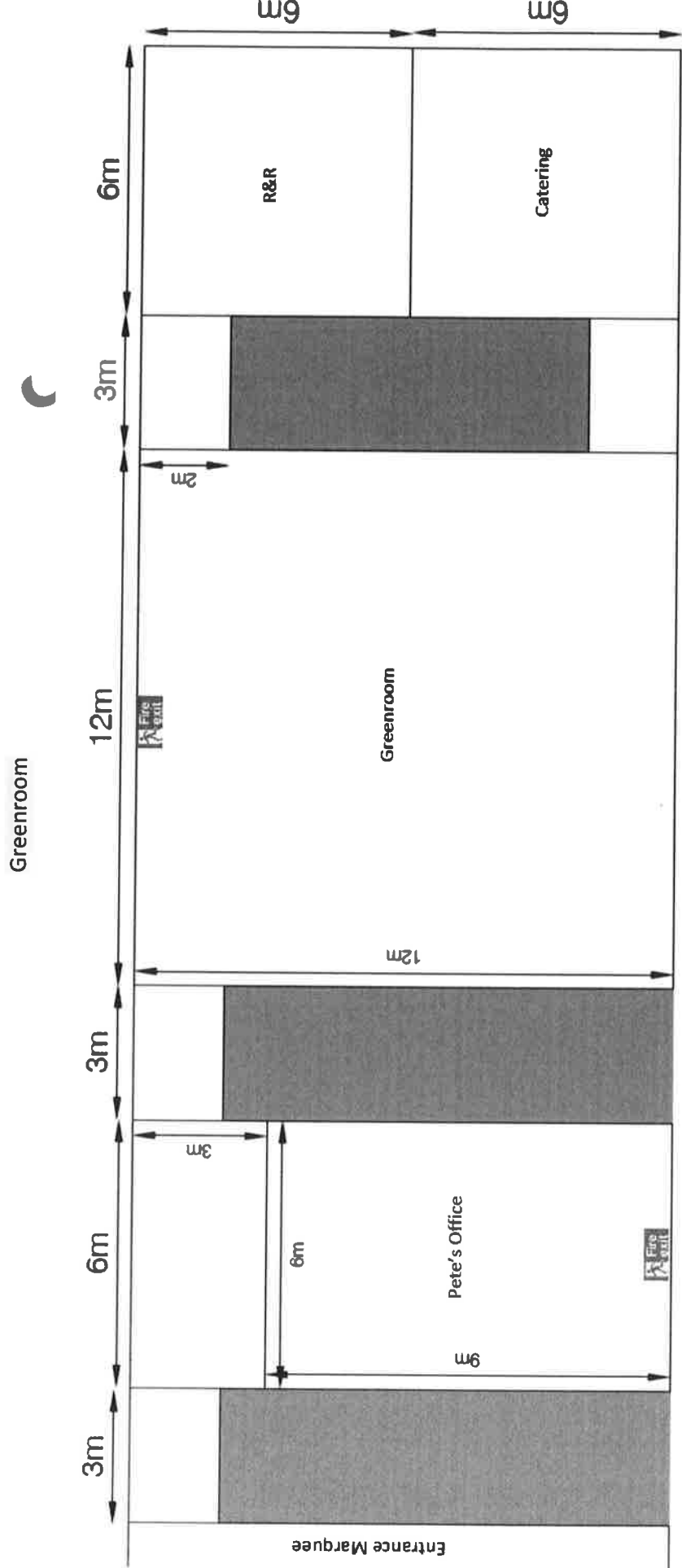
Bar

Open sided structure



Entrance/Waterstones/Emporium





Greenroom
- Drawing Number
0001
Date:
Scale: AS NOTED
Red Kite

1
Greenroom
Scale: 10:1@A3



RISK ASSESSMENTS

General Risk Assessments

Review Date: 1 March 2018

List of Assessments

1. Arena Display(s)
 - Movement of participant(s) to and from display arena
 - Arena display(s)
2. Living History
 - Area and equipment
 - Displays
3. Explosives & Pyrotechnics Handling
 - Delivery Explosives/Pyrotechnics
 - Storage of Explosives/Pyrotechnics
 - Distribution of Explosives/Pyrotechnics
 - Disposal of Explosives/Pyrotechnics
4. Event Site
 - Campsite
 - Leaving/Entering Site
5. General Notes

Produced for PASTE by SJW Production & Technical Services
Last revised 1st March 2017

1. ARENA DISPLAY (S)

ITEM/TASK TO BE ASSESSED:	MOVEMENT OF PARTICIPANT(S) TO AND FROM DISPLAY ARENA(S)
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> • Participants being hit by traffic whilst crossing/walking on road. • Collision between participant's equipment (Living History equipment) and vehicles when on road. • Speeding Traffic • Public/Promoters coming into contact with and in close proximity with horses, weapons, arms and ammunition • Children and irresponsible persons.
HAZARD EFFECT:	<ul style="list-style-type: none"> • Loss of life • Serious injury • Damage to vehicles • Damage to equipment • Road congestion • Initiating insurance claims/Intervention of authorities
PROBABILITY:	High
RISK:	High
CONTROL MEASURES:	<p>Keep Group contingent(s) together as unified bodies under direct control of the Group senior and qualified person with trained assistants/stewards (If required). Ensure PASTE staff control access and egress from performance area.</p> <p>Ammunition will be stored in fit for purpose containers.</p> <p>Weapons not to be loaded until within the arena area.</p> <p>Designated route(s) to be agreed with promoters in advance.</p> <p>Police (if applicable) should be informed and any advice and requirements adhered to.</p> <p>If possible police should be on duty at specified times to maintain traffic control on any public highway.</p> <p>If police are not in attendance then warning signs from approximately 300 yards are to be erected in each direction and stewards appointed to control traffic.</p> <p>Internal site roads will be managed by Promoter and PASTE Staff, and group leaders will be briefed prior to each day's activities.</p> <p>ALL VEHICLE DRIVERS will be briefed and sign in to the PROMOTERS Safe Working Agreement on arrival to site. This will be controlled by the appointed Health and Safety advisor.</p>
Residual risk:	Medium
Persons responsible:	PASTE/PROMOTER/EVENT PARTICIPANTS
Action to be taken by:	Immediately
Comments:	Private roads may still present problems, and will be discussed on site with Promoters in liaison with the local Constabulary, if required. A briefing will occur every morning prior to the start of public access to the event.

ITEM/TASK TO BE ASSESSED:	ARENA DISPLAYS
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> • Public and Promoters coming into contact with and in close proximity to the display, weapons, weapons discharging and ammunition. • Display spreading beyond arena area • Display effects spreading beyond arena area • Non-PASTE intervention in display • Uncontrolled ignition of explosives • Poor ground conditions • Fire • Noise • Public/Promoters finding dangerous materials in the arena after event.
HAZARD EFFECT:	<ul style="list-style-type: none"> • Loss of life • Serious injury burns, stabbing, impaling, broken bones, facial/head injuries. • Crushing • Deafness • Smoke inhalation • Damage to property • Slipping or falling • Initiating insurance claims/Intervention of authorities
PROBABILITY:	Medium
RISK:	Medium
CONTROL MEASURES:	<p>Members of the public and other non-participant members must be kept a safe distance from presentations.</p> <p>The arena/battlefield must have a safety area between the display and the public that is clearly marked.</p> <p>Arena must be cordoned off so access is only available at certain points that are monitored by stewards.</p> <p>The public should be informed of the dangers by: (a) Displayed information</p> <p>(b) Information via commentary which will include making them aware of the dangers of a Historical display and that they must not touch any hazardous materials or equipment found, and should inform a PASTE or PROMOTER'S staff member as soon as possible if such an event occurs.</p> <p>Arena to be checked by each Group at the end of each display for equipment or hazardous materials (Explosives) that may have accidentally been dropped.</p> <p>Competent personnel should be available to instruct the public on safety issues relating to the activities.</p> <p>Suitably qualified Group personnel should supervise public and Group interaction.</p> <p>Appropriate Medical facilities to be available.</p> <p>Emergency services to have been informed of event. Inspections of arenas to ascertain ground conditions, safe distances and risk from noise, smoke explosions and flames. Provision of firefighting equipment in or near arena. Have senior and qualified Group personnel supervise displays.</p>
Residual risk:	Low
Persons responsible	PASTE/PROMOTER/ EVENT PARTICIPANTS (GROUP RISK ASSESSMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Discussion with PROMOTER required on location and control

2. LIVING HISTORY

ITEM/TASK TO BE ASSESSED:	LIVING HISTORY AREAS AND EQUIPMENT
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> • Fire • Sharp implements • Cooking and Food • Living History equipment • Public, children and irresponsible persons. • Theft
HAZARD EFFECT:	<ul style="list-style-type: none"> • Loss of life • Serious injury • Stabbing • Burns • Food poisoning • Damage to personal property • Initiating insurance claims/Intervention of authorities
PROBABILITY:	High
RISK:	High
CONTROL MEASURES:	<p>Fires must be safely positioned and always attended. Firefighting equipment to be positioned within campfire area. Secure all sharp implements when not in use by Group members. Cooking to be supervised and no food given to public. Measures to be taken to maintain hygiene standards in the preparation and storage of food. Ensure each Group appoints a member to interact and keep a watching brief on members of the public. Equipment to be secured, where possible, with particular care being taken over the security and storage of firearms and weapons when not being used for demonstration purposes by participants. Have designated and competent person in charge of this area.</p>
Residual risk:	Medium
Persons responsible	EVENT PARTICIPANTS (GROUP RISK ASSESSMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Make proper use of barriers when necessary.

ITEM/TASK TO BE ASSESSED:	DISPLAYS IN LIVING HISTORY AREA
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> • Public and non-participant members coming into contact with and in close proximity with weapons. • Children and irresponsible persons
HAZARD EFFECT:	<ul style="list-style-type: none"> • Loss of life • Serious injury • Stabbing • Concussion • Damage to personal property • Initiating insurance claims/Intervention of authorities
PROBABILITY:	Medium
RISK:	Medium
CONTROL MEASURES:	<p>Keep public/non-participant personnel away from any displays and maintain safe distances.</p> <p>Inform the public of dangers of Historical displays.</p> <p>Have competent person(s) instruct the public.</p> <p>Have competent person(s) supervise the Event participants / public interaction at all times.</p> <p>Have competent and trained person(s) in charge of all displays</p>
Residual risk:	Low
Persons responsible	EVENT PARTICIPANTS (GROUP RISK ASSESMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Make proper use of barriers when necessary.

3. EXPLOSIVES & PYROTECHNICS

ITEM/TASK TO BE ASSESSED:	DELIVERY OF EXPLOSIVES/PYROTECHNICS
PERSON/S INVOLVED:	PARTICIPANTS ONLY
HAZARD:	<ul style="list-style-type: none"> • Explosion • Collision
HAZARD EFFECT:	<ul style="list-style-type: none"> • Loss of life • Damage to property both personal and structural • Premature/uncontrolled ignition of explosives causing explosion damage • Initiating insurance claims/Intervention of authorities
PROBABILITY:	Low
RISK:	High
CONTROL MEASURES:	<p>Have a designated route for the powder delivery to follow when it arrives. Have responsible and qualified person to transport to temporary issuing/magazine location. Know the quantities that are expected Do not have more than is necessary. Transport smaller quantities more frequently if possible. No smoking policy when in the proximity of explosives & pyrotechnics. Magazine area to have been checked for safety and conformity to regulations.</p>
Residual risk:	Medium
Persons responsible	PROMOTER/Appointed Explosives Liaison Officer/Pyro technicians EVENT PARTICIPANTS (GROUP RISK ASSESMENT REQUIRED),
Action to be taken by:	Immediately
Comments:	Be aware of potential hazards and have procedures to limit and control those hazards.

ITEM/TASK TO BE ASSESSED:	STORAGE OF EXPLOSIVES/PYROTECHNICS
PERSON/S INVOLVED:	EVENT PARTICIPANTS ONLY
HAZARD:	<ul style="list-style-type: none"> • Explosion • Premature ignition • Fire • Spillage • Theft • Sabotage • Explosives & Pyrotechnics in the possession of non-qualified person(s)
HAZARD EFFECT:	<ul style="list-style-type: none"> • Loss of life • Serious injury • Burns • Damage to property both personal and structural • Damage to local environment • Illegal use of Explosives & Pyrotechnics • Initiating insurance claims, legal action or disciplinary action
PROBABILITY:	Medium
RISK:	High
CONTROL MEASURES:	<p>Magazine/Store to be located in separate blast proof/safe area. Explosives & Pyrotechnics to be secured. Area to be secured at all times when Explosives & Pyrotechnics present. Explosives & Pyrotechnics to be secured. Hazard signs indicating a high-risk area. Enforced non-smoking policy within area. Keep the public and other non-qualified persons out of area. The appropriate authorities to be informed of the storage of Explosives & Pyrotechnics in advance of the event. An appointed qualified Liaison Officer to be responsible for the area(s) and Explosives & Pyrotechnics. Firefighting equipment to be readily available in this area(s).</p>
Residual risk:	Medium
Persons responsible:	PROMOTER Group Appointed Explosives Liaison Officer/Pyro technicians, EVENT PARTICIPANTS (GROUP RISK ASSESSMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Ensure Authorities are informed of Storage requirements

ITEM/TASK TO BE ASSESSED:	DISTRIBUTION OF EXPLOSIVES/PYROTECHNICS
PERSON/S INVOLVED:	EVENT PARTICIPANTS ONLY
HAZARD:	<ul style="list-style-type: none"> • Premature ignition • Reckless behavior • Non-qualified person's interaction • Spillage • Sabotage • Indirect fire/heat source • Direct fire/heat source • Theft
HAZARD EFFECT:	<ul style="list-style-type: none"> • Loss of life • Serious injury • Burns • Secondary ignition leading to further explosions • Damage to property both personal and structural • Illegal use of Explosives & Pyrotechnics • Initiating insurance claims, legal action or disciplinary action
PROBABILITY:	Medium
RISK:	High
CONTROL MEASURES:	<p>Have set procedure for distributing supply. Issue to qualified participant members only. Have qualified competent persons supervising the distribution process. Have appropriate qualified person only issuing. Keep the public and other non-qualified persons outside of issue area. Post information and hazard signs around the point of issue. Enforced non-smoking policy in area. Firefighting equipment to be readily available during distribution. Area to be secured.</p>
Residual risk:	Medium
Persons responsible	Group Appointed Explosives Liaison Officer/Pyro technicians, EVENT PARTICIPANTS (GROUP RISK ASSESMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Ensure adequate time for participant's preparation of use

ITEM/TASK TO BE ASSESSED:	DISPOSAL OF EXPLOSIVES/PYROTECHNICS
PERSON/S INVOLVED:	EVENT PARTICIPANTS ONLY
HAZARD:	<ul style="list-style-type: none"> • Unused quantities • Premature ignition • Reckless acts • Storage in unsuitable containers • Non-qualified person's interaction • Spillage • Sabotage • Indirect fire/heat source • Direct fire/heat source • Theft
HAZARD EFFECT:	<ul style="list-style-type: none"> • Loss of life • Serious injury • Burns • Secondary ignition leading to further explosions • Damage to property • Illegal use • Initiating insurance claims, legal action or disciplinary action.
PROBABILITY:	Medium
RISK:	High
CONTROL MEASURES:	<p>Have set procedure for the requisition of unused Explosives & Pyrotechnics.</p> <p>Have qualified competent person(s) made responsible for the collection of unused Explosives & Pyrotechnics.</p> <p>Supply information to Event Group members regarding collection of unused powder procedures</p> <p>Event participants to be made aware of safety, legal and moral obligation to return unused to storage area after display at the end of each day.</p>
Residual risk:	Medium
Persons responsible	Group Appointed Explosives Liaison Officer/Pyrotechnics, EVENT PARTICIPANTS (GROUP RISK ASSESSMENT REQUIRED)
Action to be taken by:	Immediately
Comments:	Ensure overnight storage in place (PROMOTER/PASTE)

4. EVENT SITE

ITEM/TASK TO BE ASSESSED:	MODERN CAMPSITE
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> • Adverse weather conditions • Vehicles • Poor ground conditions • Ditch/River • Fire • Explosion from camping gas bottles • Theft • Injury from weapons • Non-Event personnel gaining access • Irresponsible people
HAZARD EFFECT:	<ul style="list-style-type: none"> • Loss of life • Serious injury • Burns and smoke inhalation • Slipping or falling • Damage to property both personal and structural • Loss of property • Initiating insurance claims/Intervention of authorities
PROBABILITY:	Medium
RISK:	Medium
CONTROL MEASURES:	<p>Secure area and only admit Event participants and accredited visitors at designated entrance(s)</p> <p>Have a designated person in control of camp and guard roster. Ensure all guards wear reflective vests when on duty.</p> <p>Have a well-defined road system and speed limit.</p> <p>Have a map, if required, indicating layout and location of specific areas and fire points.</p> <p>Notices indicating any dangerous areas.</p> <p>Ensure roadways and gateways are kept clear.</p> <p>Ensure roadways and gateways are wide enough for emergency vehicles.</p> <p>Encourage restricted movement of vehicles on campsite and use of overflow car park.</p> <p>Appropriate storage of all weapons and equipment.</p> <p>Advise participant Groups to ensure medical facilities are on hand.</p> <p>Inform emergency services of event.</p> <p>Ample provision of firefighting equipment.</p> <p>Evacuate immediate area of all fires to minimize risk of injury.</p> <p>Use and enforcement of camping regulations.</p> <p>Have an emergency evacuation policy.</p> <p>Have a designated disaster team.</p>
Residual risk:	Low
Persons responsible	PASTE/PROMOTER/EVENT PARTICIPANTS
Action to be taken by:	Immediately
Comments:	Check Entrance/Exit suitability (PROMOTER) with Police traffic control

ITEM/TASK TO BE ASSESSED:	LEAVING/ENTERING SITE PARKING AREAS
PERSON/S INVOLVED:	EVENT PARTICIPANTS/PASTE/PROMOTER/PUBLIC
HAZARD:	<ul style="list-style-type: none"> • Collision of vehicles • Collision of vehicles and pedestrians • Poor visibility • Speeding • Traffic • Breakdown
HAZARD EFFECT:	<ul style="list-style-type: none"> • Loss of life • Serious injury • Damage to vehicles • Damage to property both personal and structural • Road and campsite congestion • Initiating insurance claims/Intervention of authorities
PROBABILITY:	Medium
RISK:	High
CONTROL MEASURES:	<p>Ensure all staff wear reflective vests when on duty. Entrances/Exits should be clearly marked. Flood Lighted if required. Warning signs placed on road approximately 300 yards either side. Road traffic controllers on road entrances should wear reflective safety jackets/coats. Event traffic, if possible, should not be allowed to queue on main road when entering the event. An access area for checking identification & registration needs to be allowed. Emergency services, particularly the police should be informed of event in advance.</p>
Residual risk:	Medium
Persons responsible:	PASTE/PROMOTER
Comments:	Specific problems of site need Police Agreement

5. GENERAL NOTES:

Explosives/Pyrotechnics is dealt with in accordance with statutory legislation relating to its classification of hazardous substance. It is issued to the relevant participant users not only in accordance to legal requirements but individual Group regulations. The issue procedure requires participants to produce the statutory documentation, which proves their qualified ability to use and handle the Explosive substances in a manner that will not endanger themselves or those around them. Each document holder is issued with an amount of Explosive substance relevant to the day's activities only. The participant members of the Groups who receive an issue for that day's event are aware that there is a procedure for the collection of unused Explosives & Pyrotechnics at the end of the event and that they are not allowed to retain unused Explosives & Pyrotechnics.

Displays:

The Event participants are carrying out Historical Interpretations, including but not limited to, military action cameos, drill, everyday life and clothing, for the public. There is suitable and sufficient supervision by qualified competent persons to safeguard against the public becoming injured by the actions of the participants involved in these activities. (PARTICIPATING GROUP'S RISK ASSESMENT AND PUBLIC LIABILITY INSURANCE REQUIRED)

ALL participants have guidelines that cover the use of firearms, swords and other weapons. Persons using firearms, swords and those in command of artillery pieces are required to be of a standard of competence, reached only by qualification through the relevant Group' requirements.

Pike and Shot Events Limited - Risk Assessments
Produced for PASTE by SJW Production & Technical Services
Last revised 1st March 2017



ENVIRONMENTAL POLICY

Pike And Shot Events Limited (PASTE)

It is the policy of PASTE at all our Events to meet the legal requirements as presented to them by the land owner. This includes the correct storage of hazardous substances, control, disposal and where possible the recycling of waste products, energy management and the control of sub contractors who operate within the requirements of each contract at the Events. In addition the Company through the environmental risk assessment and audit system shall identify and control where reasonably practicable; such risks and hazards which may have an adverse effect on the environment. In complying with the requirements placed upon us by the land owner, the Company will strive to improve control measures and systems to reduce the likelihood of serious environmental impacts becoming a reality.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed in the Health, Safety and Environmental manual Part 2 Sect 1

SignedD.E.Allan

TitleManaging Director

CompanyPike And Shot Events Limited

Date01 March 2017

GENERAL STATEMENT OF POLICY



Pike And Shot Events Limited **(PASTE)**

It is the policy of the PASTE to comply with the terms of the Health and Safety at Work etc Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. PASTE's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace through the formal assessment of risks, good organisation, planning and communication.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

PASTE recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of PASTE will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. Therefore it is the duty of each employee to act in a safe manner, take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of PASTE will provide every employee with the health & safety briefing necessary to carry out his or her tasks safely.

PASTE's health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

Specific details relating to individual responsibilities and all arrangements are to be found in the HSE Manual Pt 2 Sect 1

Signed D.E. Allan

TitleManaging Director

CompanyPike And Shot Events Limited

Date01 March 2017

AA Signs Schedule

Version 0.84

Event Details

Reference: WN17JUN052SE

Name: Chalke Valley History Festival advance warnings

Location: Church Bottom Broad Chalke Salisbury

Start Date: 10/06/2017

End Date: 02/07/2017

AA Contact: 01256 495364

Email Contact: signs.southwest@theaa.com

Key to Abbreviations

Fixing

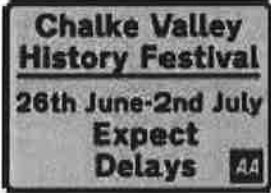




Post Clips 'D'	Clip
Long Leg Stand	L/leg
Metal Post	M/post
Post Extension	P/extend
Quick Fit Frame	Q/fit
RSJ Clamps	RSJ
Screwband	S/band
Stand with support plate	S/supp
Wooden Stake	Stake
Standard leg stand	Stand

Fixing Point and Location

Advance Direction Sign	ADS
Bridge	Bri
Car park	C/park
Centre reservation	C/res
Carriageway	C/way
Direction Sign	D/Sign
Junction	Junc
Lamp Column	L/col
Lamp Post (column)	L/post
Lane	La
Local Direction Sign	LDS
Motorway	M/way
Meadside	N/side
North	Nth
Offside	O/side
Post	Post
Roundabout	R/about
Road	Rd
South	Sth
T Junction	T/junct
Traffic Lights	T/lights
Cross Roads	X/rd





AA**Signs Schedule**

Version 0.84

Sign No.	Sign Size	Fixing	htf (mm)	Sign Design	Fixing Point and Location	Local Authority
001	1050x750	Long Leg Stand	62.5		Verge N/S High Ln. eastbound after Unnamed Rd. junction.	Wiltshire Highways Southern
002	1050x750	Long Leg Stand	62.5		Verge N/S Unnamed Rd. westbound in adv. Portfield Rd.	Wiltshire Highways Southern
003	1050x1050	Long Leg Stand	62.5		Verge N/S Unnamed Rd. southbound at High Rd. junction.	Wiltshire Highways Southern
004	1050x1050	Long Leg Stand	62.5		Verge N/S School exit westbound in adv. Newtown.	Wiltshire Highways Southern
005	1050x1050	Long Leg Stand	62.5		Verge N/S Manor Farm Cl. eastbound in adv. Newtown.	Wiltshire Highways Southern

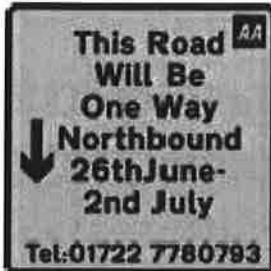
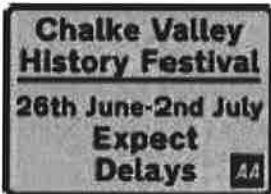



AA Signs Schedule

Version 0.84

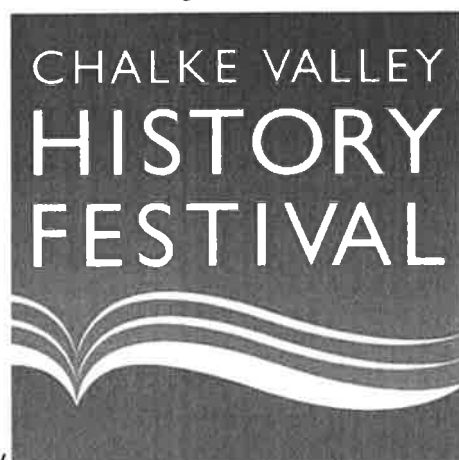
Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
006	1050x105 0	Long Leg Stand	62.5		Verge N/S Knighton Rd. westbound in adv. Newtown.	Wiltshire Highways Southern
007	1050x105 0	Long Leg Stand	62.5		Verge N/S Newtown northbound at Bury Ln. junction.	Wiltshire Highways Southern
008	1050x105 0	Long Leg Stand	62.5		Verge N/S The Causeway northbound at Bury Ln. junction.	Wiltshire Highways Southern
009	1050x105 0	Long Leg Stand	62.5		Verge N/S The Causeway northbound at South St. junction.	Wiltshire Highways Southern

AA Signs Schedule

Version 0.84

Sign No.	Sign Size	Fixing	xht (mm)	Sign Design	Fixing Point and Location	Local Authority
010	1050x1050	Long Leg Stand	62.5	 <p>This Road ^{AA} Will Be One Way Northbound 26th June- 2nd July Tel:01722 7780793</p>	Verge N/S Howgare Rd. southbound after Horses and Camping gate.	Wiltshire Highways Southern
011	1050x750	Standard leg stand	62.5	 <p>Chalke Valley History Festival 26th June-2nd July Expect Delays ^{AA}</p>	Verge N/S Howgare Rd. northbound after A354.	Wiltshire Highways Southern
012	1050x1050	Long Leg Stand	62.5	 <p>This Road ^{AA} Will Be One Way Northbound 26th June- 2nd July Tel:01722 7780793</p>	Verge N/S Howgare Rd. northbound after A354.	Hampshire County Council WEST
013	1050x1050	Long Leg Stand	75	 <p>This ^{AA} Junction Will Be CLOSED 26th June- 2nd July Tel:01722 780793</p>	Verge N/S A354 Crossing eastbound at Howgare Rd. junction.	Hampshire County Council WEST
014	1050x1050	Long Leg Stand	75	 <p>This ^{AA} Junction Will Be CLOSED 26th June- 2nd July Tel:01722 780793</p>	Verge N/S A354 Crossing westbound at Howgare Rd. junction.	Hampshire County Council WEST

Daily Mail



Noise Management Plan

Chalke Valley History Festival

Church Bottom

Broad Chalke

Salisbury

Wiltshire

SP5 5DS

26th June – 2nd July 2017

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DRAFT / WORK IN PROGRESS

Introduction

The CVHF Noise Management Plan aims to minimise, as far as is reasonably practicable, any nuisance caused by noise from the event. With 5 years' experience of running this event, noise has not been an issue due to the nature of the lectures requiring relative silence.

A detailed assessment will be given from the living history and re-enactment side of the event as soon as the programme has been completed.

We look to work with the local authority and welcome any comments or recommendations.

For clarity we name the Festival site as Church Bottom.

To put the new site into context throughout the rest of the year, Church Bottom hosts a regular shoot, this is outsourced. In September and October shooting is held twice a week and over the two drives is approx 500 per drive, approx 1000 shots per week. In November & December shooting is once a week, there are approx. 200 shots fired over the two drives. Shooting continues in January but at a lower level. Each time there are 8 or 9 vehicles driving in the vicinity. The two adjoining farms also have regular shots, this does not have much of a noise impact but does account for a lot of vehicle activity.

All Broad Chalke residents will be written to 14 days before the event. We will obtain a list of residents from the Parish Council. The Festival previously wrote to the residents of Ebbesbourne Wake. We will inform them that there will be some intermittent noise during the festival. This will include cannon fire, air craft engines and ice cream jingles. Amplified music will be played in the Bar on Friday, Saturday and Sunday and will end at 11.30pm on Friday and Saturday, and 1.30pm on Sunday. Amplified music will also be played in the Picnic Tent on Saturday night only and will end at 11.30pm.

We will include in this letter details of the start of our festival build and further details of the take down.

Bordering Residential Properties

There are four houses that will be directly affected by vehicle traffic passing their properties. All these residents have been spoken to and we have listened to their concerns and enthusiasm. One resident is particularly concerned about the proximity of the car park to a caged hawk on his property. This resident has asked that we ensure there is a vacuum between his boundary fence and our car park. We will comply with this request.

Two residents have asked for the Festival to provide an insurance indemnity on their property while the Festival is being held. We will comply with this request.

One resident has asked for us to provide him and his wife with a holiday and lodging for his dog and cat during the Festival. We are not intending to comply with this request.

Measures in place if locals wish to complain about the noise/ disturbance.

There are two telephone numbers that will be allocated to local residents if they feel the need to complain about the noise. This will be provided to residents in the letter that we will write to them before the event. These numbers are 01722 780793 and 07776380784.

Telephone numbers will be advertised on our website and in the parish magazine.

The telephone will be monitored at all times during the Festival's opening hours. A festival manager will be responsible for monitoring the calls, recording the feedback and ensuring that our site manager knows about the feedback. Action will be taken if it is deemed necessary and a call back will be made giving detail of action taken. If there are complaints about noise and activity in the campsite overnight, we will contact overnight security and ensure that this is stopped. The camping manager will have radio contact with security and management.

Any complaints about noise/ disturbance will be recorded in an incident book. The record will include:

- time/ date of complaint;
- name address and contact number of complainant,
- details of the complaint,
- person who took the call,
- what action was taken (if any)
- any feedback made to complainant (where appropriate).

Consultation with the residents of Broad Chalke

We have proactively contacted residents, carrying out face to face consultations explaining our proposals.

We have attended two parish council meetings where we gave councillors details of the intentions of the Festival. We were asked to arrange two further meetings. A 'drop in' meeting was advertised in the local magazine and held in the Village Hall on 22nd January. This was an informal meeting giving locals an opportunity to study the future plans of the Festival. Handouts were available to those who wanted them. This was attended by approximately 30 people.

Further to this we hosted a CVHF meeting on January 26th in Broad Chalke. The Co-Chair, Finance Director, Legal Representative & Trustee, H&S Manager and Flying Display Director attended.

In the main the meeting went very well. One major concern was from a nearby resident who was concerned about thefts from cars and vehicles being broken into. This has not been a problem for us in the past and today we have not had any car crime.

One resident suggested that the four houses which would be viewed from the car park but feel more comfortable if some form of fencing was put in place to shield them from the car park. We will look into this.

We have also appointed an independent village representative who can be approached by residents who have any concerns about the Festival. This is Janet Roe. If it is helpful I can provide a list of all those who attended both meetings.

Legislation and Good Practice taken into account

The Control of Noise at Work Regulations 2005 apply to exposure and contractors to loud music at events.

Although volunteers are not covered by the Noise at Work Regulations, s3 Health and Safety at Work does apply to them.

The Health and Safety at Work etc. Act 1974 also applies to the exposure of the audience to loud music.

The risks to employees and others at work from exposure to noise should be assessed. Exposure of employees and others to harmful noise levels should be reduced so far as is reasonably practical.

All those with duties to control exposure to noise should communicate and co-operate with each other to manage the risk. Everyone working at the event needs to take personal responsibility for their own noise exposure and to take reasonable care not to damage their own hearing or that of other people.

There is a legal responsibility for personal hearing protection to be used in some areas if noise levels cannot be controlled at a safe level.

Many noise control measures are simple and cost effective.

The audience can still enjoy the performances with these controls in place.

List of Potential Noise Sources

Build and Breakdown

Bar

Arenas

Traffic

Fly Past

Generators and Tower lights

Campsite

Amplified Sound

DRAFT / WORK IN PROGRESS

Build and Breakdown

Where possible all deliveries to be conducted during normal working hours.

If the load in/load out of production equipment onto vehicles is to occur outside normal working hours, consideration will be made to minimise noise impact and includes the movements made by associated vehicles such as fork lift trucks.

Where possible vehicle access routes to site will be located as far away from residential properties as practical.

Practical steps to reduce the noise disturbance include a full briefing to all rigging and supervisory staff prior to the event. Where practically possible these steps will include the following:

- Refrain from shouting when communicating
- Refrain from dropping metallic objects
- Locate vehicle as near as possible to operation reducing transit time and noise from fork lift trucks

When vehicles are parked engines will be switched off at all times.

DRAFT / WORK IN PROGRESS

Bar

Relatively small open plan bar situated in the centre of the event field. A small Jazz band will be performing over the weekend, times set out below. Very low volume background music may also be played.

Security staff to monitor amplified music levels at the nearest residential property. If this is felt to be too loud security staff will liaise with the bar manager and get the sound reduced.

On Saturday evening when amplified music will be played after 11pm, security staff will monitor amplified music noise levels at the boundary to the nearest residential property from 11pm and if the music is more than "barely audible", security staff will liaise with manager to reduce the sound accordingly.

A written record of all monitoring of music noise levels will be completed and will include the time, date, location, who carried out the monitoring check, results and detail any action taken (if any).

- A small amplifier will be in use in the bar area only
- Music in the bar will be played on :-

Friday 30th June 6.00 – 6.30pm, 7.30 – 8.30pm and 9.45 – 10.30pm

Saturday 1st July 12.30 – 1.30pm, 7.30 – 8.30pm and 9.45 – 10.30pm

Sunday 2nd July 12.30 – 1.30pm

- Small band in the Picnic Tent will be played
Saturday 1st July 5.00 – 11.30pm

Arenas

The main arena will be situated at the far end of the site, furthest from any residential areas. Size and activity's to be confirmed.



DRAFT / WORK IN PROGRESS

Traffic

Event attendees entering and leaving the site – traffic management plan to be confirmed see adjoining access and egress map. Erect signage requesting patrons to be quiet when leaving the site. Marshalls to be stationed at site exit gates and road junctions to manage traffic flow and deal with any situations which occur.

Access / Egress



End of night event egress



Fly Pass

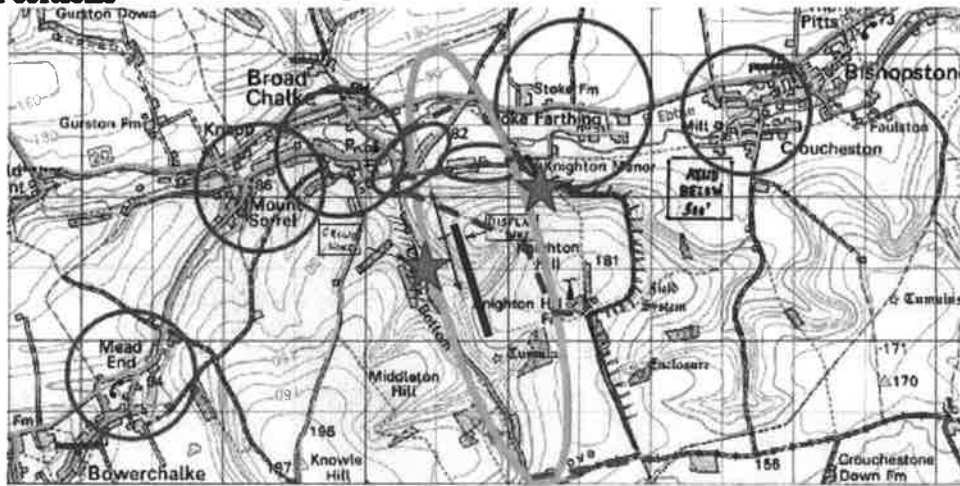
Air display timings and flight plan shown below.

Saturday 1st July 11.15 – 11.30am, 12.45 – 1.00pm and 2.45 – 3.00pm

Sunday 2nd July 11.15 – 11.30pm, 12.45 – 1.00pm and 2.45 – 3.00pm

CVHF 2017 - DRAFT PLAN

- ★ Possible Emergency Vehicle Positions
- Flying Display Area - no persons during display flying
- Avoids - not below 500 feet AGL
- Flying Display Line
- Public Right of Way - closure



Generators and Towerlights

Onsite generators and towerlights will be specified to be less than 70dB(A) at 10m. No other generators to be allowed on site. Generators and towerlights will be monitored by Rob Blezard and his team. He will be responsible for turning them off each evening.



● Generator Location



⊗ Towerlight Placement

Campsite

Our campsite is beyond the festival site itself. It has no proximity to residential properties. Please see map below. The campsite will be managed by an experienced campsite management team. The management team will have access by radio to our security team on site. We do not envisage this to be a problem. There has been no problem in the past.



DRAFT

Amplified Sound

Public Address System will be used for general site announcements, emergency situations and display commentary.

Pa announcements to be made just before and during the air display. Timings for these will be :-

Saturday 1st July 11.15 – 11.30am, 12.45 – 1.00pm and 2.45 – 3.00pm

Sunday 2nd July 11.15 – 11.30pm, 12.45 – 1.00pm and 2.45 – 3.00pm

Please see map below showing speaker locations.

CVHF insist on multiple speakers to minimise volume levels from each one.



Speaker Placement

DRAFT

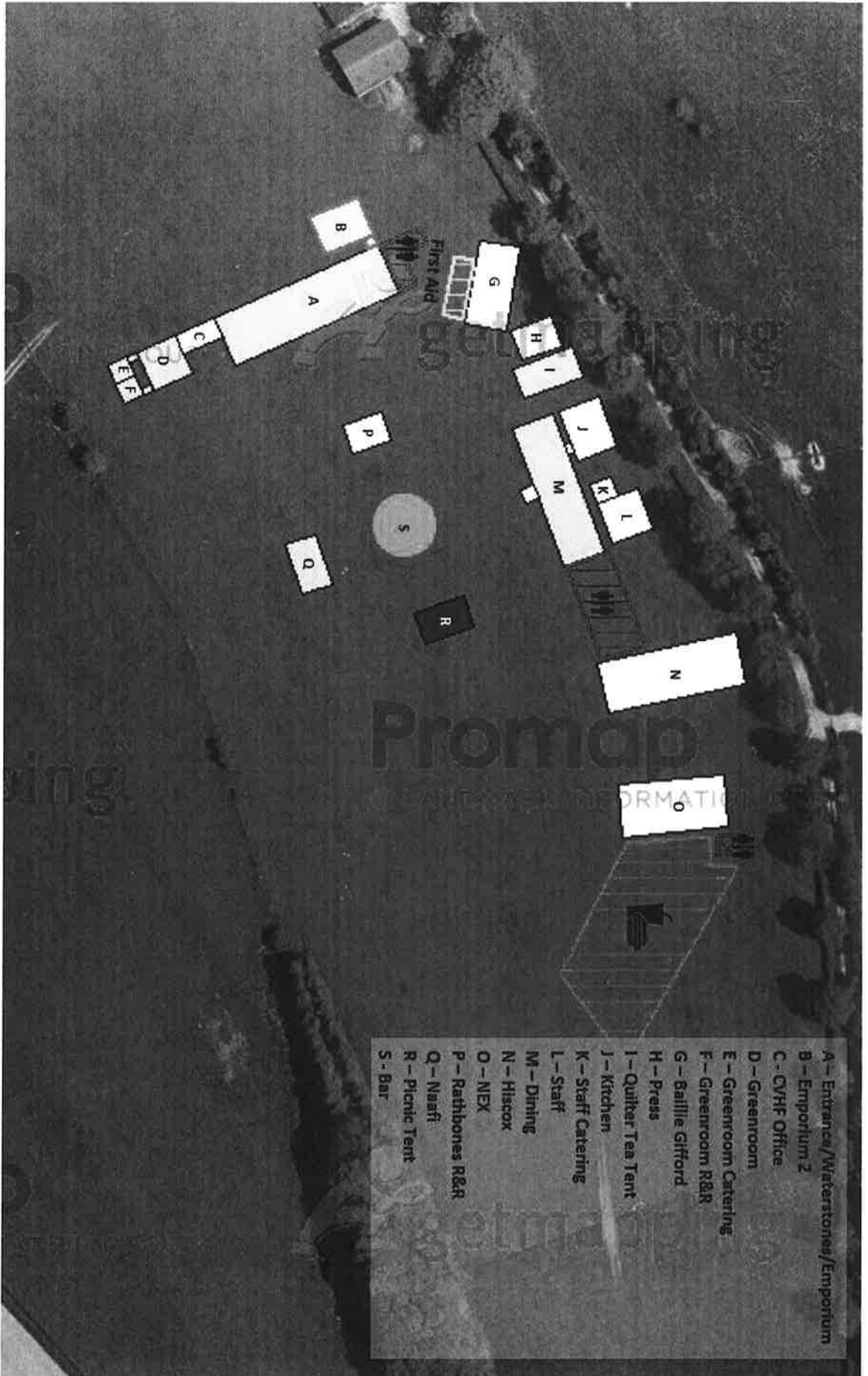
Site Layout

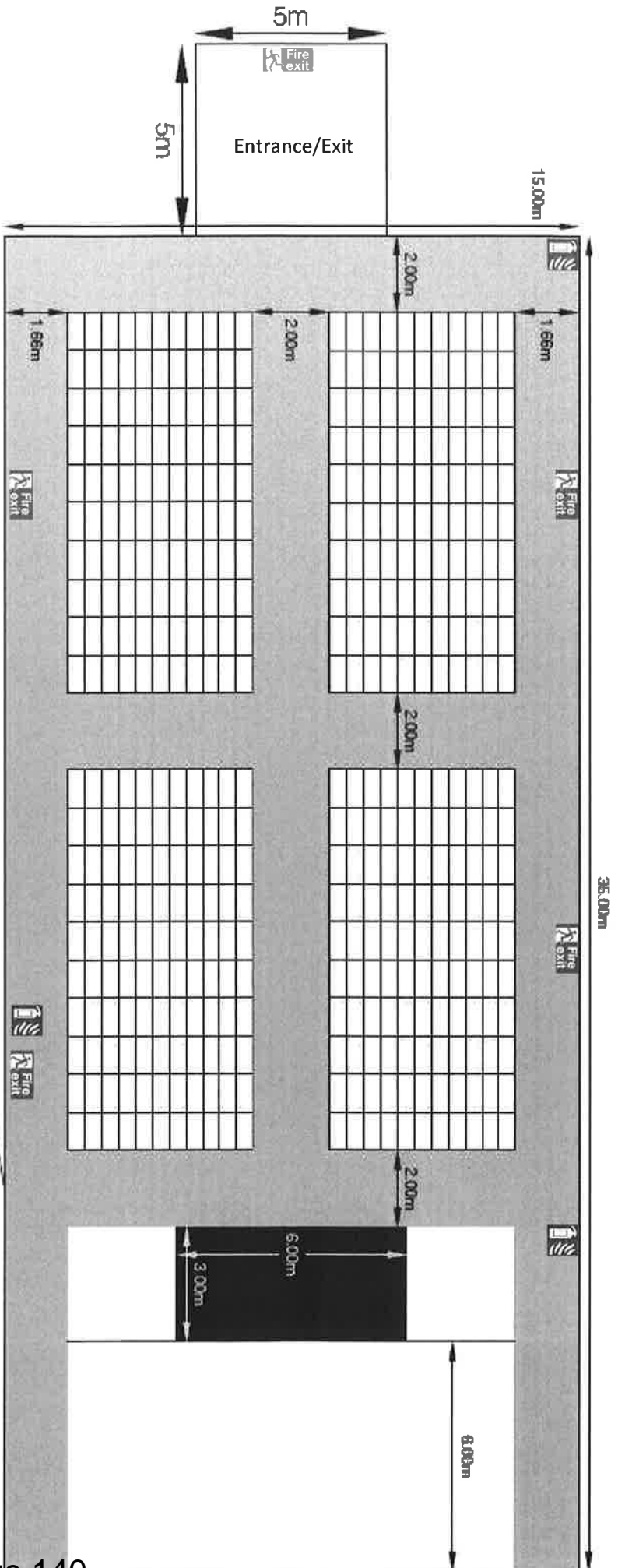
The initial planning of the site plays a major part in minimalizing noise levels at an event.

The main arena hosting the major re-enactment displays is situated at the furthest part of the field away from the residential area.

First aid, information desk, lost child point and offices are all sited in quiet areas away from the bar and main arena.

DRAFT / WORK IN PROGRESS

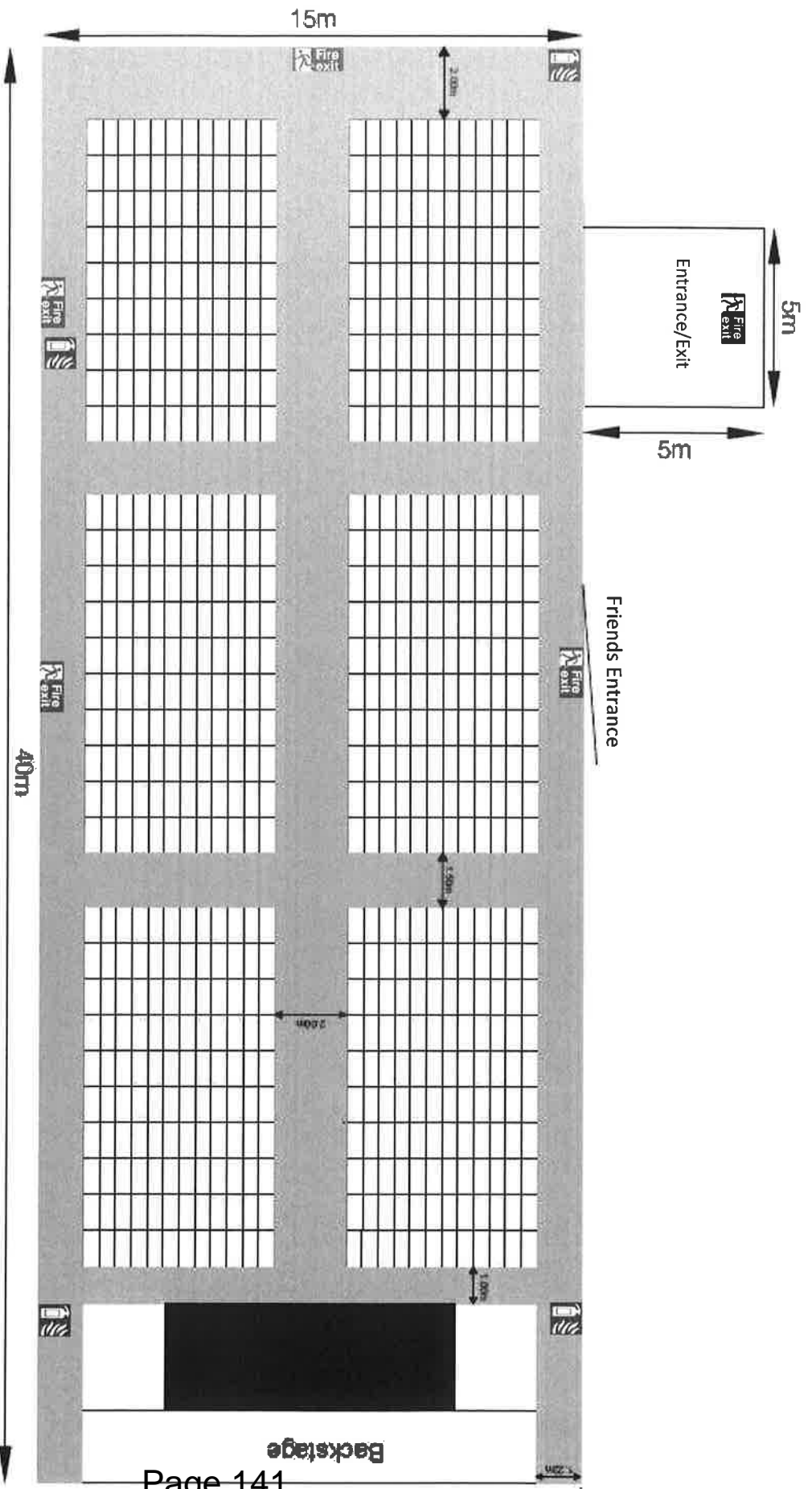




1 450 Seating Plan
Scale: 8:1@A3

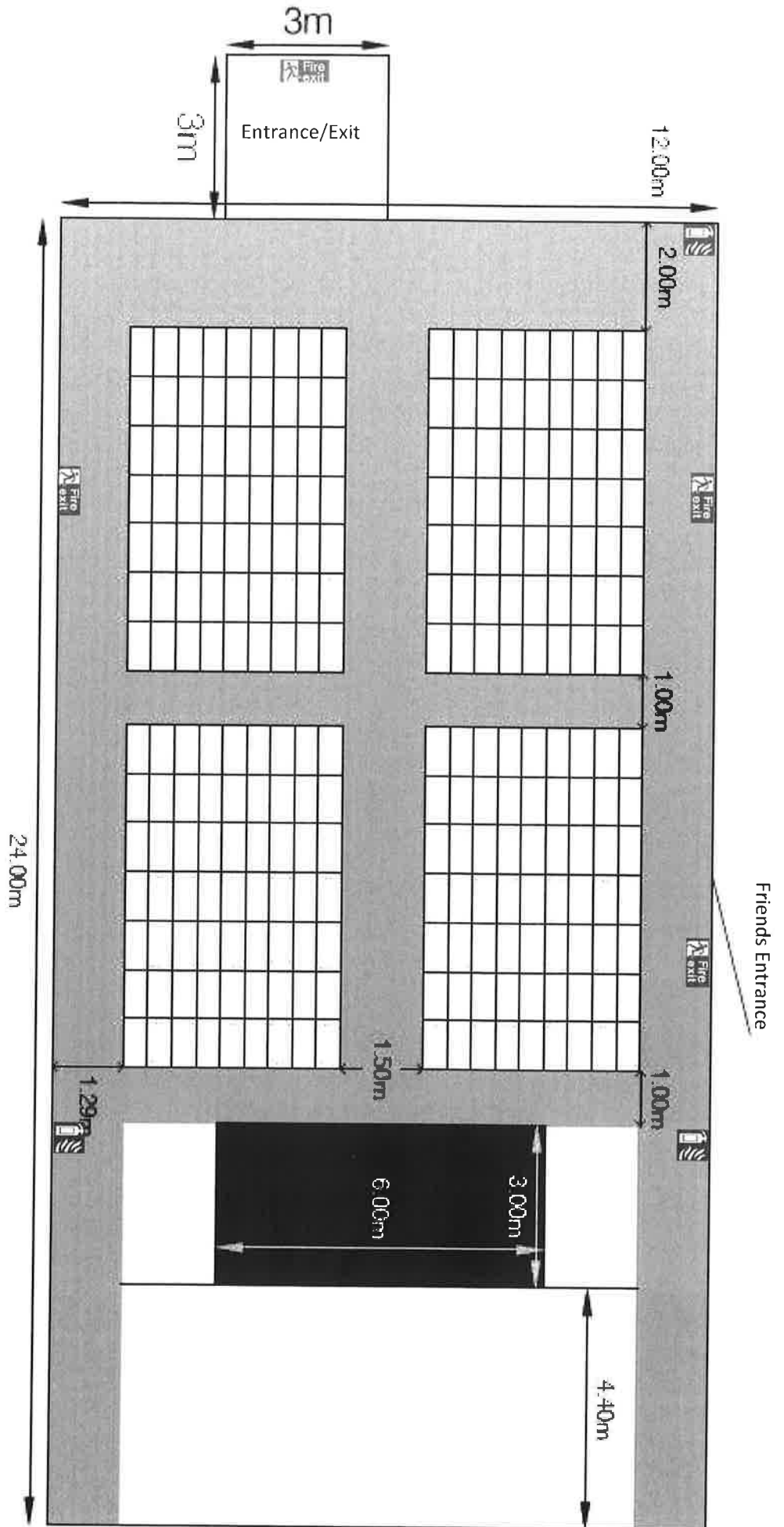
Medium Lecture Layout
- Drawing Number
0001
Date:
Scale: AS NOTED
Red Kite

Friends Entrance



Large Lecture Layout
- Drawing Number
0001
Date:
Scale: AS NOTED
Red Kite

1 650 Seating Plan
Scale: 7:1@A3



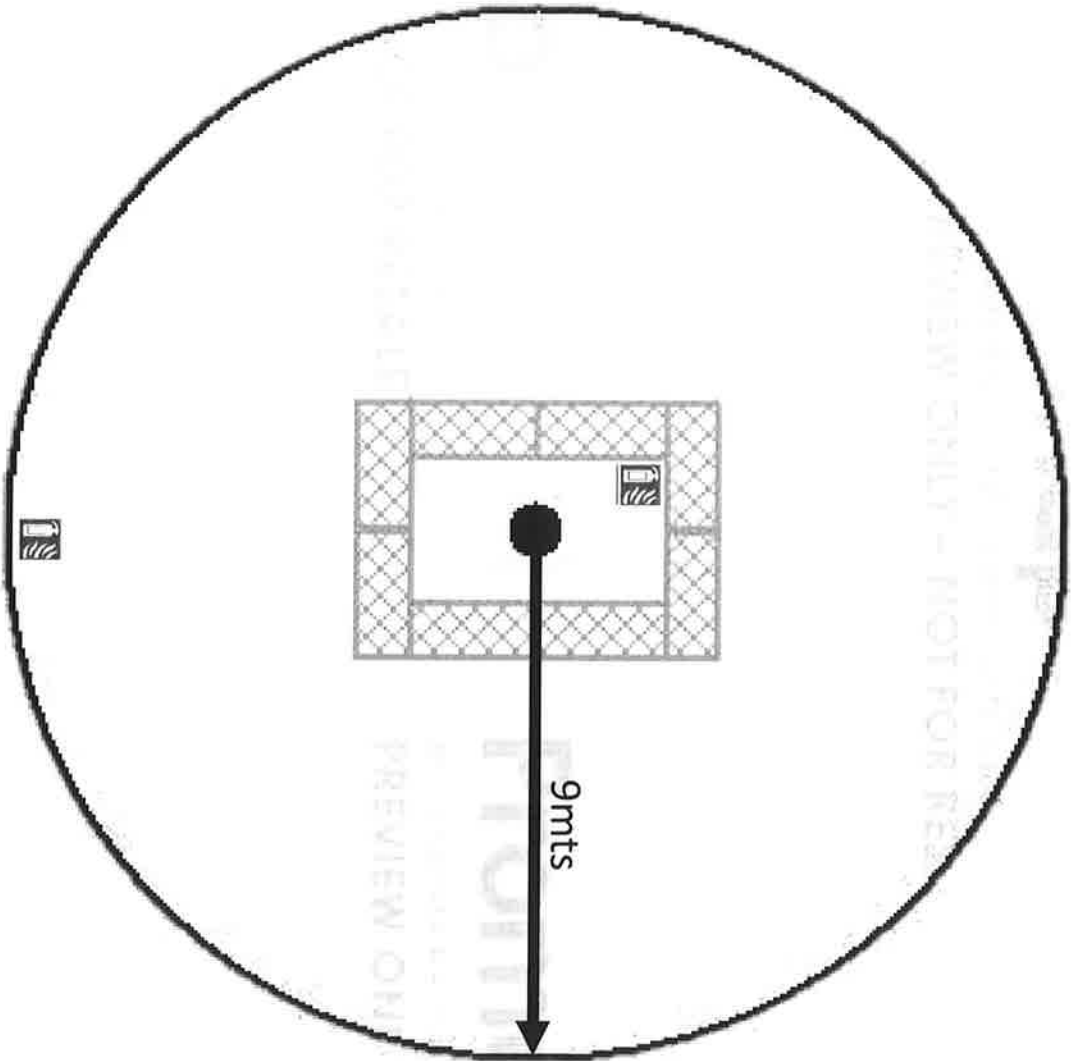
1
 250 Seating Plans
 Scale: 1:11@A3

Small Lecture Layout
- Drawing Number
0001
Date:
Scale: AS NOTED
Red Kite

1 Dining and Kitchen
 Scale: 10:1@A3

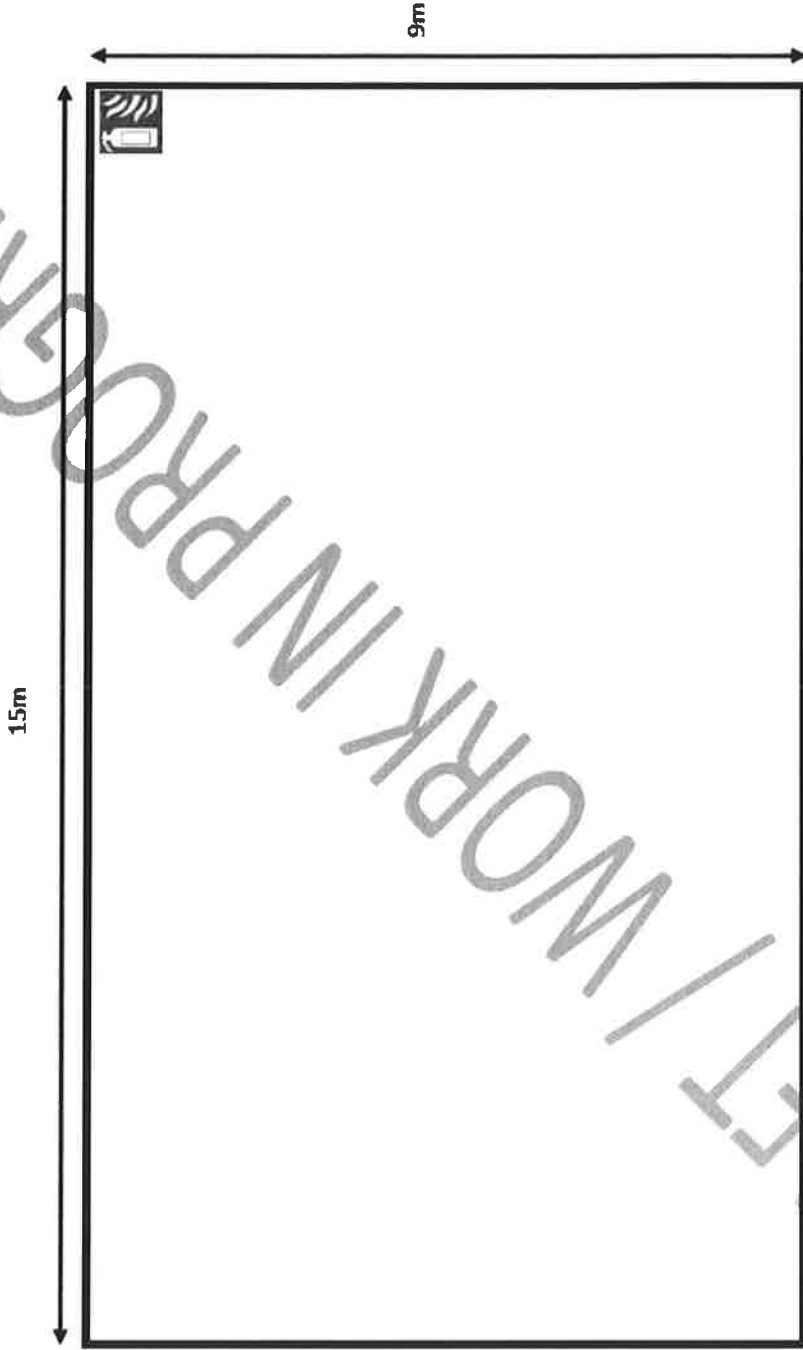


Dining and Kitchen
- Drawing Number
0001
Date:
Scale: AS NOTED
Red Kite



Picnic Tent

Open sided structure



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44

Wiltshire Council

Where everybody matters

REPRESENTATION FORM

This form must be returned within the statutory period, which is 28 days from the date the notice was displayed on the premises or the date specified in the Public Notice in the newspaper. Please contact the Licensing Section to confirm this date.

Any individual, body or business can make a Representation to the Licensing Authority in relation to an application, regardless of their geographic proximity to the premises. Any Representation must be relevant, in that the Representation relates to one or more of the Licensing Objectives.

Premises about which Representation is being made	CHANCE VALLEY HISTORY FESTIVAL
Your Name	DR. A. HEIZBERT
Postal Address	WEST VIEW, KNIGHTON ROAD, BROAD CHACE SP5 5DX
Contact Telephone Number	
Are you:	
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> An individual? <input type="checkbox"/> A person who operates a business? <input type="checkbox"/> A person representing residents or businesses? <input type="checkbox"/> A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)? 	
If you are representing residents or businesses who have asked you to represent them?	

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	
2. To prevent public nuisance	The huge number of visitors expected cannot be accommodated in a sensitive residential area of Broad Chace. Please see attached letter.

OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	
4. Public Safety	Please see attached letter.

Please list below any suggested actions that you feel the applicant could take to address your concerns.

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

Signature [REDACTED] Date... 28/3/17

Please return this form, along with any additional sheets, to the relevant Wiltshire Council Office listed below:

Salisbury Area – (Salisbury, Amesbury, Downton, Mere, Hindon and Tilshead as well as the rest of the old Salisbury District Council Area), please send to:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Bourne Hill
Salisbury
Wiltshire, SP1 3UZ

All other areas please send to the address below:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Monkton Park
Chippenham
Wiltshire, SN14 4ED

Dr Anthony Herbert
Knighton Road
Broad Chalke
SP5 5DX

3rd April 2017

Chalke Valley History Festival 2017

Dear Sir

As a resident of Broad Chalke I object to the venue for the 2017 Chalke Valley History Festival (CVHF).

The CVHF started as a fund-raising event to raise money for the building of a Chalke Valley cricket club pavilion and its evident success has resulted in this event growing out of all expectations into what is now a commercial event totally unacceptable to a small rural village.

The huge number of visitors cannot be accommodated in a sensitive residential area of the village on land that is included in a higher level stewardship scheme. Trees have already been felled to prepare for the enormous number of cars that are expected to turn up. I am extremely concerned that the number of people attending this event, either by car or on foot over the course of the festival will give rise to considerable nuisance and disturbance to villagers. This will be exacerbated by the traffic chaos caused locally which will be made even worse if the car parks become unusable due to muddy conditions and cars look for parking spaces in the side roads. The management of traffic in such a rural setting will, I believe, give rise to inevitable public safety concerns and accordingly, I object to the license being granted for the current venue.

The organisers have applied for a license to sell alcohol every day and provide other entertainment including live music at the weekend. This will be an attraction for many more people to attend the event than would otherwise be the case which will lead to unacceptable nuisance and other disturbance to villagers due to the huge number of visitors and will also give rise to the public safety concerns mentioned above. The nuisance will be made even worse by the late hours for alcohol and entertainment which will mean villagers will suffer from noise into the early hours of the morning as visitors leave the event.

The preparations are being rushed through without proper consultation and plans are being modified 'on-the-hoof' as practical objections are trying to be accommodated.

I fully support the staging of the CVHF but the proposed venue in Broad Chalke is totally wrong.

Yours faithfully

Anthony Herbert

Wiltshire Council

Where everybody matters

REPRESENTATION FORM

This form must be returned within the statutory period, which is 28 days from the date the notice was displayed on the premises or the date specified in the Public Notice in the newspaper. Please contact the Licensing Section to confirm this date.

Any individual, body or business can make a Representation to the Licensing Authority in relation to an application, regardless of their geographic proximity to the premises. Any Representation must be relevant, in that the Representation relates to one or more of the Licensing Objectives.

Premises about which Representation is being made	CHALK VALLEY HISTORIC FESTIVAL - CHURCH BOTTOM.
Your Name	CHRIS LITTLEMORE
Postal Address	MEADOW HAZE HIGH LANE BROAD CHALK SP5 5HA
Contact Telephone Number	[REDACTED]
Are you:	
<ul style="list-style-type: none"> An individual? <input checked="" type="checkbox"/> YES A person who operates a business? <input checked="" type="checkbox"/> YES A person representing residents or businesses? A member of the Relevant Licensing Authority (i.e. elected Councillor of the Licensing Authority)? 	
If you are representing residents or businesses who have asked you to represent them?	NO.

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	THE SITE WILL ATTRACT THOUSANDS OF VEHICLES DURING PEAK TIME. THERE HAVE BEEN PREVIOUS SERIOUS FESTIVAL TRAFFIC PROBLEMS & ONE OF THE ROUTES FOR ENTRY/EXIT RUNS DIRECTLY PAST BROAD CHALKS SCHOOL. THIS A SERIOUS DISTURBANCE FOR THEM TO CHILDREN.
2. To prevent public nuisance	BROAD CHALK IS A RURAL LOCATION IN A.O.N.B & CONSERVATION AREA. THE 10,000 VISITORS PER DAY WILL BE A PUBLIC NUISANCE THROUGH VAST VEHICLE MOVEMENTS & NOISE.

OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	THE 10's OF THOUSANDS OF PEOPLE WILL BE DRAWN ABOUT THE ATTENTION OF UNDESIRABLES AS WILL THE SILENCE OF ALCOHOL AND DRUGS. THE PROXIMITY OF THE CAR PARK TO SEVERAL HOUSES IS AN IMPROBATION OF THIS PROBLEM & WILL PRESENT OPPORTUNITIES TO UNDESIRABLES.
4. Public Safety	THE LAST 10,000'S OF VEHICLES & PEOPLE WILL REQUIRE MAINTENANCE & FULL CONSENT. THE ROAD NETWORK IS NOT CAPABLE OF CARRYING THESE AND NO PREVENTION & ADVISORY FESTIVAL BY CVHF HAVE HAD PROVEN ISSUES WITH SAFETY.

THAT WOULD NOT NORMALLY EXIST.

Please list below any suggested actions that you feel the applicant could take to address your concerns.

THE APPLICANT HAS DEMONSTRATED TOTAL ARRORRANCE I.R.T. THE EFFECTS OF THE CVHF ON THE VILLAGE. THE REASON THE THE FESTIVAL IS BEING PROPOSED IN BISHOP CHURCH IS DUE TO THE INTENSIVE DAMAGE IMPLICATED TO THE LANDSCAPE ON THE PREVIOUS LOCATION. THE ORGANISERS SHOULD THEREFORE TAKE A YEAR OFF - POSTPONE THE FESTIVAL THIS YEAR + PLAN PROPERLY IN AN ALTERNATIVE LOCATION IN 2018.

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

Signature 

Date 03/04/17

Please return this form, along with any additional sheets, to the relevant Wiltshire Council Office listed below:

Salisbury Area - (Salisbury, Amesbury, Downton, Mera, Hindon and Tilshead as well as the rest of the old Salisbury District Council Area), please send to:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Bourne Hill
Salisbury
Wiltshire, SP1 3UZ

All other areas please send to the address below:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Monkton Park
Chippenham
Wiltshire, SN15 1ER

Wiltshire Council

Where everybody matters

REPRESENTATION FORM

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Premises about which Representation is being made	CHALK WALK HISTORY FESTIVAL - Church Bottom
Your Name	JANE LITTLEMORE
Postal Address	MELBON HOUSE HICK LANE BROOK CHALK SPS CH
Contact Telephone Number	[REDACTED]
Are you:	
<ul style="list-style-type: none"> An individual? A person who operates a business? A person representing residents or businesses? A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)? 	
If you are representing residents or businesses who have asked you to represent them?	No

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	THE SITE WILL ATTRACT THOUSANDS OF VEHICLES DURING PEAK TIME. THERE HAVE BEEN PREVIOUS REPORTS FROM TRAFFIC PATROLS & ONE OF THE ROUTES FOR ENTRY/EXIT RUNS DIRECTLY PAST BROOK CHALK SCHOOL. THIS IS A SERIOUS OBSTACLE FOR THEM TO CHILDREN.
2. To prevent public nuisance	BROOK CHALK IS A GREEN LOCATION IN A.O.N.B & CONSERVATION AREA. THE 10,000 VISITORS PER DAY WILL BE A PUBLIC NUISANCE THROUGHOUT THE VENUE MARCHES & NOISE.

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OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	THE 10's OF THOUSANDS OF PEOPLE WILL BE DRAWN ABOUT THE ATTENTION OF UNDESIRABLES AS WILL THE SALE OF ALCOHOL AND DRUGS. THE PROXIMITY OF THE CAR PARK TO SEVERAL HOUSES IS AN IMPEDIMENT OF THEIR PRIVACY & WILL PRESENT OPPORTUNITIES TO UNDESIRABLES
4. Public Safety	THE LAST 10,000'S OF VISITORS & PEOPLE WILL REQUIRE MAINTENANCE & FULL CONSENT. THE ROAD NETWORK IS NOT CAPABLE OF CARRYING THEM AND THERE ARE NO PREVENTIONS & SAFETY MEASURES BY CVHF THAT HAVE NOT BEEN ISSUED WITH DIRECTION.

THAT WILL NOT NORMALLY EXIST.

Please list below any suggested actions that you feel the applicant could take to address your concerns.

THE APPLICANT HAS DEMONSTRATED TOTAL APOLOGUE I.R.T. THE EFFECT OF THE CVHF ON THE VILLAGE. THE REASON THE THE FESTIVAL IS BEING PROPOSED IN BROAD CHURCH IS DUE TO THE INTENDING DAMAGE IMPLICATED TO THE LANDSCAPE ON THE PREVIOUS LOCATION. THE ORGANISERS SHOULD THEREFORE TAKE A YEAR OFF - RESUME THE FESTIVAL THIS YEAR + PLAN PROPERLY IN AN ALTERNATIVE LOCATION IN 2018.

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this Initial Representation, attaching additional sheets if necessary.

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Signature .. [Redacted] .. Date 02/04/17

Please return this form, along with any additional sheets, to the relevant Wiltshire Council Office listed below:

Salisbury Area - (Salisbury, Amesbury, Downton, Mere, Hindon and Tilshead as well as the rest of the old Salisbury District Council Area), please send to:

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Bourne Hill
Salisbury
Wiltshire, SP1 3UZ

All other areas please send to the address below:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Monkton Park
Chippenham
Wiltshire, SN15 1ER

Dear Sirs/Madam,

We write to formally object to the licensing application for the Chalke Valley History Festival in Broad Chalke, 25th June to 3rd July 2017.

We object on the following grounds:

Broad Chalke is a small, quiet, rural village. The organisers are envisaging a Festival that will bring in some many thousands of people and their vehicles over the course of one term time week, with up to 13,000 people allowed on the site at any one time. The organisers have applied for a licence to sell alcohol and provide various entertainment during the festival and this will act as a magnet which will attract very large numbers of visitors to the event. This huge number will inevitably be a cause of considerable nuisance and general aggravation to local residents and we will be particularly affected as we are very close to the main ingress and egress gates which lead on to Bury Lane, the nearest of which is only 70 yards from our property.

Even if these very large numbers are only realised at the weekend of the festival, it is far too high for this quiet, peaceful location and the organisers have either failed to recognise or chosen to ignore the immense disruption and nuisance it will cause at many levels which will be made worse by a licence to sell alcohol and provide entertainment.

The parking area for the event will also be very close to our property being only 2 metres from our garden at the nearest point. - Noise from the traffic that will be coming and going continually throughout each day of the festival from 9am until late, with cars slamming their doors and people inevitably talking loudly as they come and go, will be horrendous. People who have consumed alcohol are naturally less inhibited and will inevitably be noisier through chatting or laughing as they leave the event and we will be amongst the most affected. This all gives us a great deal of cause for concern. We will be deprived of the peaceful enjoyment of our property including the use of our back garden throughout the week of the event and will also be affected by construction traffic and other vehicles in the setting up and break down period before and after the event.

We believe that the alcohol hours each day are far too late, finishing at 11pm during the week and on Sundays and as late as 12 midnight on Friday and 12.30am on Saturday. The late closing time every day will be incredibly disturbing as large numbers of visitors who have consumed alcohol leave the event late at night after generally enjoying the festivities.

We are also very concerned about the cumulative effect of noise from late night musical entertainment at the weekend **together with any other entertainment provided during the week; noise from special effects; explosives; pyrotechnics; generators and other equipment running during the night; noise from the campsite and general noise from visitors attending or leaving the event each day.** All this noise will be channeled by the valley's shape and the sound magnified which will be severely disturbing and a dreadful nuisance day after day. The organisers say that they will have a small jazz band playing intermittently throughout the day at the weekends but the effect of the sound in such a quiet rural area can be very intrusive and aggravating. We do not

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believe the organisers have considered the detrimental effect of this cumulative nuisance in their plans which is made much worse by applying for a licence for alcohol and entertainment and by the huge numbers they wish to attend the event.

We are also very concerned about the nuisance effect and risks to health and safety of waste and litter left behind carelessly by such a large number of people visiting the festival over the course of the 7 days, together with any damage that may be carelessly or inadvertently caused to grassland, verges, pathways or any other sensitive features around the site and within the Broad Chalke village.

The organisers want to erect a number of light towers some of which will be in the car parking area close to our property. These towers will presumably be in operation late at night every day and will inevitably cause a nuisance to ourselves and other nearby residents.

Many residents walk daily along the narrow, unpaved, unlit lanes of Broad Chalke to visit the school, church, surgery, village hall, sports fields, pub, shop and cafe. Many of these are elderly or have young children with them. They are simply not used to the kind of traffic envisaged for this event and its accompanying dangers. The public safety risks will be unacceptable. There is no train station nearby and so the vast amount of visitors will be traveling to the event by car. We have seen some information on the traffic management plans in the organiser's Event Management Plan but we do not consider these are in any way adequate for this location, which gives us even greater cause for concern.

There will also be a great disturbance and danger from large construction traffic during the week before the festival and the period afterwards for the deconstruction and clearing up.

There will also be the daily servicing of the site, including waste lorries and food and water deliveries, and the sheer number and size of vehicles on the roads will be unable to pass each other safely.

Public safety is going to be compromised, you simply can't have an influx of this unprecedented number of people, tens of thousands, into a small village environment and think it will not have an adverse effect on the well being and safety of the residents.

This festival takes place in term time, there will be school drop offs and pick ups that will be inconvenienced. The organisers produced a plan that clearly showed they wanted to use the fields opposite the school. They now say they won't use them, quite right as this would put the children at risk from strangers and traffic. However, it concerns us that they have not given proper thought to the planning for this event and wonder what other plans they intend to change.

We would like to stress that we have no objection to the principle of the Chalke Valley History Festival and we have enjoyed attending the event in its previous location. However, the plan for this year's festival is quite simply the wrong site. The valley bottom is unsuitable both in terms of gradient and geography. It is on certified

organic land that is in receipt of additional funding to be kept in good higher level stewardship order. Any substantial rainfall could turn this precious soil to mud. This happened at last years festival site at Ebbesbourne Wake and we attach two photographs showing the effect on the land at the end of the 2016 festival. Slippery mud isn't safe and restoration to its former state isn't easy. We are also very concerned that the gradient of the land shown for parking is too steep and will give rise to public safety concerns in the event of poor weather conditions.

There are severe worries that visitors (including campers) who will have been drinking alcohol during the day could be walking along the unlit lanes at night in an unfamiliar area to them and could put themselves and others at risk. We accept that the large majority of visitors to the festival will be law-abiding citizens, but with the huge numbers planned for the event we cannot ignore the possibility of disorderly behaviour, criminal damage or theft being caused in the village by undesirables attracted to the event who may see an opportunity due to the inability of our quiet village to deal with such people.

The airshow is causing concern to a number of residents including ourselves who know that elderly planes are unreliable and potentially unsafe. They do not want to be flown over at all.

The notices advertising the application around the site are lacking and inadequate. Some additional notices were posted on Monday 20th March after intervention by the Council but are still insufficient and not on the obvious side and we would ask whether the application is therefore defective.

We don't believe the consultation with the village over this festival has been carried out in an open and honest way. This is the biggest event ever to hit Broad Chalke, which must have been planned months if not years ago, and yet the first meeting was held in a small hut well outside the village. We believe this is unacceptable and shows that the organisers are not truly prepared to listen to anyone who objects to their proposal to hold the event in Broad Chalke.

Finally, we object to the granting of this licence on the grounds of Public Nuisance, Public Safety, Crime and Disorder and an improper consultation period. This festival would be far better off, not in a quiet rural village, but somewhere more remote, in a flatter, safer and less environmentally sensitive location.

Yours sincerely,



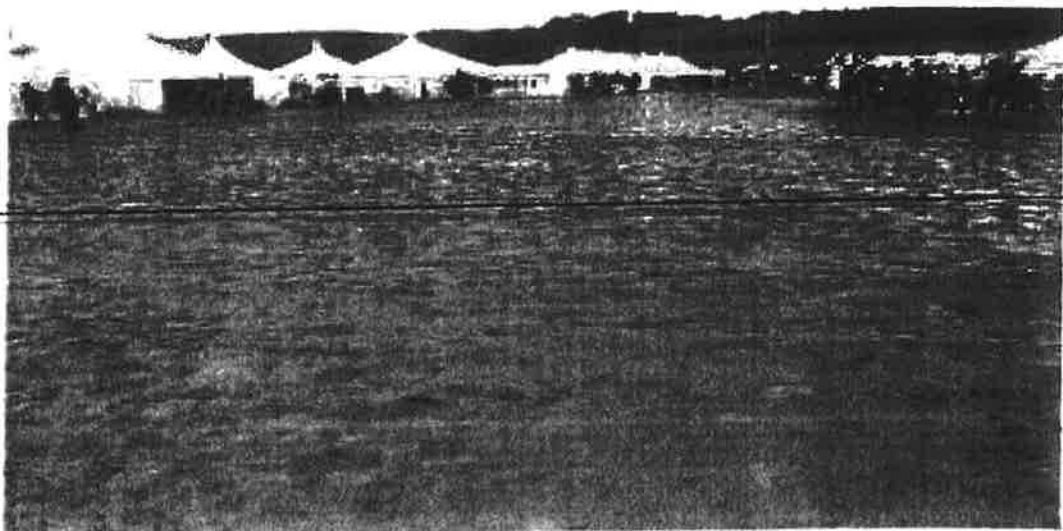
David and Caroline Foster

Rest Harrow,
Broad Chalke,
Salisbury,
Wilts
SP5 5DP.

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CHALKE VALLEY HISTORY FESTIVAL 2016

EBBESBOURNE WAKE



Garrod, Ian

Subject: FW: Chalke Valley History Festival Objection
Attachments: untitled-[2]

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

From:

Sent: 05 April 2017 13:44
To: PublicprotectionNorth
Subject: Chalke Valley History Festival Objection

To whom it may concern,

We are very concerned that

- . the alcohol license being applied for will allow the sale of alcohol every day and for sales to continue late into the night, with the potential for public nuisance.
- . the combination of the alcohol license and the entertainment license allowing for live music resulting in considerable noise and attracting large numbers of people visited upon the centre of a small village community.
- . the number of people expected would lead to public nuisance and considerable disturbance to the community of Broadchalke
- . the number of cars causing extraordinary traffic in Broadchalke and undermining public safety on the roads in the village centre, making walking extremely hazardous.
- . there will be considerable late night noise be it due to alcohol-fueled revelry / live music / traffic.

We therefore object to the granting of these licenses for the Chalke Valley History Festival without due care and attention to the needs of the community and the environment involved.

Yours faithfully
Mr & Mrs Stephen Sheldon

Wiltshire Council

Where everybody matters

REPRESENTATION FORM

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Premises about which Representation is being made	CISALE WALLE / HISTON / FESTIVAL
Your Name	RONNIE BUTLER
Postal Address	38 STONE RANTRING, BROADWACKE STURBURY SP5 5ED
Contact Telephone Number	[REDACTED]
Are you:	<ul style="list-style-type: none"> • An individual? <input checked="" type="checkbox"/> • A person who operates a business? • A person representing residents or businesses? • A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)?
If you are representing residents or businesses who have asked you to represent them?	NO

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	
2. To prevent public nuisance	THIS NUMBER OF VEHICLE & PEOPLE MOVEMENTS IN A SMALL RURAL COMMUNITY WILL CAUSE A PUBLIC NUISANCE WITH KNOWN EFFECTS LOCAL

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OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	THE SALE OF ALCOHOL ALL DAY TO SUCH A GREAT NUMBER OF PEOPLE IN CLOSE PROXIMITY TO THE VILLAGE COULD LEAD TO ANTI SOCIAL BEHAVIOUR
4. Public Safety	THERE HAS BEEN NO COMPREHENSIVE TRAFFIC MANAGEMENT PLAN PUT IN PLACE & I CANNOT SEE HOW MANAGING 1000+ VEHICLES & CONSIDER THAT NUMBER OF MOVEMENTS IS GOING TO WORK

Please list below any suggested actions that you feel the applicant could take to address your concerns.

THE ENTIRE PROCESS OF ORIGINAL ANNOUNCEMENT & COMMUNICATIONS HAS BEEN BOTCHED. A VILLAGE MEETING WAS HELD IN RETROSPECT TO ADDRESS CONCERNS BUT NO PROPER TRAFFIC MANAGEMENT PLAN IS IN PLACE. THE SITE IS TOPOGRAPHICALLY CHALLENGING, IF HEAVY SUMMER RAIN WERE TO TURN IT INTO A BOG & THE CURRENT EXIT ROUTE IS HOPELESSLY ILL DESIGNED TO DEAL WITH THE MANAGEMENT OF SUCH AN EVENT. MORE PLANNING, MORE PLANNING, MORE CONSULTATION!

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

Signature

Date... 5/4/2017

Please return this form, along with any additional sheets, to the relevant Wiltshire Council Office listed below:

Salisbury Area – (Salisbury, Amesbury, Downton, Mere, Hindon and Tilshead as well as the rest of the old Salisbury District Council Area), please send to:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Bourne Hill
Salisbury
Wiltshire, SP1 3UZ

All other areas please send to the address below:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Monkton Park
Chippenham
Wiltshire, SN15 1ER

5/4/17

Dear Sir,

I do feel that an alcohol licence is unnecessary for a history festival. I feel it may attract undesirable elements that may cause crime, disorder not to mention drink driving.


This will my opinion attract too much vehicular traffic for such a small village to cope with. I do feel that ^{this} event

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may
cause or result a Public
nuisance.

I therefore oppose the grant of an
alcohol licence to the CVHF.

Yours faithfully



MR. MNLACH.

1. KNIGHTON RD

BROAD CHALKE

From: Derek and Octavia O'Reilly
Longbridge House
Broad Chalke
Salisbury
Wiltshire
SP5 5EH

5th April 2017

Dear Sir,

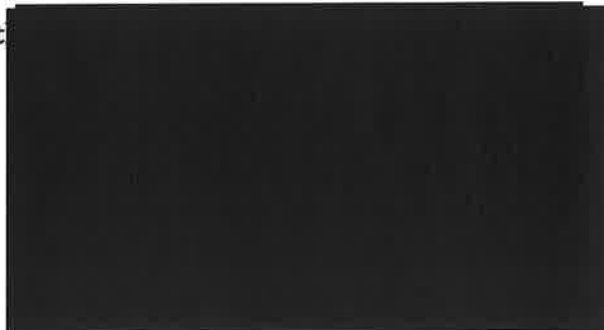
We write to record my concern and objection to the Chalke Valley History Festival application for an alcohol and entertainment licence.

We have to say that neither the site nor the road system lend themselves to this activity and experience suggests they will generate unacceptable levels of traffic.

We feel that the granting of an alcohol licence will attract even more people to this event and this will undoubtedly cause a public nuisance because there will be too many people and vehicles in this quiet rural location.

We suggest that the application be refused in the interests of caring for this beautiful village and unspoilt valley.

Yours faithfully



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Garrod, Ian

Subject: FW: CVHF Application (Broad Chalke)

From: Mena Caqusau
Sent: 05 April 2017 18:21
To: PublicprotectionNorth
Cc: Mena Caqusau
Subject: CVHF Application (Broad Chalke)

Dear Sir,

I am Mr. Amenayasi Caqusau, of 5 The Chestnuts, Knighton Road, Broad Chalke, and I am writing to oppose to the CVHF application for alcohol and entertainment licence or the activity as a whole.

The reasons if I may name a few, is a possible cause to public nuisance, risks to the public safety or crime and disorder. We can all understand what has been proven to be the effect or the direct impact of alcohol in the community and there is no need for sugar coating. As a member of a peaceful community, I strongly oppose the activity let alone with people under the influence of alcohol that they could demonstrate the following in my neighbourhood.

- Anti-social behaviour and disorder including:
 - Vandalism.
 - Fighting.
 - Urinating, fouling in public area
 - Verbal abuse.
- Roads or street drinking.
- Noise including:
 - Shouting and singing disrupting sleep.
 - Disturbing the peace. Swearing in arguments.
- Litter.

We do understand that alcohol and entertainments licensing is not something that all members of communities are aware of, until it affects them personally. To which the effect is always more on the negatives than on the positives.

I do hope that this email may raise kind concerned over this matter at your faithful office and raise awareness to the outcome of the activity as a whole.

With many thanks.

Kind regards,

Mr. Caqusau A A

Wiltshire Council

Where everybody matters

REPRESENTATION FORM

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Any individual, body or business can make a Representation to the Licensing Authority in relation to an application, regardless of their geographic proximity to the premises. Any Representation must be relevant, in that the Representation relates to one or more of the Licensing Objectives.

Premises about which Representation is being made	CHALK VALLEY HARLEY FESTIVAL
Your Name	COLIN WAITE
Postal Address	KONO BURYARD BURYARD CANNING SP5 5DP
Contact Telephone Number	[REDACTED]
Are you:	
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> An Individual? <input type="checkbox"/> A person who operates a business? <input type="checkbox"/> A person representing residents or businesses? <input type="checkbox"/> A member of the Relevant Licensing Authority (i.e. elected Councillor of the Licensing Authority)? 	
If you are representing residents or businesses who have asked you to represent them?	NO

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	
2. To prevent public nuisance	I THINK THE VOLUME OF TRAFFIC THAT I BELIEVE WILL ARRIVE, ON WHAT IS A VERY RURAL ENVIRONMENT, IS GOING TO HAVE DETRIMENTAL EFFECTS.

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OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	AGAIN AS THE VOLUME OF PEOPLE ATTENDING, OPPORTUNITIES WILL BE EVER PRESENT, ALCOHOL WILL BEING IN DEMAND.
4. Public Safety	THE ROAD SYSTEM IN BROADCHAPEL IS IN LITTLE SINGLE CARRIAGEWAY MANNER IS INEVITABLE.

Please list below any suggested actions that you feel the applicant could take to address your concerns.

THE VENUE ITSELF IS PROBABLY SUITABLE BUT THE MORE IMPORTANT ASPECT IS THE SAFETY AND INFRASTRUCTURE TO GET THERE. I AM ALSO CONCERNED THAT THE SALE OF ALCOHOL WOULD ALSO HAVE IT'S OWN CONSEQUENCES.

If a hearing needs to be held to determine the Premises Licence Application, the Councilors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this Initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

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Signature

Date 05-04-17

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Wiltshire, SP1 3UZ

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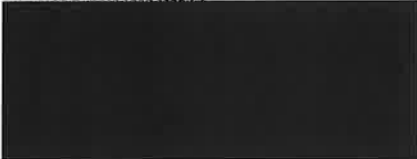
The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Monkton Park
Chippenham
Wiltshire, SN15 1ER

Objection to CVHF Licensing Application - 2017

Dear Sir,

I wish to object to the granting of an alcohol licence to CVHF because it will bring in too many cars and people for a village like Broad Chalke. This will be a major public nuisance. In addition it will bring in some criminal drug types with the associated crime and disorder.

Yours faithfully,



5-4-2017.

Jack and Jeanne Neave
1 Doves Meadow
Broad Chalke
Salisbury
SP5 5EL

Garrod, Ian

Subject: FW: CHalke Valley History Festival 2017

From: SusieandGuy Morgan
Sent: 04 April 2017 20:21
To: LicencingSouth
Subject: CHalke Valley History Festival 2017

Dear Mr Garrod,

I am writing to show my full support to the Chalke Valley History Festival (CVHF) being held in Broad Chalke (BC), especially being relevant to the Licencing Application.

I have never seen any sort of drunkenness or disorder at the festival and it is a lovely party atmosphere with lots of Ghurkas who man the security brilliantly. The CVHF also employ professionals who take public safety very seriously. Red Kite Management are fantastic at their job and incredibly thorough and professional.

I have not heard of any complaints at all.

With best wishes,

Susie Morgan,
The Barn House, Butlers Yard, Broad Chalke.

Garrod, Ian

Subject: FW: Re Chalke Valley History Festival application for Alcoholic licence

From: On Behalf Of Victoria Blashford-Snell
Sent: 05 April 2017 09:25
To: Garrod, Ian
Subject: Re Chalke Valley History Festival application for Alcoholic licence

Dear Mr Garrod,

Further to your communication with us vis a vis the licensing for both alcohol and music, we would strongly support the ongoing licensing of the event at its new site.

1. This is in a major literary event, and while there is consumption of alcohol this is done in moderation and alongside food, to a principally mature age group. There has never been a problem with drunks or drink driving.
2. This is a safe event and that the organisers are extremely mindful of public safety.
3. Crime has not been a problem.
4. The music is timed so as not to prevent literary talks from being heard and the proposed current venue is relatively far away from the village so noise should not pose a problem.
5. Child safety is paramount during the School's Festival and during the main festival. There have been no issues over the last few years.
6. The ability to enjoy an alcohol beverage and food as part of an entertaining event is absolutely critical to the overall success of such a festival.

I hope you will consider the application in light of the above,

With grateful thanks

Your sincerely,

Julian Matthews

--



OFFICE:
MOBILE:
EMAIL:
WEB:

Garrod, Ian

Subject: FW:

From: Tessa Gaisman
Sent: 05 April 2017 20:38
To: Garrod, Ian
Subject: Re:

Thank you for your email.

As far as the sale of alcohol at the Chalke Valley History Festival is concerned, from my experience the event is supported by families and by people interested in history. I don't believe there should be any concern that people attending the event would be noisy or inconsiderate. And I don't think there is any cause for concern that children would be affected any more than they are by seeing their parents drinking at home or in the pub.

I believe the playing of live music only occurs on the Saturday night and is for a couple of hours after the last lecture (this has been the case in the past) and I don't think it would cause any more disturbance than a private party in a marquee.

I hope this is helpful.

Bet wishes
Tessa Gaisman

Garrod, Ian

Subject: FW: Chalke Valley 2017

From: Paul Shepperd
Sent: 04 April 2017 17:04
To: Garrod, Ian
Subject: RE: Chalke Valley 2017

Dear Mr Garrod,

As far as Alcohol and music is concerned I would comment only that on the last three festivals at Ebbesbourne Wake I would have put any concerns over noise or Public nuisance well to one side if it is to be judged by past performance. I have never seen any inappropriate conduct caused through drink at all and I say this a person who limits alcohol intake to three or four units per week. The live music on the Saturday evening is at a level where people attending can still speak with each other 25/30 metres away.

I trust that you will apply this support as is appropriate.

Sincerely

Paul Shepperd

Garrod, Ian

Subject: FW:

From: Jonathan Gaisman QC
Sent: 05 April 2017 19:47
To: Garrod, Ian
Subject: Re:

Dear Mr Garrod,

Thank you for your email.

As regards the effect of the sale of alcohol and the provision of live music:

1. People who attend the festival are mainly responsible adults who have a interest in history. They are not likely to be rowdy, noisy, drunk, inconsiderate or ill behaved. I have observed the last three CVHFs, and drink is taken in moderation, responsibly and as a by-product of the main business of the festival, which is the advancement of learning. Some mainly older children are present, but there is nothing to fear on their account, any more than they need protection from watching their parents having a glass of wine at home in the evening, or at the pub.
2. The provision of live music is to take place for a couple of hours on one evening (Saturday), inside a tent, and will no more noise than a private party, probably less.
3. There is no threat to public safety in either case.
4. There is no harm to children in prospect, in either case.
5. There is no prospect of crime, in either case. We are history lovers, not hooligans.
5. The grant of a licence does not increase the risk of public nuisance. Some may say that the festival itself is a disturbance (though the benefits surely outweigh the detriment.) But the grant of a licence to seek alcohol will not increase the disturbance. As the music, see 2 above.

Sincerely,

Jonathan Gaisman

Jonathan Gaisman QC



7 King's Bench Walk
Temple, London
EC4Y 7DS
Tel:
Fax:

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Garrod, Ian

Subject: FW: CVHF 2017

From: Ceri Hurford-Jones
Sent: 04 April 2017 17:16
To: Garrod, Ian
Cc:
Subject: CVHF 2017

Hi Ian

In response to your email I would like to add the following:

- The Chalke Valley History Festival is mainly a literary event, and while there is consumption of alcohol this is done in moderation and alongside food. There has never at any stage been a problem with drunks or drink driving.
- This is a safe event and that the organisers are extremely mindful of public safety.
- Crime has never been a problem.
- The music is timed so as not to prevent literary talks from being heard and the proposed current venue is relatively far away from the village so noise should not pose a problem.
- Child safety is paramount during the School's Festival and during the main festival. There have been no issues in previous years.

Kind regards

Ceri Hurford-Jones
Managing Director Spire FM
Chairman South Wilts Business Of The Year Awards, Lay Canon Salisbury Cathedral,
Vice President Salisbury Chamber of Commerce, Observer Salisbury Business Improvement District, Chairman Salisbury Hospice Charity, Elected member Salisbury Cathedral Chapter.



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Garrod, Ian

Subject: FW: Re:CVHF

From: James HUSSEY
Sent: 04 April 2017 20:48
To: Garrod, Ian
Subject: Re:CVHF

Dear Mr Garrod

Thank you for your constructive reply which asked for further information in the support of the application for a Licence .

Can I take the opportunity of saying that the CVHF is primarily a literary event, and while, yes , indeed there is consumption of alcohol this is done in moderation and accompanied by food. I have attended every festival since the beginning and there has never at any stage been a problem with drunks or indeed drink driving related issues

All the evidence suggests to me that this is a "safe event "and that the organisers have always been extremely mindful of public safety . Consequently crime (of any sort) has never been a problem. The music is timed so as not to prevent literary talks from being heard and the proposed current venue is relatively far away from the village so noise should not pose a problem.

Finally, the EXCELLENT schools programme is a vitally important part of the Festival. Child safety is, accordingly paramount throughout the School's Festival and during the main festival itself . I know there have been no issues over the last few years.

I hope I have now been able to respond to your concerns and have been able to address them effectively

With renewed thanks for your email

With best wishes

James

James Hussey

Garrod, Ian

Subject: FW: Chalke Valley History Festival

From:
Sent: 05 April 2017 14:33
To: Hould, Hannah
Cc:
Subject: Re: Chalke Valley History Festival

Further to my previous email I would like to add that at previous Chalke Valley History Festivals I have never had any reservations about the sale of alcohol. There has never been a problem with it, it has merely been a convenience in the way that the sale of food is. Further more I infer from conversations around the Village that a few people have not understood that the application is only to the History Festival and only for 28days.

With regard to live music, in the past the only live music has been during the Saturday evening historical party and it has been within a marquee so that it has not seemed particularly loud outside. At other times the Festival is very quiet for obvious reasons. I have never had any concerns about safety it always seems to be taken care of.

Yours sincerely Janet Holland

Sent from my iPad

On 29 Mar 2017, at 22:28, wrote:

My name is Mrs Janet Holland,
Address Yew Tree Cottage Broad Chalke Salisbury SP55DH
Yours Sincerely, Janet Holland
Sent from my iPad

From: jans.holland@gmail.com [mailto:jans.holland@gmail.com]
Sent: 16 March 2017 14:27
To: Garrod, Ian
Subject: Fwd: Chalke Valley History Festival

Sent from my iPad

Begin forwarded message:

From:
Date: 16 March 2017 at 11:02:42 GMT
To:
Subject: Chalke Valley History Festival

Dear Mr. Garrod, I understand that the Chalke Valley History Festival is applying for a licence to hold the Festival at Broad Chalke this year. I would like to support this application. I hold

the History Festival in very great regard both for the interest and pleasure provided by the lectures and events and for its aim to promote interest and understanding of history . I feel such knowledge is much needed at the present time.

There are three days given to the education of children and having attended these days in the past with my granddaughter I can see how very effective they are.

I can see no reason why the proposed new site should pose a problem for Broad Chalke and indeed I should have thought it would be an asset.

I hope you will be able to support the application.

Yours sincerely, Janet Holland

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Garrod, Ian

Subject: FW: Chalke Valley History Festival

From: Giles Gould
Sent: 05 April 2017 07:34
To: Garrod, Ian
Cc: LicensingSouth
Subject: Chalke Valley History Festival

Dear Mr Garrod,

Thank you for your email.

Given that the deadline on this is midnight tonight, and noting when your email was sent, I believe that you are not operating in a fair and appropriate manner.

You have had our submission for some weeks, 17th March, and it was acknowledged by one of your colleagues, 29th March. To provide this response, at this late stage, is potentially prejudicial to the application.

I have provided the thoughts below of The National Museum of the Royal Navy, but would like it on record that we do not believe that you, operating as an agent of Wiltshire Council, have allowed enough time for the provision of a full response, thus potentially prejudicing the outcome of the hearing. The NMRN is now the country's third largest tourist attraction outside of London, operating on 7 sites around the UK, and we believe we have a comprehensive understanding of licensing law, as well as the logistical challenges that are thrown up by delivering an event such as the CVHF.

The CVHF has been a developing and maturing Festival over the last few years, delivered in a highly professional and responsible manner, taking very seriously its obligations under the Licensing Act, amongst its other statutory obligations. To our knowledge it has never been subject to issues concerning the consumption of alcohol. It is a history/literary/educational festival, where the provision of alcohol is well controlled and monitored, offering alcohol in an appropriate nature to complement its output.

I am a personal license holder with over 25 years of experience in the entertainment, events, and hospitality industries. It is my professional judgement that the CVHF take their responsibilities very seriously, and I have never witnessed any incidents of drunkenness or the associated issues that drinking may cause, such as drink driving.

I am NEBOSH qualified, with significant experience of delivering large scale open air events, such as Victorian Festival of Christmas, which welcomes 30,000 guests over a 3 day period, putting it on a par with CVHF. It is my opinion that the operational delivery of the CVHF has always been in line with a robust Event Safety Management Plan, as one would expect it to be. H&S provisions have always appeared to be in line, along with the appropriate levels of oversight, event management control, and reaction to events being timely, proportional and appropriate. Public safety has been addressed with risks reduced as ALARP.

The Festival, and its Educational Trust, have always sought to deliver family friendly events and activities, in a safe and secure setting, and it is our belief that they take the care and safety of children very seriously. They provide significant welfare stations, facilities for young parents, infants and a lost child programme.

Any music played at the event has always been very much designed, taking into account the topography of the site, to ensure that it neither poses an auditory hazard to the neighbourhood, or that it impacts on the other activities on the site.

Whilst there has always been a police presence on site I am not aware of any reports of crime at the festivals, and in fact the policing has always appeared to be very much in line with the community engagement delivery espoused by Wiltshire Police.

I believe that I have covered most of the licensable activities to which you refer, but should I have missed any this is not because we do not support them but it is merely a reflection of the time been given to fully reflect on a response to your email.

Best regards

Giles Gould

Giles Gould
Head of Commercial Services

Garrod, Ian

Subject: FW: Chalke Valley History Festival

From: Gould G.
Sent: 04 April 2017 19:56
To: Garrod, Ian
Cc: LicensingSouth
Subject: Re: Chalke Valley History Festival

Dear Mr Garrod,

Thank you for your email.

I would like to expand on my correspondence to you, sent 16th March - copy below, in support of the Chalke Valley History Festival.

As well as being the foremost celebration of history in the country it is also one of the most well-organised outdoor events I have ever attended, with a well-deserved reputation for public safety and customer-service.

This is an event that is more akin to a literary festival rather than a Glastonbury Festival and, as such, is supported by a customer-base unlikely to pose any threat to public order or undertake criminal activity. In all my years as a patron at the Festival I have never witnessed any incidences of anti-social behaviour, including drunkenness.

The sale of alcoholic beverages and food is provided in an atmosphere of conviviality and genteel hospitality. Festival attenders meet at the bars/food outlets (and in the queues and at the dining/picnic tables) where strangers talk to strangers about the presentations they have seen and the speakers they have heard. The consumption of alcohol is a complimentary, social aspect of the Festival.

Likewise, the music, audio, and film presentations, are complimentary to the event and neither continuous, nor excessive (which would, in fact, interrupt the speakers). I know the area of the new proposed Festival site and believe that it is far enough away from any habitation to pose a risk of noise pollution.

The Festival is a family event, where people of all ages can learn through enjoyment. The Festival has a robust approach to child safety, from its 'missing child' policy (which I have seen in action); to the high-quality, parallel School's Festival that engages the next generation of history-lovers, and is supported by schools from within the region.

As a keen supporter of this event I have always been impressed by the thoughtful attention the organisers have paid to the health, safety and enjoyment of the Festival attenders and I have no doubt that these high standards will be maintained at the new venue.

If I can provide any further information, please do not hesitate to contact me.

Many thanks,

Gale Gould
PhD Student (History)
University of Southampton

COPY: Email sent 16th March 2017

Dear Mr Garrod,

I am writing this email to you in support of the Chalke Valley History Festival's application for a licence.

If you are not aware of the History Festival, it is a local event with a huge international standing that is an asset to our local/regional economy as well as being culturally and intellectually beneficial to all who attend.

The Festival is a place where ideas and people meet, and also provides a forum for emergent talent across a spectrum of disciplines, including literature, philosophy and even science - as well as being incredible fun.

The Festival was created by local people who have used extraordinary levels of commitment and energy to develop a first class event, which is supported by other local people, who, like me, make up the majority of its fan base.

I do hope that you grant a licence to the Festival and support the future endeavours of this most worthy event.

Sincere regards,

Gale Gould
PhD Student (History)
University of Southampton

Garrod, Ian

Subject: FW:

From: Stephen Morant
Sent: 05 April 2017 10:36
To: Garrod, Ian
Subject: RE:

Thank you for your email.

I have attended the History Festival many times and I have never seen or heard of any untoward behaviour due to excessive drinking of alcohol. I would suggest that the kind of people who attend the Festival are likely to enjoy a modest drink, especially over dinner, but that is all. Surely therefore the issuing of an alcohol licence would increase enjoyment for many but would be most unlikely to lead to any real degree of unacceptable behaviour.

Stephen Morant

Garrod, Ian

Subject: FW: Chalke Valley History Festival

From: Peter Chalke
Sent: 05 April 2017 15:33
To: Garrod, Ian
Cc:
Subject: Chalke Valley History Festival

Dear Sir

I am writing again to urge you to grant a licence to CVHF which has over the years become very established in the Chalke Valley.

I have been attending for 4 years and never seen any disturbance from the effects of alcohol. It is principally a literary festival of growing national importance.

We know people from Scotland who travel down every year.

There is a full educational schools programme and many families attend the festival and I have never witnessed any problems with drinks or drink driving.

The new location this year is away from the village and noise from music should not bother the village.

The whole atmosphere is one of family entertainment with thought provoking lectures by famous speakers, which is well run and attractive to a wide section of society.

They have a good reputation over the years and they are an asset to Wiltshire.

Regards

Peter Chalke CBE

Past County Councillor and Leader

Treetops
Over Street
Stapleford
Salisbury SP3 4LP

Garrod, Ian

Subject: FW: Re:

From: HILARY BIRD
Sent: 05 April 2017 22:23
To: Garrod, Ian
Subject: Re:

Dear Ian

Please find below my letter of support for the licensing of the Chalk Valley History Festival.

I have attended some of the amazing events at the Chalke Valley History Festival over the past few years and they are extremely well organised, attended by people of all ages and sections of society. It brings History to life by providing both formal events, informal spectator events and a relaxed social atmosphere which is in itself a great day out. One aspect of this is the option to enjoy a relaxing drink between talks or tours around the displays and history re-enactments. Additionally the now traditional Saturday night Party brings a buzz to the event as a whole even if you don't stay for the party. You hear talk of it the following day and see people dressed to party in the costume of the event. The festival would not have as wide an appeal across the community without the bar and party adding to the atmosphere. That said, alcoholic drinks at the event and music at the party are not the reason to go to the festival. Consequently, having licensed entertainment is extremely unlikely to attract those who might cause a nuisance or endanger others.

I strongly support the granting of a premises license for this event.

Yours

Hilary Bird

Garrod, Ian

Subject: FW: Chalke Valley History Festival

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

From: Sue Fry
Sent: 05 April 2017 18:48
To: Garrod, Ian
Subject: Chalke Valley History Festival

Dear Ian,

I had failed to realise that the Licence was so specific and refer you to comments made in my previous letters. There has never been any nuisance or vandalism to the best of my knowledge and the schoolchildren in the mornings are under the care and supervision of their teachers so I anticipate no problems there. The bar is usually in the centre of the site at an open sided big-top and is a very useful place to meet up with friends in between talks. Generally people are moderate and well-behaved and, as one of each group or pair has to drive home, soft drinks are as popular as alcohol. Music will only be relevant on the Saturday evening when there is a party until 11 p.m. or after. Everyone in the village is invited but the site is so far up the Valley that I cannot imagine it being loud enough to disturb those who prefer not to attend. Parties are not unusual in Broad Chalke, often with fireworks, and as long as neighbours are advised in advance we just take it in our stride!

Yours sincerely, Susan Fry

2 Butlers Yard,
Broad Chalke,
Salisbury.
SP5 5DQ

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

From: Sue Fry
Sent: 16 March 2017 10:30
To: Garrod, Ian
Subject: Chalke Valley History Festival

I write as a Broad Chalke resident of 30 years, having enjoyed and supported the History Festival since it began several years ago. As an interested person I attended one of the public meetings at which the organisers explained the layout, traffic arrangements, etc. and have no doubt that the usual level of expertise and care will ensure that the week long event causes as little disruption as possible. They have considerable experience in organising an event of this size and type and the few concerns raised at this meeting were met with confident and informed reassurance.

The householders in the immediate vicinity of the festival site were all approached by the organisers at a very early stage in the proceedings and, whilst I can understand their apprehension (particularly the new residents at Chalke Bottom) there has never been any trouble with car theft or vandalism of any sort and it is a History and not a Music Festival so the clientele are of a different order altogether. Most are in the 50-80 age range, prepared to sit in a marquee for up to an hour at a time listening to top-class speakers on subjects of great interest to them. The last talk finishes at 9.45 p.m. every evening so the site is quiet, apart from the security team, well before 10.30 p.m.

Apart from the minibuses with schoolchildren in the first two or three mornings until just after lunch, there is little activity or traffic until mid-afternoon every day and the parking has always been carefully managed and overseen by experienced personnel.

The busiest period will be the weekend when many people attend particularly to enjoy the air displays. These comprise three 10 minute slots between the lectures spaced throughout the day on both Saturday and Sunday. The chap in charge has organised flying displays throughout this country for many years, is well aware of the tighter regulations following the Shoreham disaster, and will be in constant radio contact with each of the pilots so that nothing untoward can happen.

Most of us in Broad Chalke have always loved the festival and many spend most of the week there at some time or other. People come from far and wide (even Scotland!) for the week, filling local hotels and B&Bs and generally boosting tourism in the local area. Please enable us to support this wonderful facility: children and adults alike gain an enormous amount from the festival and we hope to continue to do so.

Garrod, Ian

Subject: FW:

From: Will Hillary
Sent: 05 April 2017 16:47
To: Garrod, Ian
Subject: Re:

Ian

Thank you for your email. I had not appreciated that the licensing application related solely to the sale of alcohol and provision of live music.

I am therefore submitting this additional email of support, to be read in conjunction with my email of 17 March 2017.

Having attended the Chalke Valley History Festival every year since its inception – in some years I have attended every day of the week-long Festival – I am familiar with its operation. In the light of my experience over the past few years, I can honestly say that I have never seen any instance of drunkenness or the abuse of alcohol. Visitors to the Festival are generally well-educated, serious-minded, older people who might enjoy a glass or two of wine or beer but who do not drink to excess.

The bar and dining tent are important focal points of the Festival where people gather between events and socialise over a drink. The sight of historical enactors in their period dress e.g. an early Anglo-Saxon talking to a World War 2 German officer at the bar over a beer adds enormously to the atmosphere of the Festival.

As regards noise, a Festival such as this inevitably generates some noise, the loudest of which is the gunfire during mock battles which generally take place during the daytime on the Saturday and Sunday. This has never been a nuisance as far as I and my friends and neighbours have been concerned.

On the Saturday night, the party in the marquee naturally generates some musical noise but this does not go on until the early hours and has never caused a nuisance to me or any of my friends or neighbours.

In summary, I have never seen any instance of nuisance, endangering of public safety, misbehaviour, drunkenness, crime or disorder or potential harm to children at the Festival. On the contrary, it is one of the best organised, well-behaved, happy, friendly events I have ever had the pleasure of attending – and long may it be allowed to continue.

Will Hillary

From:
Sent: Friday, March 17, 2017 2:32 PM
To:
Subject: Chalke Valley History Festival

I am writing to express my strong support in favour of the CVHF's proposed move to a new site in Broad Chalke.

I live in Fifield Bavant, about 1.5 miles equidistant from the old site in Ebbesbourne Wake and the proposed new site, so I am familiar with volume and flow of traffic generated by the Festival.

As far as I am aware, there have been few complaints during the last few years the Festival has been at Ebbesbourne. The main traffic flow along the Chalke Valley to the former site passes my house and, although the increase in traffic during the Festival week is significantly higher than normal, that is a small and acceptable price to pay for having a nationally important literary and history festival in the Valley.

It would be a local and national tragedy if the Festival was not allowed to go ahead. I know the new site well and consider it to be ideal for the purpose. I am aware that there is some local concern that the site should not become a permanent showground. I entirely support that view. Presumably a condition could be attached to any necessary consent or licence, restricting the use of the site to the CVHF only.

I am chairman of the Chalke Valley Community Hub – a Community Benefit Society owned by and run for the benefit of the local community. We operate the only shop, coffee shop and post office in Broad Chalke. My Management Committee is entirely in favour of the Festival moving to the new site. It will be a benefit to our business, which employs several local people, and to many other local businesses such as hotels, inns, pubs, B&B's, shops etc.

To prevent the Festival going ahead on this site would rob many thousands of local people, including school children, of the opportunity of enjoying this outstanding festival which, after all, is established for the public benefit of education, not for commercial gain.

William Hillary

Garrod, Ian

Subject: FW: Re:

From: Annabel Venning
Sent: 04 April 2017 20:33
To: Garrod, Ian
Subject: Re:

Dear Mr Garrod,

Thank you for your email. I had not realised that we had to specifically address the licensing and activities issue.

In that case let me make it clear: I am fully in support of a late licence and live music as these things are essential to draw numbers and will make no more disturbance than combine harvesters working on the fields late at night during harvest time. I am sure that the live music will only be for a couple of nights at most so I can't imagine why that would be a major problem - we are all, after all, willing to put up with such noise from the occasional party or wedding in the valley. As far as an alcohol licence is concerned, again, it has never caused a major disturbance in the all the years it's been at Ebbesbourne so I can't see why it should be problem for Broad Chalke.

I hope this makes my support clear!

Best wishes,
Annabel Walters
Mead End House
Bowerchalke
Salisbury
Wilts SP5 5BW

Annabel Venning
freelance writer

Garrod, Ian

Subject: FW: Re:

From: guy paterson
Sent: 05 April 2017 08:52
To: Garrod, Ian
Subject: Re:

Dear Mr Garrod

I apologise that my submission was wide of the mark, and in support of the Festival I would like to make the following points:-

1. This is primarily a literary event, and while there is consumption of alcohol this is done in moderation and alongside food. Attendees are there to indulge in an experience of history. I have never witnessed a problem with drunks or drink driving in the four years that I have attended the festival.
2. This is a safe event and in my view the organisers are extremely mindful of public safety.
3. I am not aware that crime has ever been a problem.
4. The music is timed so as not to prevent literary talks from being heard and the proposed current venue is relatively far away from the village so noise should not pose a problem.
5. I have never worried about the safety of my children during the Festival. There have been no issues over the last few years.

I hope that this helps with the Council's decision.

Yours

Guy Paterson

From: guy paterson
Sent: 16 March 2017 23:32
To: Garrod, Ian
Subject: The Chalke Valley History Festival

Dear Mr Garrod

I understand that you are considering a licensing application for this wonderful event.

As local residents we are hugely supportive of the Festival which is one of the highlights of the year in South West Wiltshire and we very much hope that Wiltshire County Council will be as proud to support the Festival as we are.

With best wishes

Guy and Caroline Paterson

**Coombe Hill House
Donhead St Mary SP7 9DX**

Garrod, Ian

Subject: FW: Chalke Valley History Festival

From: TIMOTHY FERREIRA

Sent: 05 April 2017 11:57

To: Garrod, Ian

Subject: Re: Chalke Valley History Festival

Dear Sirs,

The CVHF has been held in Ebbesbourne Wake for several years, and I attended each year.

On no occasion did I find there was any problem with the sale of alcohol, in fact people seemed to be extremely responsible in their drinking habits, particularly drivers.

Nor was there a problem with the provision of live music. I personally suffer when the music is too loud, as it so often is in closed halls, but I did not have a problem at the CVHF. Further I have not heard of any complaints with regard to the provision of alcohol and live music or indeed public nuisance in all these years.

As we have the same group organising and controlling the Festival (hopefully to be held in Broadchalke) this year, I have every confidence that there will be no problems again this year, and I have no hesitation in recommending their licensing application. I know the Committee take their responsibilities for public health and safety very seriously. and employ professional advisors in such matters.

Yours faithfully

T.J.FERREIRA

A.C.FERREIRA

Subject: FW: Chalke Valley History Festival

From: Katie Jowett [mailto:jowetts@btinternet.com]

Sent: 05 April 2017 19:55

To: Garrod, Ian

Subject: Chalke Valley History Festival

Dear Mr Garrod

Following our (me and my husband's) previous correspondence on this matter, we would like to comment as follows on the Licensing Objectives, this is based on our attending the Festival for several days every year for the last 5 years.

1. The prevention of harm to children:

We have visited the festival with our children since they were 7 & 9 and have never experienced any concern for their welfare at all. The event is very much a social and family affair, it has been a wonderful place for our children and their friends to play together and explore without their parents. It was the first place we felt totally confident that we could send the kids off to have fun with their friends while we caught up with ours. At no time have we ever had to worry for their welfare, it has only ever been a positive experience and one they remember fondly.

2. To Prevent Public Nuisance:

We have no doubt that some locals will find the Festival an inconvenience, however, in our experience it is exceptionally well run with a well behaved audience!

Re Traffic: We understand that a proper and well considered traffic management plan is to be put in place and given the roads leading to and from the event are good, although there will inevitably be significantly more traffic on the roads, we would not consider this would amount to a Public Nuisance. Particularly given the time scale and positive benefits and opportunities the Festival will bring to the Village as a whole.

Re Alcohol: The audience the Festival attracts is, a very staid and gentle one, the bar is a convivial and enjoyable place to spend time with friends, in our many visits both during the day and in the evening there is little if any drunken or excessively noisy behaviour. The bar is always well run and should any unseemly behaviour occur it would inevitably be swiftly dealt with by the CVHF Staff/ security personnel. The Licensing hours seem to be in line with any event such as a Wedding, 21st Birthday party etc. etc. and are not antisocial.

Re Noise: The site of the Main arena is well away from the village and given the music and film shown is far from Heavy Metal it is unlikely to be heard! We know from our experience of housing ewes and lambs in the open barn at the entrance to the main arena, noise from the site is rarely heard in the village. The noise generated by sheep and their lambs far exceeds all safety at work recommendations and we have never had any comment (or heard them from our house less than 1/2 mile from the site) although this can go on for several hours many times a year. Shooting also occurs on an almost daily basis up Church Bottom during the season (September to February) with considerable noise and traffic movements - again never a complaint.

As an aside: There are regularly parties and such like in the village hall that generate considerable noise and traffic and plenty of drunken revellers, we are unaware of any complaints despite the fact the Hall is right in the centre of the Village.

3. To Prevent Crime and Disorder:

We are sure that by bringing a large number of people into the Village there is an increased risk that crime and disorder might arise. The History Festival as, previously stated, is a gentle and enjoyable family event and as such is less likely to attract those out to cause trouble. In our experience of visiting the Festival we have never witnessed or been subjected to any threat; crime, disorder or otherwise. The festival employ a dedicated security team who are visible and likely to deter or deal with any issues that might arrive.

4. Public Safety:

As stated above the Festival is a well run event. It is properly staffed with security personnel and all the employed staff and volunteers are well trained. In addition the Festival employ a dedicated traffic management firm who have considerable experience in organising such events. Having read the Event Management Plan it is evident that any issue of Health and Safety and Public Safety are rigorously planned for and endorsed. As regular visitors of the Festival and having read the organisers proposals for the new site we have no concerns that the Festival will pose any threat to Public Safety.

Overall we believe the CVHF to be a well organised event that will bring many benefits to the village Broadchalke

Kind Regards

Richard and Katie Jowett

MANOR FARM, BROADCHALKE, SALISBURY, WILTSHIRE, SP5 5DW

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

From: Richard Jowett

Sent: 17 March 2017 19:30

To: Garrod, Ian

Subject: Chalke Valley History Festival 2017

Dear Mr Garrod

I am writing in support the Chalke Valley History Festival licence application.

We as a family have been attending & enjoying the festival for the last 5 years, our children (now 15 & 12) have really been engaged by the living history & the entertaining talks. My wife & I have learnt a little about many broad ranging topics and we've enjoyed pizza / local burgers in a unique atmosphere.

We love the fact that the proceeds go to help young historians in their further studies & I think it would be a travesty if it all finished.

I write as the landowner of the proposed new site, but I would definitely still be writing if this was not the case.

Being personally involved we are really impressed with the levels of professionalism and dedication the team put into the festival and I sincerely hope it can continue for many years.

Thank you for taking the time to read this.

Kind regards

Richard Jowett

Garrod, Ian

Subject: FW: Chalke Valley History Festival 2017

From:
Sent: 05 April 2017 18:40
To: LicensingSouth
Subject: Chalke Valley History Festival 2017

We have absolutely no objections whatsoever to the above festival being in Church Bottom.

We have never seen any evidence of drunk behaviour or indeed any public nuisance at all at this Festival and we have attended every single one of them.

Aileen and Michael Powis

Garrod, Ian

Subject: FW: Chalke Valley History Festival
Attachments: CVHFsupport2.doc

From: Janet Roe
Sent: 04 April 2017 19:21
To: LicensingSouth
Subject: Chalke Valley History Festival

Dear Mr Garrod

Please find attached a letter in support of the Licensing Application made by the Chalke Valley History Festival.

Janet Roe

Lodge Farmhouse
Broad Chalke
Salisbury
SP5 5LU

April 4th 2016

Dear Mr Garrod

Thank you for the response to my letter of support for the Chalke Valley History Festival.

Under the Licensing Objectives I can only say that I have never heard of any complaints in Ebbesbourne Wake about noise or alcohol misuse.

The music, which I believe mostly refers to the party held on the Saturday evening, is no louder than the average wedding disco held in the village and will be further away from houses than any of those have been. Music played/sung during the day (Saturday and Sunday) has always, in the past, taken place near the "beer tent" where there are tables out in the open for people to picnic. I have been unable to hear such music from the Festival entrance and do not believe it will be any different this year.

As for alcohol, I have never seen anyone worse for drink in all the years I have attended the festival.

I know that the Festival committee take their responsibility towards public safety very seriously and employ professional help in the guidance of traffic flow and security.

I see no valid reason for the application made by the Chalke Valley History Festival to be rejected.

Yours,
Janet Roe (Mrs)

Garrod, Ian

Subject: FW: CVHF

From: Buckland J&L
Sent: 04 April 2017 20:28
To: Garrod, Ian
Subject: Re: CVHF

Dear Mr Garrod

Thank you for your email, and now that I understand the reason for the issues raised in connection with the application, I would like to answer them quite specifically.

At no time during all the years that the History Festival has been run, have we ever seen, or heard that anyone else has seen, evidence of drunkenness.

The entire point of the Festival is to listen to specialists' Talks on historical themes - therefore it would be completely pointless coming if all anyone wanted to do was to drink too much: they could not appreciate the Talk. AND it is an expensive way to gain access to alcohol, when they could go to a pub - which does not charge for admission.

There are plenty of parties held up and down the Chalke Valley, where the music from a disco would be heard by neighbours. The music on a Saturday night at the Chalke Valley History Festival would be *one* evening in the entire year - and the volume no louder than the average disco - and further away from most neighbours..

Finally, I would point out that there have not been any complaints from anyone in Ebbesbourne, about either of these topics. We have a number of friends there, and we know firsthand that they have not raised any objections during the past years when the History Festival was held in their village.

With best wishes, John and Lavender Buckland

[formerly living in Bowerchalke; regular attenders at every History Festival]

Garrod, Ian

Subject: FW: Letter of Support for Chalke Valley History Festival Licensing Application 2017
Attachments: Support for Licesing Application- Chalke Valley History Festival 2017.pdf

From: Michael Roe
Sent: 04 April 2017 22:35
To: LicensingSouth
Subject: Letter of Support for Chalke Valley History Festival Licensing Application 2017

Dear Mr Garrod,

Please find my letter of support for the Chalke Valley History Festival licensing application, attached.

With kind regards,
Michael Roe

Lodge Farmhouse
Broad Chalke
Salisbury
Wiltshire
SP5 5LU

Tel. 01725 519242

4th April 2017

Mr I Garrod
Licensing (South)
Wiltshire Council

Dear Sir,

Ref. Chalke Valley History Festival 2017 Licensing Applications

I write with concern over some [REDACTED]'s objections being raised to prevent the licensing of the sale of alcohol and the playing of music at the Chalke Valley History Festival, this year.

Given the exemplary record of behaviour by festival-goers over several years, something of which the organisers can be justifiably proud, I am staggered that anyone should call into question the desirability of making alcohol available on the site, or the playing of music at the penultimate night's "hop". Even I dance better with music.

This festival now has a national reputation for the most erudite talks, given by the county's leading historians.

The event is attended by history enthusiasts from all over the UK and I have friends from Amsterdam who come over each year for the week. How humiliating it would be to have to explain why they could not buy a pint of beer between talks on a warm evening, or have a bottle of wine on the table at dinner.

I really do not think that they would ever experience this at the Hay Literary Festival, or any other cultural event in the country, so why in Broad Chalke when the same event had been licensed for the previous three years with no problems only two miles away in Ebbesbourne Wake?

When these points are considered, I am confident that the sub-committee which decides such matters will not hesitate in granting both elements of the application and thereby helping to repeat the success that we have seen at every Chalke Valley History Festival since its inception and which reflects so well on South Wiltshire and the generosity of this community in hosting it, this year.

Yours faithfully,

[REDACTED]

Licensing Act 2003
Premises Licence

ISSUING LOCAL AUTHORITY



PART 1 – PREMISES & LICENCE HOLDER DETAILS

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Scammells, Shed, South & Yew Tree Fields, Manor Farm, Ebbesbourne Wake, Wiltshire, SP5 5JH

NAME, (REGISTERED) ADDRESS AND CONTACT DETAILS OF HOLDER OF PREMISES LICENCE

Chalke Valley History Festival, Chalk Pyt Farm, Chalk Pyt Road, Broad Chalke, Salisbury, Wiltshire, SP5 5ET

Tel: Email:

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER

8290260

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORIZES THE SUPPLY OF ALCOHOL

Mr Terry Barratt

Tel:

ISSUING AUTHORITY AND PERSONAL LICENCE NUMBER HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORIZES FOR THE SUPPLY OF ALCOHOL

Kettering Borough Council 10TB-34VE-403

WHERE THE LICENCE IS TIME LIMITED - THE DATES AND TIMES

Not Applicable

WHERE THE LICENCE AUTHORIZES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

ON Sales only

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

Where applicable the provisions of Section 145 of the Licensing Act 2003 apply

PART 2 – LICENSABLE ACTIVITIES & TIMINGS

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE						
Licensable activities	Location	Day	Time From	Time To	Time From	Time To
Perform Play	Indoors & Outdoors	Sunday	10:00	23:00		
		Monday	09:00	23:00		
		Tuesday	09:00	23:00		
		Wednesday	09:00	23:00		
		Thursday	15:00	23:00		
		Friday	15:00	23:00		
		Saturday	10:00	23:00		
Non Standard Timings & Seasonal Variations						
Exhibit Film	Indoors	Sunday	10:00	00:00		
		Monday	09:00	23:00		
		Tuesday	09:00	23:00		
		Wednesday	09:00	23:00		
		Thursday	15:00	23:00		
		Friday	15:00	23:00		
		Saturday	10:00	00:00		
Non Standard Timings & Seasonal Variations						
Live Music Recorded Music	Indoors & Outdoors	Sunday	10:00	23:00		
		Monday	09:00	23:00		
		Tuesday	09:00	23:00		
		Wednesday	15:00	23:00		
		Thursday	15:00	23:00		
		Friday	15:00	23:30		
		Saturday	10:00	23:00		
Non Standard Timings & Seasonal Variations						

Perform Dance	Outdoors	Sunday	12:00	17:00		
		Monday				
		Tuesday				
		Wednesday				
		Thursday				
		Friday				
		Saturday	12:00	17:00		
Non Standard Timings & Seasonal Variations						
Similar to any Music or Dance	Indoors & Outdoors	Sunday	10:00	00:00		
		Monday	09:00	23:00		
		Tuesday	09:00	23:00		
		Wednesday	15:00	23:00		
		Thursday	15:00	23:00		
		Friday	15:00	00:00		
		Saturday	10:00	00:00		
Non Standard Timings & Seasonal Variations						
Late Night Refresh	Indoors & Outdoors	Sunday	23:00	00:00		
		Monday				
		Tuesday				
		Wednesday				
		Thursday				
		Friday	23:00	01:00		
		Saturday	23:00	01:00		
Non Standard Timings & Seasonal Variations						
Alcohol Sales	ON Sales	Sunday	10:00	00:30		
		Monday	16:00	23:00		

		Tuesday	16:00	23:00		
		Wednesday	16:00	23:00		
		Thursday	12:00	23:00		
		Friday	12:00	23:00		
		Saturday	10:00	00:30		
Non Standard Timings & Seasonal Variations						
Hrs premises open to public	Whole Premises	Sunday	09:00	01:00		
		Monday	09:00	00:00		
		Tuesday	09:00	00:00		
		Wednesday	09:00	00:00		
		Thursday	09:00	00:00		
		Friday	09:00	01:00		
		Saturday	09:00	01:00		
Non Standard Timings & Seasonal Variations						

Licence Commencement Date
23rd June 2013

Licensing Officer

Current Licence Date
16th June 2015

Licensing Officer

ANNEX 1 - MANDATORY CONDITIONS

Supply of Alcohol

1. Where this Licence authorises the supply of alcohol:

No supply of alcohol may be made under this licence:

- a. At a time when there is no Designated Premises Supervisor in respect of the Premises Licence
- b. At a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended

Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a Personal Licence.

Exhibition of Films

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.
3. Where:-

- (a) The film classification body is not specified in the licence, or
- (b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

4. In this section "children" means any person aged under 18; and

"film classification body" means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

Irresponsible Promotions

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)

Free Tap Water

1. The responsible person must ensure that free potable tap water is provided on request to customers where it is reasonably available. *(This means that responsible persons at all premises must ensure customers are provided with potable (drinking) water for free if they ask for it.)*

Age Verification Policy

1. (a) 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.
- (b) 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.
- (c) 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—
 - (i) a holographic mark, or.
 - (ii) an ultraviolet feature.

Drink Volume Measures

1. The responsible person shall 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; and
 - 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.

Permitted Price

- 1 (a) 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.
- (b) For the purposes of the condition set out in paragraph 1—
- (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.
- (2) Where the permitted price given by Paragraph (b) of paragraph 2 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.
- (3) (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 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.

Door Supervision (except theatres, cinemas, bingo halls and casinos)

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:
- (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
- (b) be entitled to carry out that activity by virtue of section 4 of the Act.

2. But nothing in subsection (1) requires such a condition to be imposed:
- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or
 - (b) in respect of premises in relation to:
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
3. For the purposes of this section:
- (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see Section 3(2) of that Act) and
 - (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

ANNEX 2A – CONVERTED CONDITIONS

- None

ANNEX 2B – OPERATING SCHEDULE

GENERAL

- Maximum occupancy of the site at any one time is 12,999.
- No person under the age of 16 years will be allowed on to the premises unless they are accompanied by an adult or are within a school or college group.
- The site layout shall be as detailed in the plans attached at Annex 4.

PREVENTION OF PUBLIC NUISANCE

- All sound systems on site will be controlled by Sound Engineers hired in for the Event by the management team, who will ensure that the licence holder has access to and complete control of sound levels at all times.
- The sound engineers will take regular readings in and around the premises to ensure that this Event does not disturb any local residents. The readings will be available to EHO's on site once they have been collated and registered.

PUBLIC SAFETY

- **The Event shall be managed in accordance with the Event Management Plan.**

The Event Management Plan shall contain:

- Details of Fire Safety provisions.
- Important contact names and numbers for Event personnel.
- Emergency Plan procedures including Evacuation of the Event Site.
- Medical and First Aid services on site.
- Details of the Security and Stewarding Policy.
- Copies of Risk Assessments for all aspects of the Event.

- Drinking water will be supplied to the site in accordance with the Event Management Plan.
- Suitable and sufficient toilets will be provided in accordance with the Event Management Plan.
- Facilities on site, for disabled persons, will be provided in accordance with the Event Management Plan.
- Facilities for the collection and disposal of litter shall be provided in accordance with the Event Management Plan.
- There will be a separate collection for cardboard for all traders and caterers. We will ensure that there is no build up of combustible materials on site either at front of house or round the back of traders and caterers.
- A team of security staff and volunteers will enhance our management team and they will be briefed to look for hazards that could affect public safety and report them to management.
- Communication on site will be in accordance with the Event Management Plan.
- A queuing system will be in operation to prevent crowd crushing at the entrance to the arena, this will later be removed to give a wide exit area/route.
- Queues will be monitored by staff at all times to ensure there are no crowd crushes and to ensure there is no queue jumping by members of the public.
- All Event traffic will be dealt with in accordance with the details in the Event Management Plan.
- All food outlets must show to us, at least four weeks prior to the Event, their food hygiene certificates and that they are registered with their local authority. This information will be passed to the Council EHO officers.

PROTECTION OF CHILDREN FROM HARM

- Approved photographic proof of age will be required to be shown by anyone seeking to purchase alcohol who appears to be under 21 years of age.
- Lost and found children will be dealt with in accordance with the Event Child Safety and Protection of Vulnerable Adults Staff and Operational Policy.
- All staff working directly with children will be CRB checked.
- All activities on the Event site will be child friendly and all stage and performance content will be family friendly.
- All stalls and caterers, where there may be added danger to children (hot surfaces, dangerous back of house areas) will have suitable barriers put around to prevent access to unauthorised persons.

PREVENTION OF CRIME AND DISORDER

- The licence holder will provide security in accordance with their Event Management Plan.
- There will be a dedicated security and management team to park cars and to ensure that there are no thefts or deliberate damage caused in the car park.
- There will be dedicated overt security in recognisable uniforms patrolling the Event site as a deterrent to criminals.
- There will be daytime and overnight security staff on duty to protect all of the equipment in the marquees and around the site.

- All bar staff will be briefed as to their responsibility with regard to the sale of alcohol.
- Anyone found to be drunk and incapable on the site will be given the opportunity to rest in the medical area rather than being turned off the site.
- Anyone found to be violent or aggressive will be restrained by security staff and the police will be informed.

ANNEX 3 – CONDITIONS ATTACHED AFTER HEARING

- None

ANNEX 4 – PLANS

Attached Separately
Dated 22.04.2015

PART 2 – LICENSABLE ACTIVITIES & TIMINGS

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE						
Licensable activities	Location	Day	Time From	Time To	Time From	Time To
Perform Play	Indoors & Outdoors	Sunday	10:00	23:00		
		Monday	09:00	23:00		
		Tuesday	09:00	23:00		
		Wednesday	09:00	23:00		
		Thursday	15:00	23:00		
		Friday	15:00	23:00		
		Saturday	10:00	23:00		
Non Standard Timings & Seasonal Variations						
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Non Standard Timings & Seasonal Variations						
Live Music Recorded Music	Indoors & Outdoors	Sunday	10:00	23:00		
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		Tuesday	09:00	23:00		
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		Thursday	15:00	23:00		
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Non Standard Timings & Seasonal Variations						

Perform Dance	Outdoors	Sunday	12:00	17:00		
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		Tuesday				
		Wednesday				
		Thursday				
		Friday				
		Saturday	12:00	17:00		
Non Standard Timings & Seasonal Variations						
Similar to any Music or Dance	Indoors & Outdoors	Sunday	10:00	00:00		
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		Thursday	15:00	23:00		
		Friday	15:00	00:00		
		Saturday	10:00	00:00		
Non Standard Timings & Seasonal Variations						
Late Night Refresh	Indoors & Outdoors	Sunday	23:00	00:00		
		Monday				
		Tuesday				
		Wednesday				
		Thursday				
		Friday	23:00	01:00		
		Saturday	23:00	01:00		
Non Standard Timings & Seasonal Variations						
Alcohol Sales	ON Sales	Sunday	10:00	00:30		
		Monday	16:00	23:00		
		Tuesday	16:00	23:00		

		Wednesday	16:00	23:00		
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		Friday	12:00	23:00		
		Saturday	10:00	00:30		
Non Standard Timings & Seasonal Variations						
Hrs premises open to public	Whole Premises	Sunday	09:00	01:00		
		Monday	09:00	00:00		
		Tuesday	09:00	00:00		
		Wednesday	09:00	00:00		
		Thursday	09:00	00:00		
		Friday	09:00	01:00		
		Saturday	09:00	01:00		
Non Standard Timings & Seasonal Variations						

Licence Commencement Date

23rd June 2015

Licensing Officer

Current Licence Date

16th June 2015

Licensing Officer