

Charlene Ellis

From: Andrew Martin
Sent: 29 March 2019 13:31
To: chris holding
Cc: Charlene Ellis; andrew.muldoor [REDACTED] Phil Bayles; kwaters [REDACTED]; Ian Tucker
Subject: RE: Icons Festival - feedback on V9. Event plan

Good afternoon Phil, Andrew and Chris,

Further to our conversation yesterday re the Festival Event Safety Plan v.9, (received on the 26 March) which supersedes previous versions, I can confirm I have shared the document with our emergency planning colleagues for consideration and feedback. I have stressed the urgency of the matter but obviously they have other pressing matters that they must deal with also, so we await their response.

As I mentioned yesterday, some of the key points we require clarity on are:

Map / Scale Plan / CDZ area (Pg. 46-49)

My opinion is the revised plan does not provide enough detail for a scale plan and festival layout, in Appendix, 1, 1a, 1b. I would comment the plans 1a and 1b and the site map key are extremely difficult to read, and the detail is lost, when you attempt to enlarge. Greater clarity needs to be provided, to enable anyone reading the map to understand the detail.

In our conversation, it was mentioned the entire main arena area is due to be enclosed with Heras fencing, but this is not shown on Appendix 1a, 1b. I appreciate on page 5, [2. The festival footprint will be enclosed by a fence....] but that is not adequately detailed on the plans.

Nor is the service road shown on the plans which the evacuation exits on the right of plan will open onto. I would request that you update the plan to give clarity on what is proposed, and how using the emergency exits will enable persons to arrive at the assembly point.

The plan showing the CDZ as we discussed only shows part of the area and as we discussed the entire area needs to be shown. This is to enable those setting up and controlling the event to be clear on the extent of the area.

Pyrotechnics (Pg. 36.)

At the most recent meeting you introduced the wish for Pyrotechnics on the stage (none in the public area), which is now included on Page 36, (Screen shot below). However, no further details of what this consists of is provided within the document.

BBQs and camp fires are prohibited.

Icons Festival 2019 will prohibit pyrotechnics, fireworks and "Chinese Lanterns" in any public areas. There will be minimal pyrotechnics set by professional pyro engineers on the stage. This will be fully risk assessed and method statements provided.

Pyrotechnics is a new request and was not contained in the early versions of the event plan. At the SAG when I asked if Pyrotechnics were planned- the response was No Pyrotechnics on site or part of the performance, and this could be conditioned in the licence.

At the recent meeting you advised a full risk assessment and method statements will be provided for the activity, however I now understand you are unable to submit these details currently as those involved are touring.

I would recommend you obtain and submit the information above at the earliest opportunity.

I understand you are happy for the Pyrotechnics proposal to be conditioned, and for you to submit details subsequently which can be approved in advance of the event. You mentioned you are keen the proposed use of Pyrotechnics on the stage does not hold up the granting of the licence, which I understand. However, without the provision of the necessary information at the outset, it is possible negative responses may be received.

Thank you for the comments you raise regarding the other organisations that undertake events in the area. These are matters that now I am aware of, we will investigate and refer to our partners as is relevant.

An incident in the Storage Tanks (BP) or Pipeline area (BPA) (P.g.31).

Despite me providing the contact details for CLH to you, you continue to refer to BP/BPA within the document. I could not see within the document any reference to their emergency contact details, which I consider should be contained in the document.

It is noted from our conversations you had notified BPA of the proposed event as part of the licensing application process. As discussed, it would be beneficial to us if you would provide a copy of that correspondence and any responses received.

I understand your concerns CLH could delay any license application by you contacting them, but I would encourage you to promote good communication between both parties. This is very much a continuation of the advice provided in the SAG meeting.

At the meeting it was offered by Andrew to write to CLH notifying them of the proposed event, and include times and dates of set up, event and dismantling, and providing emergency contact details etc, which I would encourage you to commit to by way of condition.

Keeping local public roads Clear pg. 60

We welcome your undertaking to operate a clear way policy on Hurst Road and employ a 4 wheel lift.

Car Park & Camping boundaries pg 7.

We welcome your agreement in Appendix 11 that if the works not completed this will be secured by fencing and signage. This we would expect to see in the event plan.

Electrical Systems – APF (pg 36.)

From our conversation APF is a typo and should read ACF. Please amend as appropriate.

Dispersal Policy / Traffic management plan/ Coaches / Shuttle Buses / Public Transport

As discussed at the meeting, a requirement to include the provision of coaches or shuttle buses will be considered appropriate when a threshold of ticket sales has been made. It is understood as part of the ticket booking process, mode of transport is being requested. Apps Court should be able to provide details which can be used to judge when alternatives to travel by motor vehicle are appropriate, although you may be seeking to provide this as part of your 'offer' to your clients.

I fully acknowledge, to require the provision of alternative transport methods to be provided will not be necessary when a low level of attendees is anticipated but will become far more critical when the site capacity for car parking is approached. As you state on Page 61 (Public transport), you will operate additional car-parks and shuttle service to Apps Court.

Specific details of this will need to be contained in your transport management plan, and we consider it would be appropriate to make this a condition of the licence.

DOCUMENTS UNDER SEPERATE COVER TO BE ATTACHED TO LICENSE APPLICATION (pg 100,101)

- 1. Event Risk Assessment**
- 2. Fire Risk Assessment**

The actual risk assessment documents are not appended to the Event plan, so I provide no comment on the documents. It is noted however on page 101, Fire risk assessment it refers to Barrio Fiesta and not Icons.

If these documents are available, it would be beneficial to submit them along with revisions to the event plan mentioned above as soon as possible.

Licensing Hearing

As you are aware, due to the lack of information provided with the event plans, we have submitted a representation against the license on grounds of health and safety. This is scheduled to be heard at a licensing hearing on the 10th of April. It is hoped between now and that date we can resolve the outstanding issues which meets the satisfaction of Elmbridge as well as our colleagues and partners. Please be assured the comments above are intended to help you achieve your outcome and not to frustrate the process.

Thank you in advance for your assistance with this matter.

Kind regards.

Andy

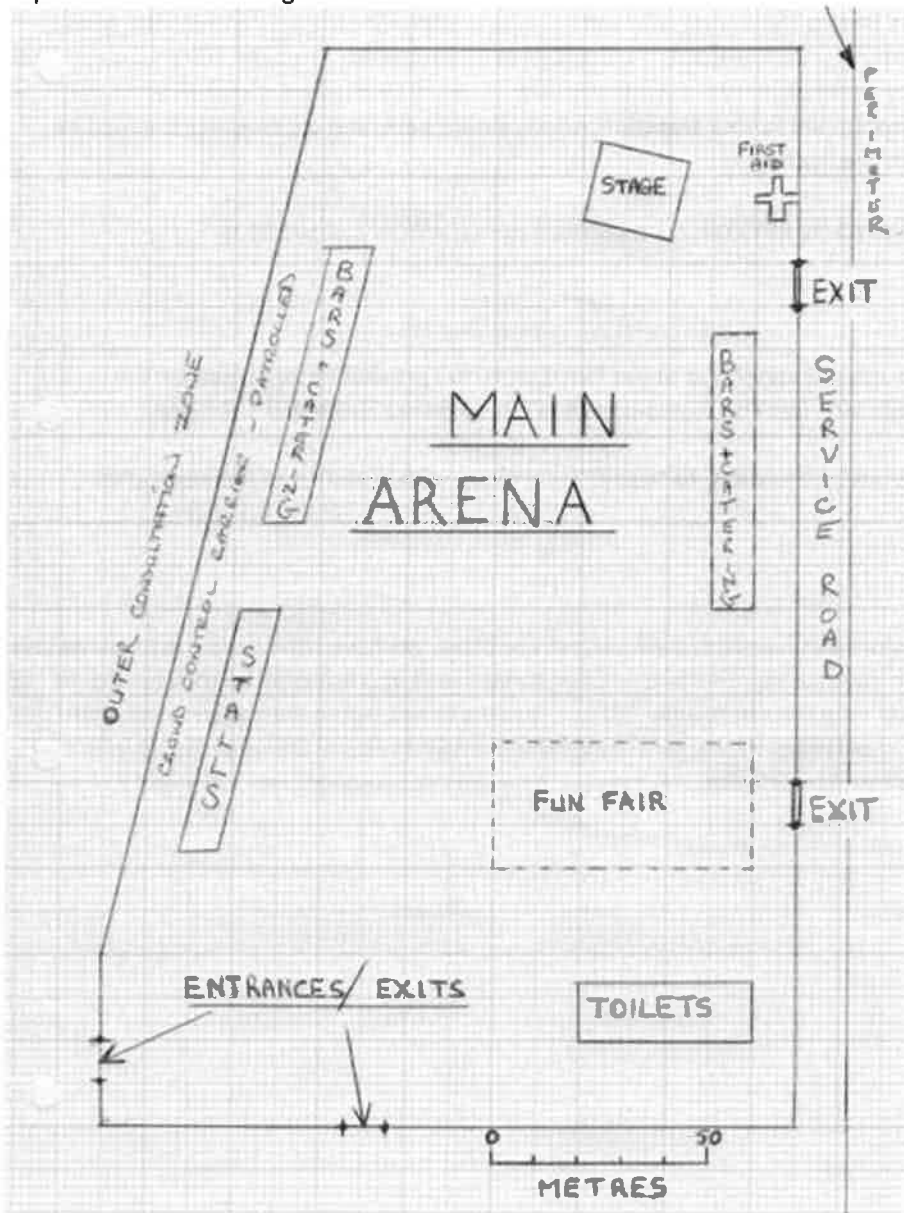
Andrew Martin
Principal Officer for Food & Safety
Environmental Services

Tele: 01372 474735
E-mail: amartin@elmbridge.gov.uk

From: chris holding [REDACTED]
Sent: 29 March 2019 13:05
To: Andrew Martin <amartin@elmbridge.gov.uk>
Cc: Charlene Ellis <CELLis@elmbridge.gov.uk>; andrew.muldoon [REDACTED]; Phil Bayles < [REDACTED]>
kwaters [REDACTED]
Subject: Icons Festival

Andy, good afternoon. In response to our telephone conversation yesterday, please find attached the revised scale plan (Appendix 1) showing the Service Road as requested. As you are aware our time constraints we are under,

could you please e mail us any other issues you require us to address in order that you withdraw your representations. Kind regards Chris



Sent from my iPad