



ROYAL TUNBRIDGE WELLS TOWN FORUM

The Licensing Manager
Tunbridge Wells Borough Council
Town Hall
Royal Tunbridge Wells

6 July 2006

Representations in respect of application by

Spafest for a licence for the Lower Cricket Ground

The Town Forum very much welcomes the initiative of Spafest in organising a varied and lively programme of events in Tunbridge Wells on the occasion of the town's 400th anniversary. Events of this type provide much needed diversity to the town's cultural attractions, in particular for younger residents.

The Forum is however disturbed over the lack of transparency of the decision-making on the programme, particularly in respect of those events which are scheduled to take place in the town's open spaces.

The Forum is also particularly concerned over the process by, and the rights under, which the Commons Conservators have approved the use of the common land for this event. In addition, so far as we are aware there has been no consultation with local residents in the affected areas and little information has been made publicly available until very late in the programme design.

There is also concern that some of the events will set precedents for the future which may not be desirable. The Forum considers that a policy on the use of the Town's open spaces should be established the aim of which should be to ensure that events are held in future only in appropriate locations, with full transparency from an early stage as to the nature of the events and the locations under consideration, and subject to full consultation with all residents. Consultations should be held with the Commons Conservators in order to persuade them to apply the same policies. The Forum intends to set in hand the necessary work without delay.

Regarding the applications for licenses for the events on which most controversy has arisen, the Town Forum requests the Licensing Panel to examine their detailed concerns which are set out in the attached document.

Yours faithfully,

For and on behalf of the Town Forum

Matt Goodwin / Christopher Thomas / Daniel Bech / Adrian Ekins-Daukes

Text of Spafest License application

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

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

Alcohol will be from a bar under the control of the Designated Premises Supervisor and sales will not be made to persons who appear to be drunk or under the age of 18.

We are concerned that the size of the event and the numbers attending will make it impractical for bar staff to adequately monitor either age or drunkenness. It is essential to ensure that there are adequate and fully trained bar staff and that alcohol storage facilities are appropriate.

Alcoholic drinks will be supplied in open non-glassware containers.

Security personnel, registered with the SIA will be present to ensure there are no outbreaks of disorder.

We are concerned that SIA personnel are left to both judge the scale of an outbreak of disorder and to manage it.

We consider it essential that the event is adequately policed and that the consequences of an outbreak of disorder – in terms of suspension or closure of the event - are known in advance.

The premises will be planned to ensure that in the event of an emergency the public can leave in safety. Arrangements will be made to prevent an outbreak of fire, in the event of an outbreak fire extinguishers will be available and the fire service called to any outbreak.

In such a large scale event it is essential that the fire service should both consider the safety of the site in advance and that they should maintain a presence on site throughout the event. We assume that Spafest will bear the costs of any such measures.

The number of people permitted on the premises will not exceed 4,999 and stewards and security staff (SIA registered) will be present on site to ensure numbers are not exceeded. The Lower Cricket Ground will be fenced to ensure that the numbers may be controlled

We consider it essential to ensure that at least one official from TWBC/KCC is on site throughout the event.

Arrangements for the safety of the public attending the event will follow established good practice and comply with Fire Safety and Health and Safety at Work statutes

Such an event has not previously been staged in RTW and we are concerned at this lack of experience. It is essential to ensure that all relevant parties coordinate their planning.

Sound levels will be managed within limits determined by the Borough Council to prevent disturbance to the local community. Performances will end by 22.30.

We consider it essential that TWBC should consult the local community in determining appropriate sound limits and that those limits are actively policed and enforced. The consequences for violating the pre agreed sound limits and timings of the event need to be known to all parties in advance.

In addition to the sale of alcohol from the 2 Bars, soft drinks will be on sale at the catering concessions and a free supply of water will be available from the Pit

None of the performances will be of a nature to give rise to any concerns about children being present and the pageant planned for the Sunday afternoon will encourage the participation of local children

A radio communication system will be in place to permit the coordination of security and management of the event. A radio will be made available to the local authority for their use

We are unclear as to the role which TWBC will play in coordination of security and management or at whose expense. Full and appropriate plans need to be in place in advance of approval of any license.

b) The prevention of crime and disorder

All Personal Licence Holders supervising the sale of alcohol will hold a nationally recognised licensing qualification

Alcohol will be served from two high capacity bars situated on opposite sides of the premises
No person shall be admitted to the premises less than one hour before the cessation of the last licensable activity

The licence holder shall exercise due diligence to prevent persons leaving the premises with alcohol supplied in open containers and will take account of the location of the Lower Cricket Ground with its inclusion within a proposed Alcohol Control Zone.

The Alcohol Control Zone is now in full legal operation; it is not apparent that the sale of alcohol is consistent in any way with the ACZ

All staff shall be suitably trained in the operating procedures for refusing service to any person who is drunk or appears to be drunk

All licensable activities shall stop at the terminal hour and the premises shall be cleared of customers within 60 minutes after the conclusion of the last licensable activity

We consider it essential that the licensable activities should finish at least half an hour before the terminal hour in order to facilitate the prompt and orderly dispersal of the crowd and to minimise the noise pollution that will inevitably continue until the crowd is fully dispersed.

All members of staff at the premises shall seek 'credible photographic proof of age evidence' from any person who appears to be under the age of 18 and who is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer will either be a passport, photographic driving licence, or proof of age card carrying a PASS logo.

This point is addressed in section a) above.

Except within designated areas for VIP guests, bottles containing beverages of any kind shall not be left in the possession of any customers following their discharge into a drinking vessel (note ~ for the Family Pageant on the Sunday persons may bring beverages onto the site in bottles to drink with their picnics, the event is low risk and public disorder unlikely)

Drinks shall be served in non-glassware drinking vessels, e.g. plastic or polystyrene
The maximum number of people (including staff and entertainers) allowed in the premises shall not exceed 4,999

Alcohol will be stored overnight in locked units

This point is addressed in section a) above.

Door Stewards registered with the Security Industry Authority will be present on site to manage entry to the premises, as a response team to prevent public disorder and to eject persons when appropriate

A total of 19 SIA registered door security will be present, (subject to final agreement) supported by 9 stewards, two SIA will be allocated to the area in proximity to the bars, and one in the hospitality area.

We do not consider that this is an appropriate ratio of staff to visitors, especially taking into account the proximity of the area to the main road arteries and the town itself as well as the numbers who will be on the Common to attend the event but who have not sought entry to the enclosure.

Security and stewards will be readily identifiable and at times of low visibility will wear high visibility clothing.

The area of banking adjacent to the Lower Cricket Ground and bordered by Church Road and Castle Road will be fenced to prevent access for unauthorised viewing, the fencing will be double clipped to reduce the likelihood of damage

The stage and the screen will be positioned to reduce as much as practicable a view of the stage from the slopes on the north side of Church Road

c) Public safety

Safety arrangements and fire precautions will follow the principals set out in the Health and Safety Executives guidance publication HSG195 'The Event Safety Guide' and the Home Office publication 'Guide to Fire Precautions in Existing Places of Entertainment and Like Premises'

Does this require certification from the Health and Safety Executive that the site is fit for the proposed events? If yes, has such a certificate been issued and is it part of the licensing application?

All structures will be erected in compliance with "Temporary Demountable Structures, Guidance on design, procurement and use. 2nd Edition 1999" Institute of Structural Engineers

Any installations using Liquefied Petroleum Gas will be in accordance with the following LPGA Codes of Practice No24, "Part4:1999 Use of LPG for catering at outdoor functions" and "Part 3:2000 Use of LPG in mobile catering vehicles and similar commercial units"

The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed 4,999 and admission restricted to persons holding valid tickets or passes

We understand the restriction on numbers and consider it sensible though believe that even 4,999 may be too many, depending upon safety and other measures. However, we are equally concerned at the numbers likely to attend the event on a non paying basis and who remain outside the enclosures and therefore outside the current proposals for controls on alcohol amongst other issues.

Entry for staff and performers to restricted areas will be limited to wearers of wristbands

Admission to the free community concerts will be by ticket only, available in advance and if available on the day before entry.

Occupant capacity determined by measurement, available area measures 8,500 m² (excluding backstage, toilets catering and bar areas, giving for a 4,999 crowd an average area per person of 1.7 m² (exceeding guidelines)

Emergency Exit capacity from the enclosed area 2 exits totalling 14m of exit width which at a flow rate of 80 persons per minute per metre (reduced from Green Guide maximum of 109 persons per minute to take account of ground conditions) gives an exit capacity of approx 1100 persons per minute which would enable the venue to be cleared within 8 minutes.

All escape routes and exits from the premises will be maintained unobstructed and clearly identified with signs which will be illuminated

We consider it essential that TWBC should monitor escape routes at all times throughout the event in particular bearing in mind the potential traffic congestion implications on those escape routes and also the number of informal attendees outside the enclosures.

All exits will be stewarded to ensure that in the event of an evacuation they will open and to ensure that only persons who are entitled to be admitted to the licensed area will be permitted to enter

The safety coordinator will ensure that all necessary safety checks have been carried out before the admission of the public

A two part stage 12m x 10m stage will be constructed with the stage canopy ground supported and independent of the stage platform. The stage platform will be constructed to ensure a distributed loading of 5kN/m²

An 'A' frame, tread plated pit barrier will be installed in the front of the stage to provide a 3m working pit

A video screen will be positioned to the left of the stage to provide a better view for the audience. The video screen will be directed so that a clear view of the display is not possible from the slope to the north of Church Road.

The presence of a video screen will reduce the potential for crush at the front of stage and be a means for providing general information to the public or emergency messages.

[We consider it essential that TWBC and Spafest put in place comprehensive plans to manage any potential crush and that information on the plans is publicly available.](#)

Stage cladding and marquee fabrics will comply with BS5438 Test 2 or BS7157, any drapes will meet the standards of BS5867 Part 2 Type B

Capacity and exits from marquees will be determined in compliance with Chapter 5 of the Guide to Fire Precautions in Existing Places of Entertainment and Like Premises

Fire extinguishers will be provided for stage marquees, and any area of fire risk

Barbeques will not be permitted

Concessions will be expected to provide their own extinguishers which will be inspected

Security and stewards are trained in the use of extinguishers

The Fire Service shall be called to any outbreak or suspected outbreak of fire

[We have raised our concerns on this issue earlier in this response.](#)

A major incident plan will be prepared for the premises and security team leaders briefed Access for emergency vehicles shall be provided to enable them to get to the stage and backstage area, and principal marquee structures

Adequate provision will be made to provide first aid to persons attending the concerts and the number of first aid personnel required has been derived from Chapter 20 of the Event Safety Guide which scores the event at 27 which requires

Ambulance 1
First Aider 8
Ambulance Personnel 2

A first aid post will be provided close to the Castle Road entrance

Mobile tower floodlighting will be provided at each of the exits, additional lighting will be supplied from lights mounted on stage and at the Front of House Riser Platform. These lighting arrangements will be used for management lighting and emergency lighting as they are each supplied by an independent source of electrical power

Temporary electrical systems will be installed in compliance with the requirements of BS7909:1998 Code of Practice for Design and installation of temporary distribution systems delivering a.c. electrical supplies for lighting, technical services and other entertainment related purposes

Temporary electrical wiring and distribution systems shall be inspected and certified by a competent person before they are put into use and a competent electrician will be present throughout the licensed hours

The use of special effects will be confined to the stage area and consist of smoke machines or haze generators and strobe lighting with a flicker rate of 4 per second or below

Adequate sanitary provision will be as follows For an anticipated attendance of 4,999:

Male	17 urinal	5WC
Female	25 WC	
Disabled access	1 WC	
Backstage	Male 2 WC	Female 2 WC
Catering	2 x 1 WC	

One toilet unit will be positioned for use solely by caterers on each side of the premises

Toilets will be serviced throughout and kept stocked with consumable items

A supply of drinking water will be made available from the front of stage

[We do not believe that a supply at the front of the stage only will be adequate particularly in the event of crush or disorder and consider it essential that drinking water is available in other locations.](#)

Details of food concessions, including the name of the Local Authority with whom they are registered will be supplied to the Council one week before the commencement of the licence All staff who are handling food will be required to have undertaken a basic food hygiene course and records will be inspected

Caterers should have copies of their hazard analysis reports available for inspection

All caterers will be required to have public liability insurance in place and evidence will be requested

Records of annual gas safety inspections should available for inspection

Potable water will be available from a browser for catering use

[Our concerns on the availability of drinking water are set out above.](#)

Waste water will be stored and taken off site for disposal

Arrangements will be made for suitable bins to be available for the collection of waste.

Litter will be cleared from the site daily and kept in a enclosed container in a secure location for collection

d) The prevention of public nuisance

The premises shall be arranged to minimise the risk of noise nuisance to nearby premises and sound limits will be agreed with the local authority

[We have already indicated our concerns on management of noise nuisance.](#)

The Licence Holder shall have full control over the sound amplification equipment to the stage and the volume shall be adjusted according to the requirements of the responsible authority

A noise survey will be conducted to identify sensitive properties and arrangements for monitoring sound levels will be agreed with the local authority

A dedicated telephone number (0845) will be available for any noise complaints, the number will be published as agreed with the licensing authority

[We consider it essential that Spafest should set out their intended response and the timescale for that response in the event of any noise complaints. In addition TWBC should make clear what will be its own reaction to noise complaints and again the timescale for that response.](#)

The telephone number will be provided to the Conservators and elsewhere as agreed with the Licensing Authority

All generators and tower flood lights will be turned off when the premises close to prevent noise and light pollution

No special parking arrangements will be made for the public, the venue is located close to town centre car parks, transport links and within walking distance for many

We suggest that arrangements be made in advance with local transport companies to ensure that adequate transport is available at the end of each event.

We consider it essential that TWBC should put in place comprehensive arrangements to manage potential traffic congestion and that parking restrictions should be rigorously enforced throughout the event.

The area is common land with free access, the site will be surrounded by a perimeter fence with gated access to ensure that the numbers specified in the licence are not exceeded. The gates will be maintained open for public access during the building and breakdown of concerts with suitable temporary fencing to exclude people from the working area

We have some concerns over the legality of restricting access to Common Land and the right to charge for that access. These legal issues need to be resolved satisfactorily in advance of any license grant.

Litter will be cleared from the site daily and kept in a enclosed container in a secure location for collection

Performances times have been determined to reduce disturbance to residents and will finish at 22.30 on Friday and Saturday at 20.30 on Sunday

We consider it extremely unlikely that litter and disturbance will be confined to the crowds within the enclosures themselves. Arrangements need to be in place for Spafest to clean up event related litter throughout the Town.

In addition we are very concerned over the possibility of damage to both public and private property and we consider it essential that Spafest should have in place either adequate insurance or adequate financial guarantees to enable full and complete restitution.

e) The protection of children from harm

All members of staff at the premises shall seek 'credible photographic proof of age evidence' from any person who appears to be under the age of 18 years and who is seeking to purchase or consume alcohol on the premises. Such evidence, which shall include a photograph of the customer will either be a passport, photographic driving licence, or proof of age card carrying a 'PASS' logo

We have already made comments on alcohol issues earlier in this document.

The security provider will ensure that arrangements will be made to ensure that any children who are separated from their family group are reunited on Friday and Saturday

On Sunday 23rd the organisers of the Pageant will devise arrangements with the security provider to ensure that any children who are separated from their family group are reunited

The backstage facilities will be large enough to accommodate safely the number of children taking part in any performance

Special effects, including smoke, dry ice, rapid pulsating or flashing lights, will not be used in the childrens' performances

Children performing in productions will be kept under adult supervision at all times when backstage

Adult supervisors will be briefed about any hazards backstage and areas where children are not permitted to enter

The organisers of the Pageant will ensure they can account for all participating children whilst they are present on site

Children will be accounted for at all times in case of an evacuation or emergency

An announcement will be from the stage concerning the photography of children on the Sunday Pageant

END OF TEXT

RTW Town Forum 06.07.06