

Trowbridge Festival– Incident timeline

29/05/2018	Council received application from Trowbridge Festival Limited for a new premises licence
29/05/2018	Event safety advisory group triggered form completed and submitted
30/05/2018	Site visit made by Carla Adkins – Licensing Officer - points raised regarding suitability of site
06/06/2018	Fire officer requests further information from applicant
14/06/2018	Event safety advisory meeting took place – minutes attached - a number of actions required by the organisers
18/07/2018 (Wednesday)	<p>Site visit made by Licensing Officer Carla Adkins on day before official opening.</p> <p>Site not ready – considerable amount of infrastructure is incomplete / missing</p> <p>Further site meetings with other responsible authorities called due to the serious concern's raised by the officer regarding the management (Licence holders) understanding of the importance of site readiness / safety which was totally inadequate.</p>
19/07/2018 (Thursday) 11:00	<p>Site visit undertaken with Fire Officer at 11:00, public started to arrive although site was not ready they were permitted to enter and pitch their tents / vehicles, organisers seemed ill prepared with no stewards visible</p> <p>Infrastructure still incomplete</p> <p>Fire provisions inadequate</p> <p>No road signage</p> <p>See notes for more details</p> <p>Email sent to organisers by Fire Officer following the site inspections</p> <p>Mr Ian Lucas requested to attend site by the organisers and assist due to his past history with the event</p>
19/07/2018 15:31	Fire Officer's confirms his visit and findings / concerns by email to Licence holders
20/07/2018 (Friday) 10:15	<p>Site inspection Licensing Officer and Health and safety officer (see detailed notes)</p> <p>Ford still not fenced</p> <p>Fire provisions still inadequate</p> <p>No detailed log book in operation at time of visit</p> <p>Lack of water provision in top field</p> <p>No signage (warning or otherwise) regarding the event from bath direction)</p>

21/07/2018 (Saturday)	Site visit Licensing manager, Licensing officer, Food & Health and safety Manager (see detailed notes)
20:45	Day parking field exceptionally dry. Fire point inadequate Access for pedestrians up and down a steep slope Camping now in field next to day parking Walked down footpath by the side of barn, flammable material lining the adjacent open shed / storage area No water provision in top (over flow) camping field bottles empty No steward / SIA in same field Cars parked in main arena next to main tent Blue route partly obstructed in main field
23/07/2018	Visit notes written up by Jenny Thomson
10/08/2018	Event safety advisory group event de-brief - minutes attached
Jan & Feb 2019	Numerous emails to Licensing regarding the status of the licence from both directors, internal discord seemingly between the two directors of Trowbridge Festival Limited regarding the way forward. Licensing having to advise them to seek independent legal advice. Licensing Authority concerns regarding the event proposed for this year heightened and a review application is considered as management failings for the event in 2018 are key to the issues with the event.
06/03/2019	Advert for this year's (2019) festival seen that causes more concern 2000 tickets / day tickets being allowed to camp
06/03/2019	Transfer forms received from NR Events Limited
13/03/2019	Review application served by Licensing Authority
15/04/2019	Advert checked again, some minor changing but details mostly the same

Linda Holland

Licensing Manager

15th April 2019

Site Visit – Stowford Manor Farm – 30th May 2018
Public Protection Officer – Licensing Carla Adkins

I met with Nick Reed and Phil (?) at 2pm on site.

Nick Reed had asked me to visit site so that he could explain the event, and for me to check the blue notices.

When we met, Nick handed me a plan of the site and was explaining his thoughts on where cars/caravans/tents would be located and the entry points onto the site. My comment to Nick was that what he was proposing in my opinion would not fit into the field. I suggested that he measured the field so he would have an idea of its capacity.

I also commented that he had two entrances into site for customers; however he had not mentioned anything about blue routes. I suggested that he drew up a plan of the site, marking out defined areas for camping, cars, campervans and vehicle movement around the site. Nick hadn't considered blue routes or vehicle movement around site.

I informed Nick that I had completed an ESAG trigger form and had submitted this the day before (29th May 2018), and that I would be in contact again with the date.



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Dorset & Wiltshire Fire and Rescue Service
Five Rivers Community Health & Wellbeing Centre,
Hulse Road, Salisbury, Wiltshire SP1 3NR

Direct Line: (01722) 691717

email: stuart.granger@dwfire.org.uk

dwfire.org.uk

Your ref: -

My ref: L0000844/32670

Date: 06 June 2018

Trowbridge Festival Ltd
Unit 4b Winford Business Park
Winford
Bristol
BS40 8HJ

FAO: Nicholas Reed

Dear Sir

Licensing Act 2003 – Application for Premises Licence
Address of Premises: Trowbridge Festival Ltd, Camp Site Stowford Manor Farm,
Farleigh Road, Wingfield, Trowbridge, BA14 9LH

I refer to your application dated 25th May 2018 for a licence for the above premises.

I am unable to comment as the information given is not sufficient to enable it to be processed. I therefore request further information on the following: -

- Capacity of the event, capacity of areas/marquees/buildings, supported by more detailed plans
- Calculations to support capacity, including crowd flow calculations for exit points/bridges
- The plan does not show the whole event
- A wider view plan is required to show the location of the event and emergency access/egress routes
- Details of firefighting equipment. Water and sand buckets are mentioned, but an itinerary of firefighting extinguishers and their locations is recommended
- The camp site does not have details of fire lanes and their widths

If you resubmit your application, please ensure that each of the above items are included.

Articles 9 & 11 of The Regulatory Reform (Fire Safety) Order 2005 require that a suitable and sufficient fire risk assessment is completed and the significant findings are recorded.

- Further guidance can be found in the "Fire Safety – Risk Assessment" publication for this premises type, available as a free download from www.gov.uk (fire safety law and guidance documents for business).

Chief Fire Officer Ben Ansell

I take this opportunity to remind you that fire safety is a dynamic process to be considered on a daily basis, and the assessment of fire risk should be constantly under review and updated as required, especially where the risk in the premises has been affected by alterations, changes in procedures, use or occupancy.

Yours faithfully



Stuart Granger
Fire Safety Manager

Cc Carla Adkins - Public Protection Officer (Licensing)

Event Safety Advisory Group

14 June 2018, Longleat Room, County Hall, Trowbridge

Trowbridge Festival 19 – 23 July 2018

Attendees:

Linda Holland	LH	Wiltshire Council - Chair
Karen L Taylor	KLT	Wiltshire Council - meeting notes
Sarah Kelly	SK	Wiltshire Council - Emergency Planning
Carla Adkins	CA	Wiltshire Council – Licensing Officer
Jenny Thomson	JT	Wiltshire Council – Food & Safety
Fred Nutley	FN	Wiltshire Council – Health & Safety
Cassandra Barrow	CB	Wiltshire Council – EH Practitioner Workplace Student
Martin O’Neill	MO’N	Wiltshire Police – Licensing Officer
Pat Whyte	PW	Wiltshire Council - Highways
Charly Chilton	CC	Wiltshire Police – Community Policing
Organisers:		
Colin Peel	CP	Festival Organiser
Nick Reed	NR	Festival Organiser
Apologies:		
Barney Appleton	BA	Wiltshire Police - Traffic

Introductions were made and the organisers were invited to outline their plans for the 2018 event

Nick Reed is local and has grown up with the original Pump Festival
Colin Peel is a Councillor from Brighouse, Yorkshire

The Pump Festival was huge on the folk festival circuit. The vision is to bring back the family orientated music festival to its original site, starting off small with approx. 600 people. There will be one main stage, smaller stages, a bar, further entertainment in the barn, four food traders, Morris Dancers, yoga, a Bangura band, folk music, acoustic music and Kooky the Clown.

Regarding ticket sales, the more diverse acts may have attracted some people who have attended the original festival. It is hoped that some younger people will attend too.

The limit will be 600 people which includes the staff and volunteers.

Applying for a full licence rather than a Temporary Events Notices.

Questions to the organisers from the agencies

Wiltshire Council – Emergency Planning

Heatwave – what provision is there for ensuring there is adequate water for everyone - all volunteers will be given bottled water.

The signage needs to make clear there is no access to the river for and that there is a swimming facility off-site. The water quality isn't good, particularly in the summer.

ACTION: Make a firm decision on the wording, arrange for the signage and put that information in the EMP

Where will people be evacuated to and how will this be facilitated? What planned emergency messages have been prepared? How will the deaf people be communicated with?

ACTION: Add this information, including the assembly point to the EMP

ACTION: Blue route needs to be identified and added to EMP, make sure there is enough width for emergency vehicles. Ensure that marshals know where the route is

More details are needed regarding lost/found children. What is the codeword that will be used over the tannoy to alert stewards? Details in what stewards are trained in, are they all DBS checked? When will the parents be told of the lost/found children's area? Could write the parent's mobile phone number on the wrist bands.

ACTION: Highlight first aid tent/lost and found children, add this information to the EMP and highlight locations on site map.

The event control needs to be identified; the duty manager will be in there with the festival phone. They will manage the log book. The festival directors will sign off actions that have been done. There needs to be plenty of staff to carry out all the tasks. There will be a separate night-duty manager. Mobile phone/radio retails must be kept at event control.

ACTION: Event HQ and management procedures need to added to the EMP

Wiltshire Council – H&S Food & Safety

JT suggested the organisers need an auditor to manage their EMP.

ACTION: safety of the build-up/break down, this information and the RA management procedure needs to be in the EMP

Consider what will happen should flooding occur, etc. Contingency plans need to be written down. Check the forecast and monitor the river. In the event of.....what are you the organisers going to do.

ACTION: Identify where the LPG will the store be in the EMP

The organisers confirmed there will be no traffic movement on island.

ACTION: Advise the traders they are not to move vehicles once on site

ACTION: Appendix E – evacuation, details needs to be in the EMP

The organisers confirmed the number of urinals/toilet provision is more than the purple guide. JT suggested they might need more urinals. More lights are needed in the toilets overnight. She stressed the importance of cleaning the toilet blocks regularly to reduce the risk of D&V on site

ACTION: Remove mention of the play equipment and fairground out of the EMP as there won't be any on site

The family area will contain the clown's caravan.

ACTION: Clarify in the EMP that recycling will be collected by First Call Skip Hire and rubbish by the normal volunteers. Also, that medical cover will be provided by Festival Medical Services, 2 of their staff will be on duty

ACTION: Add to EMP that standard 3ft crowd barriers will be used

ACTION: Include the RA for the barn in the EMP

ACTION: The site electrician will do the signing off, the information will be kept at event control – add to EMP

ACTION: Add to the EMP that the emergency exit route from the barn is already on the wall as it's used for weddings. Also ensure that the balcony is closed off.

ACTION: Ensure there are procedures for what each person does, what they check, how they check and how they record it

The organisers confirmed that those camping will be given a camper's info booklet by the stewards. Stewards will monitor the camping area.

ACTION: Add the fire evacuations procedure and fire points in the camping area to the EMP

It is important to manage risk proactively not reactively.

ACTION: Add the procedure for stopping a food trader trading if an Environmental Health Officer came to site to the EMP

Wiltshire Council – Licensing & Police Licensing

The organisers confirmed the security firm they are using came recommended to them. There will be 2 or 3 SIA at any one time, they are happy with this number as there will not a lot of younger people but an older demographic. The agencies felt that more SIA might be needed.

Stewards will be on entrance gate to search people coming in, SIA will be called if needed. Security will roam the site.

There will be a no glass policy in the arena.

ACTION: Build in more resilience to the security planning and reflect this in the EMP

Wiltshire Police

What will be the security do with drunk people?

It was confirmed the bar staff will challenge customers age using acceptable IDs. 'Challenge 25' with no sales without the right ID.

ACTION: Whatever the bar manager's protocol is needs to be put it into the EMP. Also, consider an SIA at the bar.

The organisers have spoken with the security company regarding staff numbers but will speak again to secure extra numbers. Steward training must be robust, the river is an additional danger.

Wiltshire Council - Highways

There is no mention of signage outside of the site to warn that, in the event of rain, mud will be present on the main road that runs alongside the site, causing a danger, contained within the EMP.

ACTION: The organisers will need to minimise the risk by having of a sweeper on-call and have other suitable measures in place to mitigate the risk. Warning signs are needed too highlighting the possible danger of mud on the road. There are plastic roads to go on the grass, farmer has a tractor, all this to detailed in the EMP

There has been no temporary signage application made yet for directional signage to be erected prior to site. The entrance gate to have a sign to say it is the festival site and the organisers will email the campers. They are already some signs but the organisers aren't accredited to put them out.

ACTION: Need to apply for signage; some might be in BANES as well as Wiltshire. The Highways Agency will need to know too as it will affect the A36

The EMP forms part of the premises license, the organisers must comply with everything in it.

All the festival goers to arrive by car, camper van and with caravans. There is a taxi drop of point shown on the map. The verges outside of the site are high and not good for walking on, so anyone walking to the site they would have to walk in the road. Warning signs are needed prior to the event by the crossroad and the bridge to warn traffic there may be pedestrians on the highway.

ACTION: PW to email the list of signage words to the organisers

Local cadets (aged 16+) will help with the traffic at the entrance gate to try to keep highway clear. None of the cadets can stop or direct traffic on the highway, but will get cars in ASAP

Spectators will park along fields before their wristbands are issued at the box office. Gate steward to direct cars and another will check the tickets.

Most tickets will be sold before the event, the organisers will know how many camper tickets will have been sold. There will be different colour wristbands for different tickets, these will be monitored throughout the event.

ACTION: Organisers to double check they have supplied the correct version of their EMP to the agencies

LH thanked everyone for attending

CLOSE

The Event Safety Advisory group has no legal standing and in all cases, the responsibility to comply with all relevant legislation and regulations and to ensure public safety at the event rests with the organisers.

STATEMENT OF WITNESS

*(Criminal Procedure Rules, r. 16.2;
Criminal Justice Act 1967, s. 9)*

STATEMENT OF CARLA ADKINS

Age of witness (if over 18, enter "over 18"): over 18

This statement (consisting of 1 page) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

The document titled "Site Visit Notes – Trowbridge Festival, Carla Adkins – Public Protection Officer – Licensing, 24th July 2018" is a true record of what was observed from my visits to Stowford Manor Farm, Wingfield Road, Trowbridge, BA14 9LH on the 18th, 19th, 20th and 21st July 2018.

Signed: (witness)

Date: 12/4/19

(To be completed if applicable: being unable to read the above statement I,of, read it to him/her before he/she signed it.

Signed: **Date:**)

Site Visit Notes – Trowbridge Festival
Carla Adkins – Public Protection Officer – Licensing
24th July 2018

Wednesday 18th July 2018

I arrived at Stowford Farm around 1.30pm and parked on the hard standing. I walked passed the shower block and onto the arena. Nick Reed was stood at the entrance to the arena. I said hello and asked him how things were going. He showed me the stage and bar tents which were in the final stages of being put up. We walked through the arena passed the ticket office which was being painted and into field one where we saw Colin Peel. Nick and Colin walked me around the site. The crew had already set up camp in field one, this was a mix of campervans, tents and vehicles. There were also a few tents pitched and unpitched belonging to staff in field two. I asked Colin and Nick how the campers would be cooking, their response was “disposable bbq’s”. I asked how were the campers going to dispose of these, Colin replied by saying that I should look in the hedgeline along the river where I would find several old ones that had been thrown away. Nick quickly corrected this and said that the disposal bbq’s would be thrown in the skip.

I said to Nick and Colin that there was no signage up anywhere and was subsequently shown a pile of signs on the floor in the arena. Nick and Colin took me along the path at the top of the second field and through the swimming field and explained that they were going to use this for overflow car parking. The path was narrow so we walked single file. The grass was very dry. The path went along the river and was unlit. I asked if there was going to be any lighting along the path, Colin told me that there wouldn’t be as everybody has lights on their mobile phones. I said that there was no signage out on the road and Colin told me rather abruptly that this is what I was preventing him from doing whilst I was on site.

I mentioned to Colin and Nick that I thought the live-in vehicles, tents and cars were too close to each other, to which Colin replied “its like this at every other festival”, I explained that you would normally expect to find a 4mx4m grid with each live-in vehicle housing an individual vehicle. I said I would check the accuracy of this and get back to him.

When I got back from site I called Linda Holland and informed her that I had concerns over the site not being ready and also that I thought there may be a fire risk. I also spoke with Fred Nutley about how far apart vehicles and tents etc. should be. It was agreed between us that I should contact the Fire Officer. I called and spoke to John Irons. It was agreed that Rob Wallbridge would meet Linda Holland and Fred Nutley on site at 2.30pm on 19th July.

Thursday 19th July 2018

Rob Wallbridge called in the morning to say that he had read the EMP and could see the site was due to open to the public at 12.00, therefore he would like to visit before this instead of the previously agreed 2.30pm. Fred Nutley was unable to attend at 11am, so Lin and myself met Rob there.

- Lin and I met Rob on site at 11.00am
- Rob gave advice to Colin and Nick about fire breaks
- Public were on site before we arrived at 11.00am and more were coming in whilst we were there (before 12 noon)
- Colin was very stressed
- Public shouting at Colin due to confusion as to where to pitch
- No organisation to positioning of caravans, campervans, cars, tents etc. Public and staff had no idea where they were supposed to be
- Not all stewards were on site.

- Nick stated that the stewards who had turned up in the morning had been briefed
- Cadets on site – had not been briefed
- No medical provision
- No fire provision
- Lin asked Nick if the
- Lin asked Nick when the arena was open to the public. He was unsure about this. He started saying that it would be crew and artists only and then said if the public wanted to use the bar they could, but half of the arena would be closed off.
- No road signage - Lin asked where this was, Colin told her that it wasn't up because she was holding him up. I stated that he had said the same to me on the previous day. Lin asked if he could delegate any of the jobs still left to be carried out, he said that he should put out the road signage because he was expendable and it didn't matter if he was run over.
- Rob, Lin and myself suggested Colin carried on with what he was doing and we would find him later.

Friday 20th July 2018

Fred Nutley and I drove to Stowford farm along the A366. Upon approach to site we noted that signage had been erected. "Slow festival site" and "Gate No." with a description underneath for who should be using the gate.

We arrived at 10.15am, entered at gate 1 and parked on the hard standing. We saw a steward and asked where the site office was. We were told it was the ticket office. We walked through to the arena, passed the shower block. SIA staff (later known to be Lynsey) said hello, we introduced ourselves and she let us through. The arena was closed off with low level metal fencing.

I immediately noticed that the ford was still open, no fencing etc. Lynsey asked if it needed fencing off – said yes.

Fred and I carried on walking through the arena with the intention of finding the site office, a couple of seconds later we heard a man shout "Fred Nutley". We turned around, Fred recognised the man to be Ian Lucas. Ian explained that he had been called the night before to take charge of the site as Colin Peel and Nick Reed had lost control of the site. Ian told us that they had doubled the SIA numbers to 8.

Whilst talking to Ian, he said that they had spent £5000 on road signs and had only got them today. He said that more signs were due to go up and that Colin was doing this. He also said that they were planning on sorting out the field across the road (entrance opposite the barn) to use as additional parking and that he had asked Colin to sort this.

Fred and I carried on up the arena to the site office/ticket office. The sink in the arena area was discharging onto the floor next to the drains for the chemical waste. The drains and the area behind the sink was cordoned off with harass fencing.

At the site office we were initially told that they didn't know how many people were on site or how many tickets had been sold and that we would have to ask Jean Chatfield for this information. As we were heading out of the arena Jean arrived. She told us that 784 tickets had been sold so far and that this included 450 weekend adult tickets, 21 youth weekend tickets 3 carer weekend tickets as well as day tickets for Fri, Sat and Sunday. Fred enquired about a log book, Jean was unsure about this. I asked how many staff were on site, Jean said she didn't know the answer to this as Colin and Nick were dealing with staff.

We left the arena to look at the campsite. Tents, cars, caravans and campervans were all mixed in together. The firefighting provision in the camping area consisted of less than half a plastic bucket of water and half a plastic bucket of sand.

Ian appeared again and we said that the amount of sand in the buckets was insufficient. He mentioned the field across the road again and how it was going to be used as parking. He said that it was going to be set up with SIA either side of the road to assist people crossing and would be lit.

We walked through the 1st and 2nd field, across the path into the swimming field and then into another field (not part of the EMP), this last field was being used for camping, caravanning and car parking. The field was very dry. The fire provision was less than half a bucket of water and less than half a bucket of sand. The "fire point" sign was held up by a pig iron. As this was low level it could not be seen from across the field. There was no drinking water/stand pipe in this field. (We mentioned this to Ian the next time we spoke to him)

We walked back through the swimming field (people were swimming in the river). The footpath from this field had orange mesh along the riverside and "no swimming" signage. It did not have buckets of water or stewards as requested the previous day by Rob Wallbridge, fire officer.

Back in the second field, I spoke to the cadets on Gate 2 and asked them how many more people they were going to let into the field. She said that only about 3 more 2 man tents could fit in and that a new field was being prepared, although she wasn't sure when it would be ready.

We went back into the arena to speak to the SIA staff. SIA provided by Themis security which was headed by John King. John said that he was running a log of incidents on his laptop.

Fred asked Ian if there was a log book for the site and Ian said that it was in the process of being created (11.55am). I asked Ian about the medical provision and he said that they were on route (11.55am). John pitched in and said that the medic was stuck in traffic, however he and his team were fully qualified. He claimed that he was ex-army and could stand in during the meantime (there was no first aid kit/provisions etc). John said that the SIA had increased, with some staff having been brought over from a job in Weymouth. He said if more staff were needed then he could get some from Boutique in Trowbridge.

At this point we spoke to Ian about the lack of water provision in the top field (the other side of the swimming field). Ian said that he was hoping to get everyone moved out of this field and into the field across the road. I asked him if this really was the case, given that people had pitched /settled and he admitted probably not.

Fred and I looked into the barn briefly before leaving. We drove left out of Gate 1 towards Bath and turned around passed Farleigh Hungerford Castle. Other than the signs for the gates there was no signage to let people know that there was a festival on/or a need to slow down on the Bath to Trowbridge side of the road.

Saturday 21st July 2018

Jenny Thomson, Linda Holland and myself drove to Stowford Farm and parked in the new day parking field across the road from the event. We parked in the maize field at 20.45, the field had been cut and was exceptionally dry. The cars were parked orderly in rows. From the carpark we could see tents and a fire point/water point sign in an adjacent field on the

same side of the road. The fire provision in the car park was less than half a bucket of water and half a bucket of sand, with a "fire point" sign held up with a pig iron. We went into the field with tents. There were no vehicles in this field. There was a water point and again half a bucket each of water/sand. Two SIA, one either side of the road and a lighting column on the car park side of the road. We were assisted across the road by the SIA (they had hi-vis vests, black t-shirts, black trousers). We walked into the barn, nobody was performing. Jenny noted the holes in the floor by the fire exit.

We walked from the barn into the arena. Linda and I were wearing orange wristbands from Melksham Party in the Park, whereas Jenny was wearing an official Trowbridge Pump wristband bearing the festival logo. Nobody was checking wristbands or entry into the arena from the ford side. Upon entry into the arena we noticed a number of cars parked in the arena. There were people sat on chairs in the arena, outside of the stage tent, listening to the music. I checked the sink, this was still discharging onto the floor despite having mentioned it to Nick on previous visits. We walked through the arena, into field one, we walked around field one, then into field two, along the path across the swimming field and into field three. More campervans had arrived since Fred and I visited on Friday. There was still no water provision for the campers in this field.



24/7/18.

Holland, Linda

Subject: FW: Trowbridge Festival

From: Rob Wallbridge [mailto:Rob.Wallbridge@dwfire.org.uk]
Sent: 19 July 2018 15:31
To: colin@trowbridgefestival.co.uk; nick@trowbridgefestival.co.uk
Cc: Adkins, Carla
Subject: Trowbridge Festival

Dear Sirs

I would confirm the points discussed at our site visit this morning.

BBQs

You confirmed that no disposable bbqs were allowed on site and anyone found using them would be asked to put them out. I advised that you should have a process in place so that when your steward request this there is a safe method of disposing of them.(10lt metal bucket of water for example)

Tents

After researching the subject of the spacing of tents at festivals I found distances of between 6m and 1.5m quoted. I advised that the tents should be spaced as far apart as the site conditions allow with the minimum distance between tents of 2m. No storage should be located in this area and no cooking should take place in this 2m separation zone.

Other Issues

The fire point in the camp site was well signed and very visible, unfortunately there was no firefighting equipment in place at the time of the visit although there were tents erected and occupied in this area. (I believe Nick instructed a steward to attend to this while we were on route to the main stage area)

The footpath between the day car park and the festival site was very dry and parched, I advised that a steward should be provided to patrol/control this area and a fire point set up at one end to deal with any incidents that may occur, particularly at the end of the evening.

All of the above points should be written into your fire risk assessment for the festival

I would also confirm that the above points relate to fire safety only and that further measures may be needed to be put into place under other legislation (Licensing/H&S ect)

Please feel free to contact me if you would like any clarification of the above.

Regards

Rob Wallbridge
Fire Safety Inspector
Dorset & Wiltshire Fire and Rescue Service

Five Rivers Health & Wellbeing Centre

Hulse Road | Salisbury | SP1 3NR

Tel: 01722 691717

dwfire.org.uk

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Notes on Trowbridge Festival – Evening Visit – 21 July 2018

Officers attending:

Lin Holland
Carla Adkins
Jenny Thomson

- Overflow carpark for day pass holders – on very dry stubble – steep approach - poorly signed
- Fire point in this car park – low level signage – water/sand provision poor – low volume
- Orchard camping – no obvious lighting
- Road crossing – lighting rig with generator – no obvious earth bonding
- Stewards assisting at road crossing –trained?
- Entry through Gate ? pats barn and direct access to arena – no wristband check
- Barn – poor flooring – open jointed boards – very poor at main fire exit
- Catering facilities? Will need follow up inspection, particularly water supply
- Arena – not overly full –audience using chairs outside main tent has potential to obstruct thoroughfare if not managed/stewarded
- Portaloo – clean – slightly haphazard layout
- S/S sink on wooden frame with cold water push tap – for handwashing? Soap available. Waste pipe discharging to ground – next to tanks
- No main event office as per plan? (need to check revised EMP)
- Security tent – said to house laptop for Ian Lucas as event log – entries said to be kept by security as organisers had nothing in place
- No obvious medical welfare set up – one paramedic with vehicle was adjacent to security tent on return walk by
- Traders in main arena seated so as to partially obscure Fire point adj. to hedge line by river
- Campervan/caravan field – chaotic parking and siting - - no regard for fire breaks
- End of blue route in this field at gate through to net camping field partially obstructed by blue gazebo with kitchen set up and a white campervan/caravan
- Camping field – some mixed tents and vehicles but some parking and separation had been reasonably managed.
- Petrol generator in use in field near Air cadets gazebo - watching TV!
- Festoon lighting stopped part way down the field – camping and footpaths continued beyond
- Footpath though to swimming field – no arc lighting – strings of solar powered fairy lights along temporary orange net fencing
- Swimming field – clear
- Overflow camping field – not full. No water supply /standpipe – had been provided with bottles of water – now empty. Portaloo had sanitiser. Lack of water supply confirmed by campers “minimum 5 mins walk”
- Wax garden flare spotted in camping field on return – asked SIA steward if permitted – uncertain but he did intervene and it was extinguished. “would have accepted it if it was over a drip tray” (not much help if it falls/is knocked over)
- Conversation with Ian Lucas – called in by Nick to help retrieve lost control of site, poor briefings
- Pedestrians crossing road with steward at gate ? into woods on opposite side of road – “Phil Bryant’s Nighttime in Woods Experience”?

- BBQ flare up – stewards intervention – were prepared to have it moved away from hedge, then relocated to thoroughfare by toilets – eventually agreed to not use it when suggested that fire risk in the field was already very high
- Arena once dark not particularly full, smaller marquee had very few present. Crowd generally very sparse – chairs outside main marquee slightly difficult to see in glare of lighting – would be significant obstruction risk when very busy
- Footpath back to road past barn - lighting causing glare – difficult to see some uneven surface. e.g. next to pigsty
- Stewards assisting crossing – not in full hi vis
- No wristband checks – except when pointed out to officials that 2 of the three were orange Party In The Park Melksham bands
- No control on numbers evident
- Fire points – generally low volumes of sand/water although some supplied with extinguishers

Holland, Linda

From: Fraser Drummond <Fraser.Drummond@dwfire.org.uk>
Sent: 24 July 2018 17:09
To: Rob Wallbridge; Adkins, Carla; Holland, Linda
Cc: Neville Mullings; Gareth Evans; Stuart Granger
Subject: Re: Possible date for De-brief Trowbridge Festival

Dear all,

Firstly I can confirm that SM Gareth Evans or myself will be unable to attend the debriefing on 10th August 2018.

I would wish to confirm from all parties the following:

What prior involvement DWFRS had regarding this event. To include:

- The attendance of any Safety Advisory Group Meetings by DWFRS representatives prior to the event;
- The provision of any Event Management Plans;
- The provision of an Fire Safety Risk Assessment.

I understand that Rob Wallbridge visited the site on 19th July with Carla and Linda and highlighted a number of significant issues, which were passed on to the organisers.

It is understood that Neville Mullings (DWFRS) is willing to attend the debrief.

Rob, please can you ensure Nev is properly briefed as to the issues and concerns the Fire Authority have regarding this event.

It should be noted that until such time as the Fire Authority are fully satisfied that all issues and concerns identified during this years event, will not be replicated in any such future event, the Fire Authority will formally object in principle, to any future event taking place.

Fraser A Drummond Eng Tech AIFireE APCIL IOSH Dip FS(I)

Fire Safety Team Leader (North)

Dorset & Wiltshire Fire and Rescue Service

Fire Station | Drove Road | Swindon | SN1 3AD

Tel: 01722 691322 | Mobile: 07809 548050



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**PASSIONATE ABOUT
CHANGING & SAVING LIVES**

From: Rob Wallbridge
Sent: 24 July 2018 15:26
To: Gareth Evans; Fraser Drummond
Cc: Neville Mullings
Subject: FW: Possible date for De-brief Trowbridge Festival

Hi Gareth/Fraser

Please see the e-mail trail below re the de-brief for the Trowbridge Festival, please give me a call if you would like to discuss.

PS. Nev said he is available that day if required.

Regards



Rob

Trowbridge Festival – debrief.

It is a condition of the premises licence issued to Trowbridge Festival Ltd on 01 July 2018 that the:

- *Event to be managed in compliance with the Event Management Plan (policy and procedures) as approved by the Licensing Authority.*


The following is a table showing how the event that took place at Stowford Farm 19-22 July 2018 did not comply with this condition.



Section	Page number	Information provided in EMP (version 25 June 2018)	Comments
1.2 Event description	7	The 2018 Festival will take place from 12.00hrs Thursday 19 th July	Linda Holland (LH)- Licensing Manager, Rob Wallbridge (RW)-Fire Officer, Carla Adkins (CA) – Licensing Officer witnessed customers onsite prior to this.
	7	Expected maximum audience is 500 people	Ian Lucas stated over 600 onsite on Saturday 21 st July.
1.3 Site Layout	8		 <p>Areas highlighted in red added to site during festival as the original planned area of use was not big enough</p>
1.4 Terms and Conditions of Ticket Sales	9	Wristbands are required to be shown on entry to all the festival marquees and stages.	LH, CA and Jenny Thomson (JT) entered Barn and arena without having our wristbands checked. LH and CA were wearing Melksham Party in the Park wristbands

9	Coaches, buses or lorries are not allowed on the campsite, even if converted for accommodation.	 
10	Open fires or naked flames are strictly forbidden for safety reasons	<p>Confusion over whether disposal BBQs allowed or not. JT witnesses garden candle burning. 21/07/18 Ian Lucas asked SIA to put fire out from BBQ that had large flames 21/07/18</p> <p>LH, JT, CA witnessed people drinking from cans in the arena 21/07/18.</p>
10	No cans, glass bottles, drinking glasses or other glass objects allowed in the festival arena and may be confiscated before entry is permitted. All alcohol consumed in arena must be purchased on-site	
2. Policy: Prevention of Crime and	All reported incidents are reported to the Health and Safety Team and recorded in an incident log book	<p>No log book as of 11.55am 20/07/2018 when requested by Fred Nutley (FN) – Health and Safety Officer Log kept by SIA on SIA laptop when requested by JT on 21/07/2018 (not demonstrated)</p>

Disorder 2.1 Introduction					
2.4 Other crime	13	The car parks are routinely patrolled by Stewards throughout the Festival			No stewards in field 3 or maize field 21/07/2018
3.3.5 Fire Safety Risk Calculation for Stowford Manor Farm Barn	14	Any accidents or incidents will be recorded by the Duty Manager in the Main Office			
3.3.6 Firefighting equipment	20	Maximum capacity of 175, monitored by stewards If capacity is reached the stewards will stop entry to the public and it will be strictly one out, one in via the main entrance door only			21/07/2018. No checks being made JT, LH, CA walked in without being checked.
3.4.1 Car Parks	20	The following firefighting equipment will be situated around the site in strategic locations. <ul style="list-style-type: none"> • 7-water extinguishers • 11 – CO2 extinguishers • 12 – Water buckets, mostly near taps • 12 – Sand buckets 			No firefighting provision on site 19/07/2018 – customers and crew both on site. Sand and water added but no fire extinguishers until 21/07/2018
3.6 First Aid and Medical	21	Car parks are guided by Stewards who guide the cars into appropriate places. When the Main Car Park is full, traffic will be directed to an alternative parking. The control and decision for this will be made by the Site Team Leader (Colin Peel) who will communicate this to their team in person or by radio communication			Public not being guided on Thursday. Cars drove onto site and parked wherever they wanted. Cadets had not been briefed when LH and CA spoke with them on 19/07/2018. Observed customer shouting at Colin Peel as there was confusion as to where they were supposed to be.
6.2.2 Vehicle access during the festival	21	An accident log book is kept in the Main Office and accidents and their detail recorded			No log book. No main office
	22	The Trowbridge Festival aims to provide a fast, high quality on-site medical service to deal promptly and effectively with any emergency or minor medical complaint requiring treatment.			No medical provision on site until 21/07/2018. This was one man sat in his car.
	28	There is a 5mph speed limit on all parts of the site not on the public highway			No signage in place until Friday 20/07/2018. Crew on site prior to 18/07/2018. Public on site 19/07/2018.

		No general vehicle access is required in the Arena or main stage areas	<p>Cars parked in the arena 21/07/2018</p>  
6.3.2 Security and stewarding of Car Parks	30	Volunteers Stewards will patrol the car parks during the Festival to help reduce the risk of theft and ensure all is in order in the Car parks	Parking in Field 3 and maize field car park not patrolled.
6.6 Security	31	Security personnel are on site and monitoring access from the Thursday before the Festival. They only allow access to contractors and Team Members involved in the set-up of the festival and securing equipment on-site.	Nobody on gates monitoring access when CA arrived on 18/07/2018 or when CA and LH arrived 19/08/2018. Public on site pitching tents and caravans prior to 12 noon 19/08/2018.
6.6.3 Festival Personnel	32	Festival Teams, Security and Medical Personnel arrive in the lead up to the Festival. Prior to the festival they are made aware of where to go and on arrival are directed by Security or Stewards	No medical until 21/07/2018 No SIA until 19/07/2018
6.6.4 Members of the Public	32	The site is closed to members of the public during the set-up of the festival, except where public access is required by law and these areas are monitored by appropriate stewards.	Public onsite prior to opening of festival at 12noon on Thursday 19 th July. No stewards to refuse entry or monitor access or movement on site. Witnessed by CA, LH, RW
6.7.6 During	33	The public shall be restricted from entering area of the site	See notes above

the set-up of the site		during the setting up and the dismantling of the festival as infrastructure providers use vehicles and equipment. Anyone insisting on gaining access to restricted areas shall be escorted by a responsible festival committee member	
Risk Assessment 1.4 The Site	ii	The festival will primarily be held in two fields, which are currently used by the land owners as a campsite.	See map above. The event did not fit into two fields and had to expand to include: The Arena Field 1 – entrance by gate 1 Field 2 – entrance by gate 2 Field 3 – entrance by gate 3 (other side of swimming field) The Barn The Orchard The maize field
	iii	Careful consideration has been given to the layout of the festival site, which has been mapped. See Appendix B for the Site Plan. Sufficient space has been allowed for each of the defined activities, e.g. access, parking, camping, existing buildings, family and play areas, stages, marquees, concessionary outlets, etc.	The event had to expand into field 3, The orchard and the maize field. Cars, tents, campervans and caravans all mixed in together. 

			
2 Risk: Food Safety	iv	Have toilet blocks positioned away from food and water supplies used for drinking and in catering.	
3 Risk: Crowd Safety	v	Ensure that we do not exceed the occupant capacity for the site and there are sufficient lighting, fencing, stewards and security staff to deter unauthorised entry.	<p>Water supply positioned in between two portaloos</p> <p>Extra space was required</p> <p>Occupancy was over 500</p> <p>No checks taking place at the barn or for entry into the arena from the ford side.</p>
	vi	We will ensure suitable and sufficient numbers of competent security and stewards are on duty at the main gate to deal with early and late arrivals together with a peak time surge of arrivals	No stewards or security on site 19/07/2018. Customers arriving.

		Sufficient temporary lighting will be installed at the main site, at the site entrance and main camping field, near trip hazards, toilets and late night facilities	No lighting in field 3, swimming field (access to field 3 was via swimming field), orchard or maize field.
4 Risk: Fire Safety	viii	Open Fires are forbidden and will be extinguished immediately by security or stewards	Solar powered fairy lights along riverside footpath. JT witnessed garden candle in camping area and reported to SIA. SIA was unsure whether this was permitted or not. Said he would have allowed this if there had been a drip tray. Candle was extinguished.
Fire Assembly points, evacuation and training		Vehicles are not allowed to park near hazards, reducing the risk of fire. All vehicles have a designated parking area. Ensure that there are adequate fire points and that these are easily identifiable and located on the campsite and within the main arena area	Cars in amongst tents and cars in arena
			 

5 Risk: Camping and Cars	x	<p>There is a walkway through site, away from the road, with signs instructing attendees not to walk along main road</p> <p>Parking will also be provided in a designated area</p> <p>Parking and Camping Areas will be clearly defined and the parking will be in the first field on entering the site</p> <p>Ensure that there are sufficient lighting, fencing, stewards and security staff to ensure that all camping (including motor homes & Caravans) and cars are in the designated areas.</p> <p>Ensure that signs are provided for fire points within the campsite and that these are visible from all directions, by positioning them above surrounding obstructions.</p> <p>Ensure that all vehicles are parked facing in the same direction with sufficient turning space between</p> <p>Ensure that there are sufficient stewards available to assist vehicle flow in the case of difficulty with entry and exit traffic</p> <p>Ensure that there is a piped water supply provided to the campsite with standpipes</p> <p>Provide sufficient road signs on the main road to inform</p>	 <p>No such signage witnessed</p> <p>See previous comments and photographs</p> <p>See previous comments and photographs</p> <p>Cars, tents motor homes and caravans are all mixed in – no clear defined areas in field 1 and 2.</p> <p>Fire point signs mounted on pig irons – not visible. See previous photographs</p> <p>Parking in all directions</p> <p>No stewards to assist when customers arrived on 19/07/2018</p> <p>No water available to campers in Field 3</p> <p>No signage on 18/07/2018 or 19/07/2018</p>
	xi		

		drivers of the way in. Warn other drivers if the possibility of slow traffic turning into the site.		
6 Risk: Personal Injury	xii	Provide lighting across the site to make walk ways and obstacles visible		See previous comments
		A wholesome water supply will be made available on the campsite		See previous comments
7 Risk: Information, Welfare and Medical	xiv	Ensure that all festival attendees receive an information sheet with a site map indicating the location of the First Aiders and Festival Office		Site office on map provided didn't exist.
9 Risk: Open Water – River	xvi	Signage warning of the danger the river poses will be placed along the river bank		This was not in place until 20/07/2018
11 Risk: Fire Safety in very hot weather	xviii	We will provide water and sand buckets at all fire points within the camp and festival site		Not in place when crew were on site or for when festival opened

Further photos taken at time of visits 18- 21/7/2018

Signage awaiting placement



18/07/2018 13:41

Key signage still not in position



18/07/2018 13:41

Layout of main parking / camping field very little in position



18/07/2018 13:46

Ford not fenced as requested



20/07/2018 10:21

Main arena, provision between toilets



20/07/2018 10:35

Run off straight onto the ground



20/07/2018 10:35

Level of fighting provision in camping field clearly inadequate



20/07/2018 11:06

Car mixed with camping in main field



20/07/2018 11:08

Fencing erected along river bank to swimming clubs private field access then into day parking field.

No firefighting provision ground tinder dry.

lighting requested



20/07/2018 11:25

Camping over flowed
into day ticket parking



20/07/2018 11:35



20/07/2018 11:28

No water available
bottles empty , very
hot

No security personal
in field



20/07/2018 11:29

Ford now fenced following request during site visit two days after first request



20/07/2018 12:17

Day parking.. opposite entrance across busy rd, not in original plan or Emp

Surface tinder dry. up a steep slope

No security in field



21/07/2019 20:48

Only fire provision in field at low level



21/07/2019 20:49

Emergency additional
over flow camping in
meadow field
opposite entrance.

EMP or application



21/07/2018 20:52

Flammable material
stored next to school
and building used for
performances ...



21/07/2018 20:56

Forde crossing and
fire point



21/07/2018 21:09

Blue route /
emergency vehicle
access

Insufficient width

Tent / caravan
permitted to
encroach



21/07/2018 21:17

Debrief for Trowbridge Festival – 19 – 23 July 2018

10 August, Lacock Room, County Hall, Trowbridge

Attendees:

Linda Holland	LH	Wiltshire Council - Chair
Emma Batchelor	EB	Wiltshire Council - Meeting Notes
Carla Adkins	CA	Wiltshire Council – Licensing Officer
Jenny Thomson	JT	Wiltshire Council – Food & Safety
Fred Nutley	FN	Wiltshire Council – Health & Safety
Martin O’Neil	MO’N	Wiltshire Police – Licensing Officer
Sarah Kelly	SK	Wiltshire Council - Emergency Planning
Neville Mullings	NH	Dorset and Wiltshire Fire
Organisers:		
Colin Peel	CP	Festival Organiser
Nick Reed	NR	Festival Organiser
Ian Lucas	IL	Festival Manager
Apologies:		
Richard Day		Wiltshire Police – Events Planning
Pat Whyte		Wiltshire Council – Highways

1. Welcome and Introduction – Linda Holland - Licensing Manager

- LH thanked organisers for attending. Advised the meeting was an opportunity for the organisers to mention what went well and what didn't go so well from their perspective. Responsible authorities to advise what they believe went well and to offer guidance on what could be improved.
- Introductions were made.

2. Update from Trowbridge Festival on this year's event:

NR made the following points:

- The event ended up being more successful than originally thought, members of the public attended and enjoyed themselves. Admitted there were a few issues - this was evident from the points raised and sent through from CA which they will go through and address for future events.
- Maximum attendance was on the Saturday. Not absolutely clear on figures – believes there were roughly 700 people on site. This comprised 600 ticket sales and 100 crew. 67 of the ticket sales were day visitors, however those visitors were permitted to camp overnight if they wished.
- Cars from the overspill car park along with caravans were moved to the designated day parking area.
- SIA were hired to manage the road crossing, one of whom was CSAS qualified.
- In hindsight another days set up and more crew were needed to prepare for the festival.
- IL who used to organise the Village Pump Festival at Stowford was brought in on the Thursday, originally for duty management. However due to his experience with such events he was asked to step up to an overall site management role.
- 'Walk-ups' threw the figures off plan, more turned up than expected along with a huge influx of last minute internet sales.
- IL – The swimming field is not an option in future events as there are relationship issues with the swimming club so they will not use the field again.

- CA – Do you think the site is appropriate for the event?
- IL – yes, used drone camera to look at layout; it wasn't as bad as looked from the floor. Happy to share the footage.
- Encourage ticket sales to give more information – allocate pitch sizes and ask visitors to advise what size pitch they need when booking.
- JT – advised current site licensed area won't allow the festival to grow and they already had to expand site outside of this. Need to be mindful that previous festival licensed area crossed the boundary into Mendip area.
- IL – recognises that festival management needs a clear structure and clarity on what role has what responsibilities. Everyone who is working needs to know the answers to questions that could be asked from authorities/ police.

3. Update / Comments / Concerns from Agencies on this year's event:

Dorset & Wilts Fire & Rescue Service

- Concerns over camping. Organisers were not prepared early enough, e.g. fire points were not on ground when people arrived.
- Concerned over confusion regarding the use of BBQs – need a safe way of handling disposables, disposal of hot coals. EMP states no BBQs allowed.
- Tent pitching wasn't adequately monitored and there was no spacing.
- Car parking – mixture of tents, caravans and cars.
- Fire points at time of inspection held minimum sand and water if any at all. This wouldn't have any effect on a fire.
- Fire risk assessment needed to be reviewed due to dry weather.
- Particular concern regarding dry grass on some walkways and maize field used for parking
- IL - Fields need to be ready on the Wednesday night, ready to open Thursday.

Licensing

- LH addressed substantial concerns:
- Key concern: is the site is appropriate /suitable for what the organisers are trying to achieve with the festival? Camping areas need to be bigger. Perhaps consider only day tickets and/or offer weekend ticket with no camping on site or limited camping.
- Festival organisers weren't ready for what happened. Lack of capacity, location of river and road added to issues and the stewards were notably stretched.
- No clearly defined management structure. Needed to know who was doing what and where / how things were being addressed. This was raised at the ESAG prior to event.
- No medical provision Thursday, first aid provision noted during the Saturday night visit but it wasn't clearly identifiable as the medic was sat in the car. LH informed a medical tent / or clearly defined medical provision was needed.
- No visible event HQ

Health & Safety / Food

- JT noted the arena wasn't particularly full, with a chilled ambience on visit o Saturday evening.
- No confidence that any real emergency and evacuation would have been calmly/safely managed.
- Evidence seen of failure to operate within EMP plan.
- Failure to manage public arrivals calmly and adhere to camping separation plans in EMP.

- Failure to demonstrate control of numbers on site, not wristband checking on Saturday evening.
- Petrol generator was in use at time of visit in camping area; were these permitted? This should have been considered and detailed in the EMP.
- At time of the visit a garden flare was alight in camping area, the steward asked to make safe – steward advised he would have allowed it if it had a drip tray. However had given no thought to the potential for it to fall over.
- Traders sat in front of fire point obstructing the signage in arena.
- Failure to provide water standpipe in top field. This was especially important to provide with the hot weather experienced at the time of festival. Bottles provided were not sufficient and empty on Saturday evening.
- Failure to manage B route, this was partially obstructed.
- Failure to effectively control people crossing road in the dark at gate 2.
- Underestimating management levels and numbers on site. Naivety in EMP.
- FN mentioned the failure with event control. No clear main office or log for the public and agencies to log issues or review how these were being addressed/ how corrective actions signed off, etc. During set up there should have been regular meetings with a dedicated event management tent, staff need to have a base where they can sign in and report to.

Wiltshire Police - Traffic management / Policing/ Events / Licensing

- 2 incidents reported, both were resolved quickly.
- 'Incident log will be kept' - on visit there wasn't one to be seen, advised it was kept on a laptop. Detail isn't sufficient. '21:30 – Stewart quits swaying not fully there'. How is this to be interpreted? IL – steward had to be removed from site due to way he was acting.
- MO'N - Incidents need expanding in log to provide due diligence.
- LH - Logs (incidents & general) need to clearly identify who was addressing the issues and contain much more detail.

Emergency Planning

- For evacuation purposes the tents were too close together, pitch marking was needed.
- Were the overflow areas included in the evacuation routes? These weren't planned to be used to begin with.
- Lost children – provision needs to be addressed.
- The main office needs to be the main focus for briefings. If an incident happened emergency services are more than likely to head towards the main office. This needs to be prominently located and signposted.
- Lack of confidence in marshalls and evacuation plan.
- Incident log needs to be signed off each shift. SK advised you can never over log, even the smallest detail in documentation could really help when reviewing an incident.

SWAS/Public Health

No Comments

Noise Team

No Comments

Highways

- LH - stressed the importance of getting signage up as soon as possible as this is critical to pre-warn passing traffic.
- Stewards need to be CSAS qualified for escorting across road and stopping traffic.

4. Next year's event

- Organisers stated they hoped to run an event next year.
- LH advised organisers they need to revisit what happened this year and start again - writing a new EMP that fits the event on offer.
- Licensing would like as much notice of proposals as possible.
- Festival management must have a clear and honest review of whether the site meets their needs going forward.
- All agencies in the room need reassurance, confidence and clear evidence that all matters raised are addressed. The organisers must be able to demonstrate they can provide a safe festival.

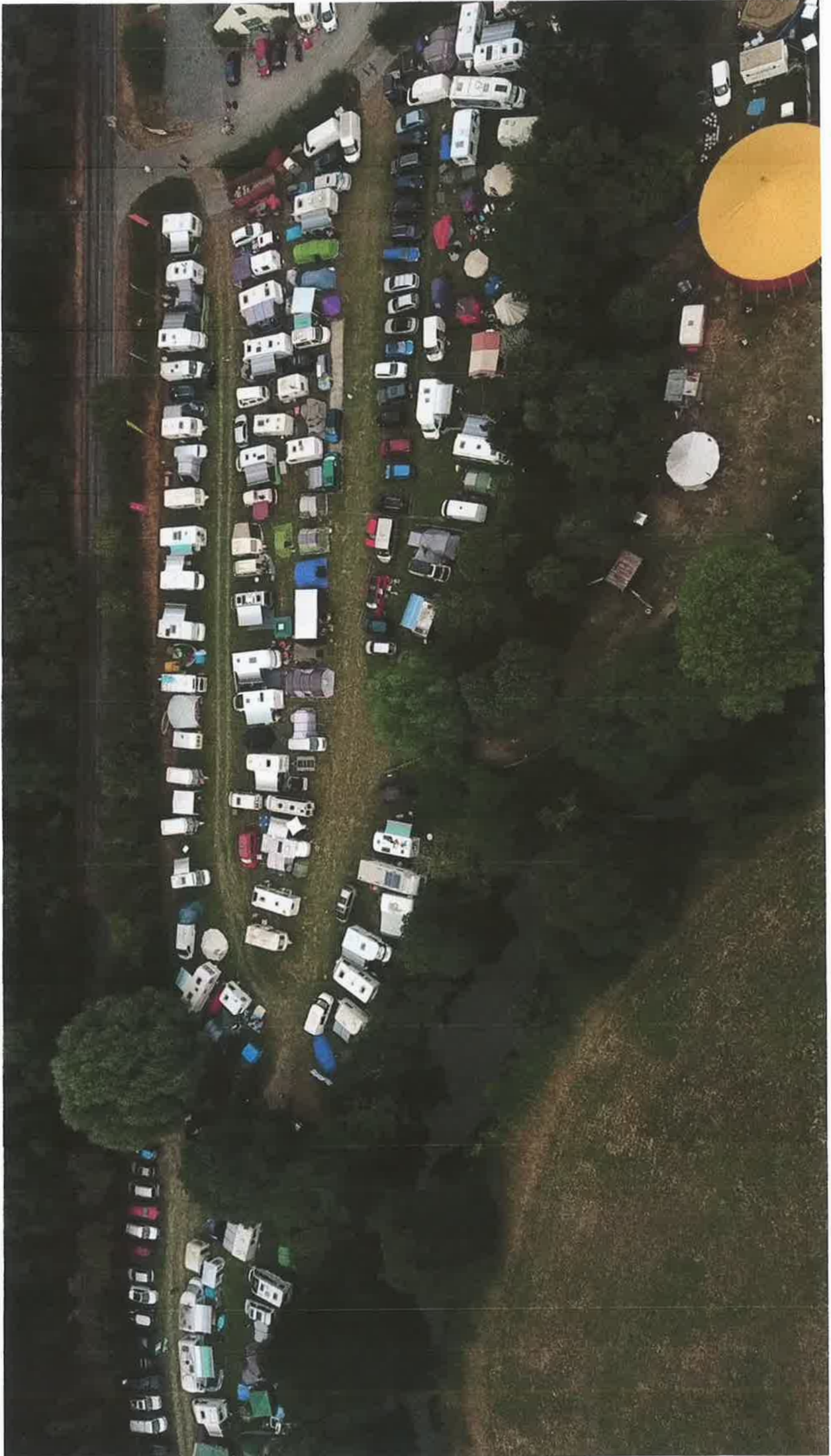
5. Summary

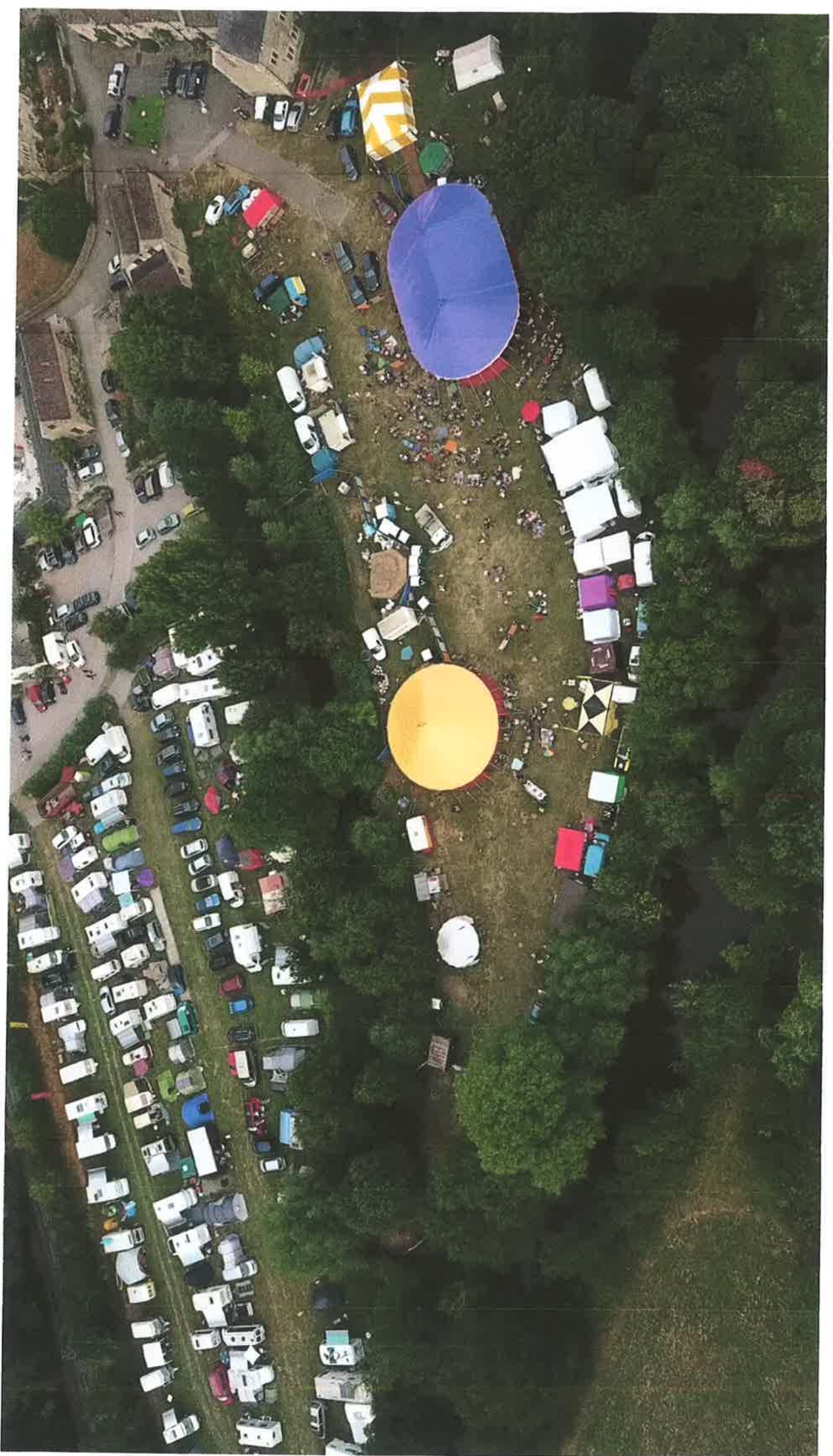
- LH – The organisers need to consider what Trowbridge Festival is about and what they want from it.
- Trowbridge Festival need to be confident and able to evidence that all provisions are going to meet the needs (medical, SIA, Marshalls) before going ahead with another festival.
- As the event proved popular, more people may want to come next year and this needs to be considered.
- LH advised that any licence is open to review by the responsible authorities if concerns need to be addressed regarding the operation of a premises or event. The Licensing Authority will be considering its options following this meeting.

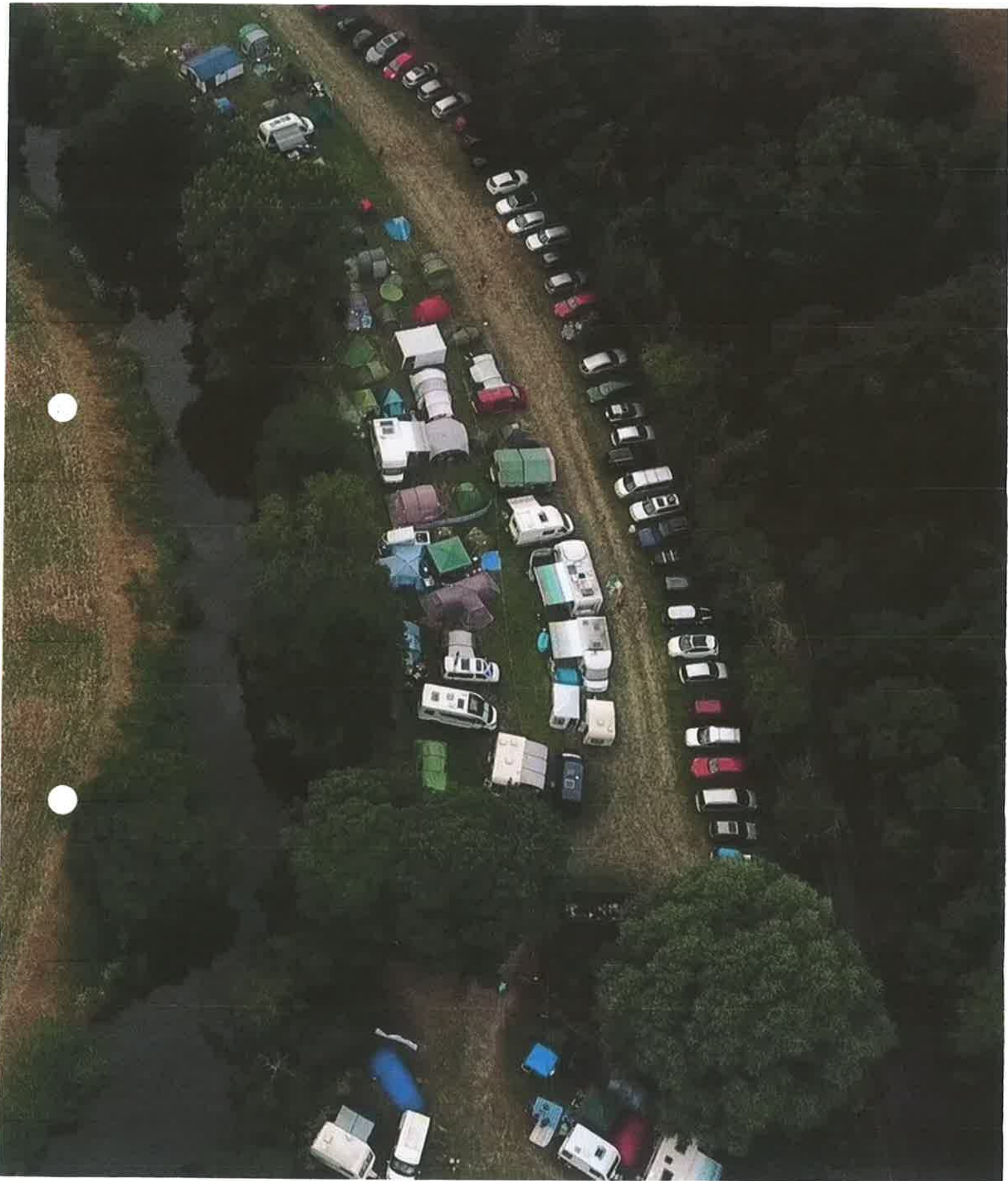
Closed

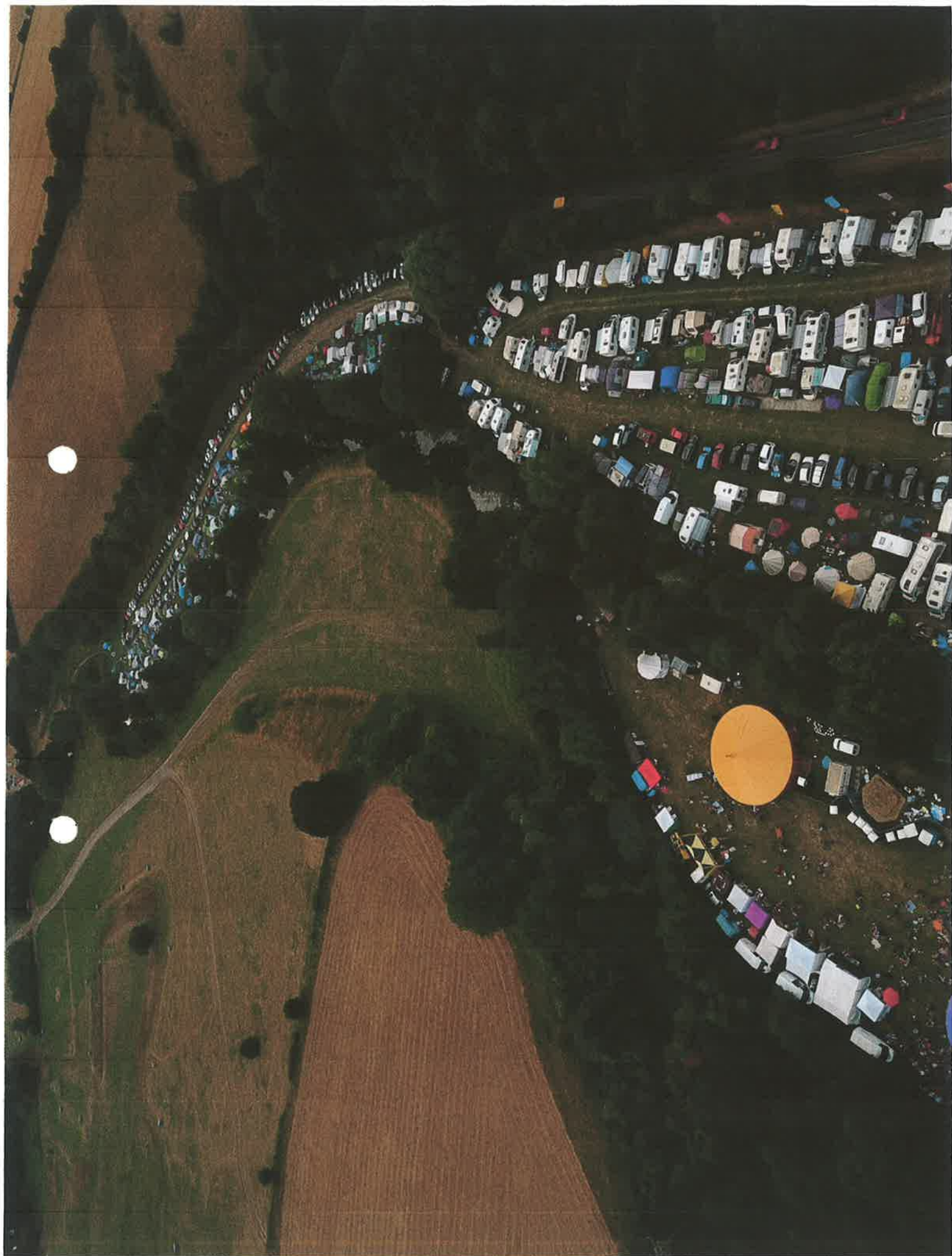
The Event Safety Advisory group has no legal standing and in all cases, the responsibility to comply with all relevant legislation and regulations and to ensure public safety at the event rests with the organisers.

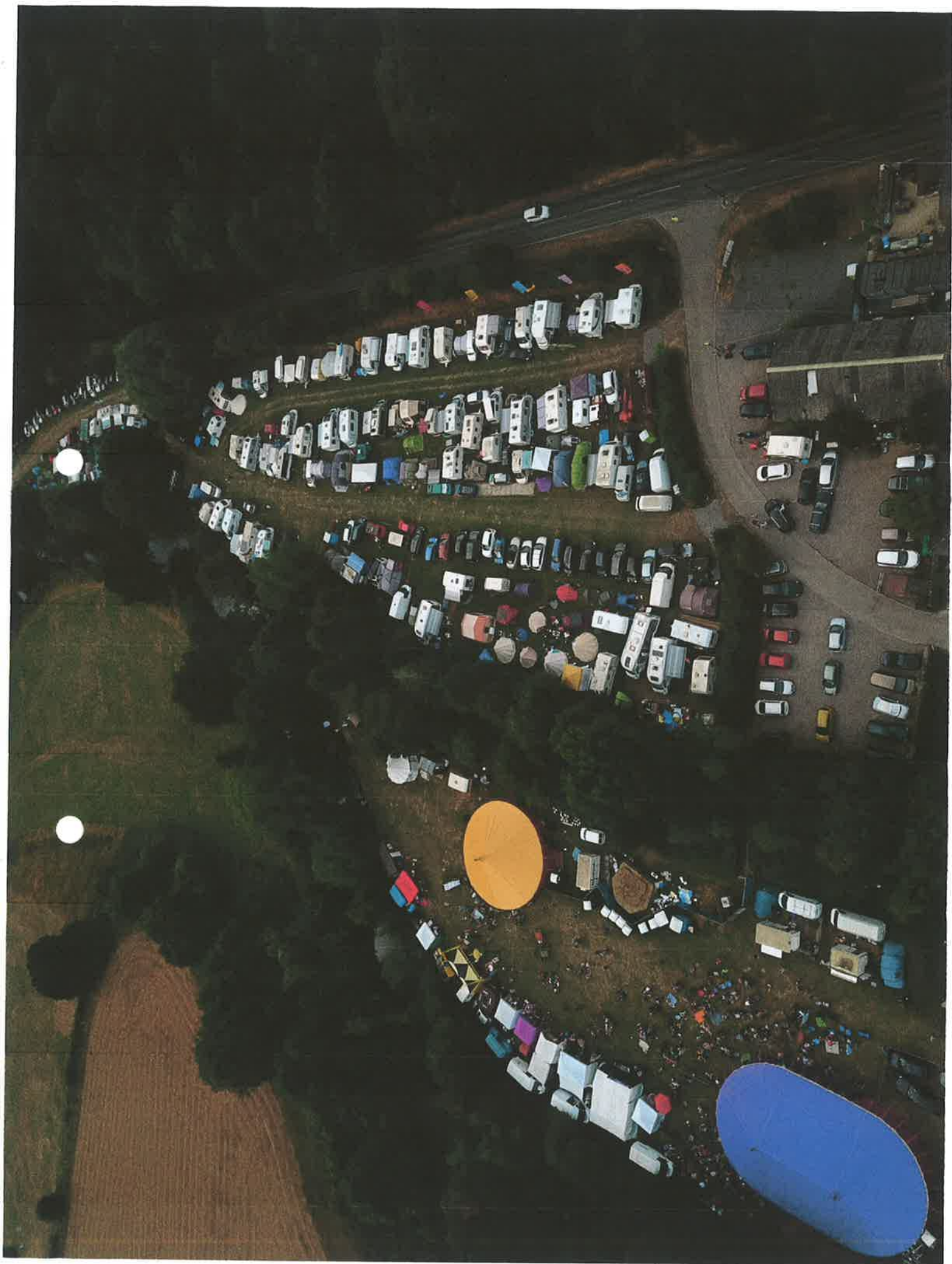
DROVE FOOTAGE SUPPLIES
AT ESAG-BY OCEANISERS













TROWBRIDGE FESTIVAL

COMMENCING 20/07/2018 UNTIL 23/07/2018

THEMIS FREELANCE OPS ROOM LOG

11:30 Ops room opened for festival

11:42 Terry Wells now on duty in ops room

12:24 Festival opened to public

14:00 Road crossing guard on shift

14:20 Told to inform campers to remove cars from campsite to car park 4

16:30 John King now on duty in ops room

17:00 Mobile phone handed in to ourselves samsung phone with id for person

17:05 Mobile phone collected by customer

17:40 Security tasked to car park 4 to deal with cars that have been abandoned

18:37 Low barrier fencing fell on little girl riddor report and first aid administered fencing moved and parents advised any change to see ops tent
Fencing has been replaced, and event directors informed.

21:30 Steward quit swaying and not fully aware

23:44 Three non paying members ran off without responding

23:57 Non wristband in bar response sent to escort off premises lan dealt allowed back in as local resident working cream teas

00:11 lan signed off to nick event organisers

00:16 White iphone x handed in by lona to security carbon screensaver

01:00 Medic escorted off site as finished shift

01:45 White iphone has been collected by customer who verified it was his by fingerprint to unlock the phone

02:00 Everyone off site

0900 shift change in ops room

0910 watch found in shower.(claimed)

0930 day med cover now on arena site

10:50 all day shift on site and tasked and deployed

11:50 Walkthrough completed all blue routes cleared

13:52 glasses in red case handed in (claimed)

14:33 vehicle driven at steward on gate 3 veh reg is HN11 HYO black bmw 118d police informed (log 204) police en route.

17:10 amber leaf tobacco pack handed to security

17:35 purple sunglasses hand in to security

17:40 police on site regarding earlier incident at 14:33, log 204/21/07/2018 vehicle driven at staff member

1825 gate staff relieved for break, and rotated around different positions

1830 police now off site

1930 a customer pulled Nick Seddon (2296) regarding two suspicious males with no wristbands they said they was going for a swim and would show tickets later after speaking with them they went in a van and left site in a green multi-cab caged van with the reg BN59

21:00 Licencing on site

21:47 Black BBQ next to hedge and too low to ground

22:40 Licencing off site

23:00 White american style hat found and handed in to security

23:40 Bloke walking up main road in hi-vis and torch. Was advised not to walk up main road but continued to do so. Security team walked over to see if they could spot the bloke but were unable to do so.

01:15 lost purse, red leather with zip,id, bank card, about 10pound cash Lucy ledgard 0780977689

02:10 Festival arena empty of public

08:05 Pete robson cd handed in with next carrier bag

08:30 Day staff now on shift

1150 reports of female in river frome. Went to investigate, female is land owner, and was asked to come out of water due to h&s of general public

1230 gate 3 reported a van with 3 males acting suspiciously, upon investigation, reports of the same 3 men in a different vehicle where around the same area trying to entice young females into the van. Police informed on 101 log number 185/22/07/2018

1500 5 males from incident log 185/22/07/2018 returned to site through gate 3. Police called on 999 as requested by police controller earlier. All security personel responded to gate 3 to maintain a visual observation on the party. Police attended at 1530. P.O. spoke to the party and advised them not to try and enter festival site.

Outcome: extra staff deployed to swimming club gate until party has left the area, but told to observe, and inform control.

1650 party from last log have now left the site. Staff to remain in position for 10 mins in case of return

1851 ladies bag handed in

20:30 chris taken to miu by terry returned on site 21:10

21:55 chris left site to return to miu

00:10 chris now back on site and on shift as usual

01:00 Medic off site

02:00 bar closed

04:40 site empty

07:00 traders packing up

6/3/2019.

TROWBRIDGE FESTIVAL 2019

[This Event](#) [News](#) [Forum](#) [Event home](#)

Trowbridge Festival 2019
Friday 19th to Sunday 21st July 2019
Stowford Manor Farm, Wingfield, Trowbridge, Wiltshire, BA14 9LH, England MAP
around £90 adult (not yet on sale)
daily capacity 2000
last updated: Thu 26 Feb 2019

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There are 22 weeks and 4 days until Trowbridge Festival

Offering fun for all types, and ages the Trowbridge Festival is held at Stowford Manor Farm with the best in Folk, Roots and Acoustic music, taking place from Friday 19th until Sunday 21st July 2019

Line-up

No acts are announced yet

Tickets

Tickets for 2019 are not yet on sale

In 2018 tickets were priced as follows -

adult weekend £90

youth (aged 13-17) weekend £45

Children aged 0-12 do not need a ticket, but require a wristband and an identity band when they arrive on site

More info

The Festival Arena will be open from around mid-day on the Friday to late evening on the Sunday

if you have a weekend ticket you'll be able to set up camp after mid-day on the Thursday

People buying a day ticket will be allowed to camp overnight if there is space but must vacate by 12 noon the following day.

Latest arrival on the campsite by 9:00pm each evening

Programmes will be available to purchase at the ticket office, the festival information office and the merchandise stall on site

There will be more information here when available

15/4/2019

TROWBRIDGE FESTIVAL 2019

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Trowbridge Festival 2019
 Friday 19th to Sunday 21st July 2019
 Stowford Manor Farm, Wingfield, Trowbridge, Wiltshire, BA14 9LH, England MAP
 currently £90 adult
 daily capacity: 2000
 last updated: Mon 8th Apr 2019

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There are 13 weeks and 4 days until Trowbridge Festival

Offering fun for all types, and ages the Trowbridge Festival is held at Stowford Manor Farm with the best in Folk, Roots and Acoustic music, taking place from Friday 19th until Sunday 21st July 2019.

Line-up

Acts so far include Gaz Brookfield and The Company of Thieves, The Spooky Men's Chorale, Peter Knights Gigsparner, CoCo and the Butterfields, Emily Barker, and more. There's more to come.

For the details as available please see the [line-up page](#).

Tickets

[buy tickets now >](#)

Tickets are on sale, currently priced as follows:-

- adult weekend: £90
- youth (aged 13-17) weekend: £45
- child (6-12): £5
- live-in vehicle: from £15
- car park: £5

More Info

The Festival Arena will be open from around mid-day on the Friday to late evening on the Sunday. if you have a weekend ticket you'll be able to set up camp after mid-day on the Thursday.

→ People buying a day ticket will be allowed to camp, overnight if there is space but must vacate by 12 noon the following day. Latest arrival on the campsite by 9.00pm each evening.

Programmes will be available to purchase at the ticket office, the festival information office and the merchandise stall on site.

There will be [more information here when available](#).