

Report of the Head of Licensing and Registration

Report to the Licensing Committee

Date: 8 April 2014

Subject: Notification of First Draft Event Management Plan for Leeds Festival 2014

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Wetherby and Harewood		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: 10.4 (3 & 7)		
Appendix number: Appendix A		

Summary of main issues

- 1.0 The Leeds Festival is an annual event held within the grounds of Bramham Park on August Bank Holiday Weekend, held under the authorisation of a premises licence issued under the Licensing Act 2003.
- 2.0 Members of the Licensing Committee and Ward Members of the surrounding area have been notified of the proposed changes.

Recommendations

- 3.0 Members are requested to note the summary of changes to the 2014 event and to note that a further report will be brought back before the Licensing Committee in August 2014 to inform Members of the final arrangements and agency comments.

1.0 Purpose of this Report

- 1.1 To advise Members of the arrangements for the 2014 Leeds Festival to be held at Bramham Park between the 22nd and 24th August 2014.
- 1.2 To advise Members, that the promoter, Mr. Melvin Benn of Festival Republic Limited, has provided a schedule of changes to be made to the 2014 event. A copy of the same may be found at Appendix A of this report. It should be noted that the contents of the Event Management Plan and the document containing the summary of changes are potentially exempt information under Access to Information Procedure Rule 10.4(3) and (7) as these include information relating to the financial or business affairs of any particular person and it may contain information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
- 1.3 Members are asked to consider exclusion of the press and public from the hearing if these matters contained within the summary of changes are to be discussed.

2.0 History of Premises

- 2.1 The premises licence for Leeds Festival was considered and approved by the members of the Licensing Committee on the 28 April 2006.
- 2.2 The Licence is held for Bramham Park and allows the Festival to take place every August Bank Holiday.
- 2.3 Members resolved to grant the application as requested and accepted the applicants offer to include the following additional three conditions:
 - 1) There shall be an Event Management Plan which incorporates the operating schedule submitted to the licensing authority at least 6 months prior to the Festival each year.
 - 2) The Event Management Plan and any revisions must be approved by the Licensing Authority prior to the Festival.
 - 3) The premises licence holder shall comply with the terms and requirements of the Event Management Plan each year.
- 2.4 In addition the Committee reserved the right to determine how the final amended Event Management Plan for the Festival should be agreed with the facility for the final plan to be agreed by the Committee or officers under delegated authority.
- 2.5 A variation application to increase the capacity of the site from 69,999 to 89,999 implemented at 5,000 per year was made in December 2010. The application received no representations from responsible authorities or interested parties and was deemed granted on the 10 January 2011.
- 2.6 The variation was reported to Members at the Licensing Committee meeting on the 15 February 2011 where it was confirmed that the 5,000 a year increase to a maximum capacity of 89,999 would be agreed with the responsible authorities on

an annual basis and become part of the Event Management Plan, which in turn would be considered by the Licensing Committee prior to the start of the event. Members agreed to note the report.

- 2.7 The 2013 event was authorised with a capacity of 84,999 persons but did not reach the full capacity.
- 2.8 Members of the Licensing Committee were provided with a de-brief -report at their meeting on the 12 November 2013 on the outcome of the 2013 event. Members heard that the Festival had been subject to severe wet weather conditions resulting in flooding to the Festival site, damaged tents and structures and muddy conditions in the car parks. It was reported how the Promoter and agencies had worked in close liaison, instigated contingency plans, and despite the adverse weather which continued throughout the weekend, the event was well managed.
- 2.9 The main concern raised with the Licensing Section was the conditions of the highway as a result of mud being carried off site when vehicles left the car parks, and similar issues in the City Centre around the area of City Square due to the additional foot traffic from persons alighting the shuttle buses..
- 2.10 Concerning the road conditions and the cleansing of the highways a separate meeting was held with elected members, Mr Benn and representatives of Leeds CC Highways. In conclusion it was agreed that future Event Management Plans would contain contingency plans for the cleansing of the highways and that Leeds CC Highways will be involved in this process.
- 2.11 Mr. Benn also identified additional measures that could be considered for the site to mitigate a repeat of this problem, such as increased hard standing areas and drainage.

3.0 Main Issues

- 3.1 The Summary of Changes for the 2014 event was received in February 2014 and circulated to Members of the Licensing Committee and Ward Members of the constituencies surrounding the event site.
- 3.2 Members attention is drawn to the capacity of the site which will increase to 89,999 for 2014. Whilst the increase of 20,000 since 2010 has not been tested, consultation with the responsible authorities suggests that there would be no objection to this capacity provided that the site facilities and supporting infrastructures were adequate to support this.
- 3.3 The first multi- agency meeting was held on the 11 February 2013. No adverse concerns were raised by any of the agencies involved. The multi-agency meetings will continue to be held on a regular basis..
- 3.4 It is understood that Leeds CC Highways have still to meet with the promoter to discuss and agree cleansing arrangements for the highways in light of the 2013 adverse weather conditions and for these to be incorporated within the Event Management Plan.
- 3.5 A verbal update will be provided at the meeting.

- 3.6 A report will be brought back before Members in August 2014, or earlier if necessary, to update Members of the progress and to seek Members delegation for approval of the 2014 event.
- 3.7 Mr. Benn will attend the meeting to answer any questions on the changes for the 2014 event.
- 3.8 **Corporate Considerations**
- 3.8.1 **Consultation and Engagement**
- 3.8.2 The application for a premises licence considered in 2006 underwent the full 28 day consultation process including a newspaper advertisement and public notices displayed around the site for the required 28 day period and full liaison with the Ward Members and responsible authorities. Mr. Benn continues to consult with community representatives through the Parish Councils and local residents on all aspects of the impact of the event.
- 3.9 **Equality and Diversity/Cohesion and Integration**
- 3.9.1 At the time of writing this report there were no implications for equality and diversity. Any decision taken by the Licensing Committee will be in accordance with the Equality Act and the four licensing objectives as prescribed by the Licensing Act 2003.
- 3.10 **Council Policies and City Priorities**
- 3.9.1 When determining applications under the Licensing Act 2003 the Licensing Authority must have regard to the relevant legislation, guidance issued by the Home Office, the council's own statement of licensing policy and any associated local area guidance.
- 3.9.2 Applicants are expected to have had consideration to the relevant policy and any local area guidance when completing their applications and the licensing authority will refer to the policy/local area guidance when making its decision.
- 3.9.3 The licensing regime contributes to the following outcome:
- Best Council Plan 2014-18:
- Improve the quality of life for our residents, particular those who are vulnerable or in poverty;
 - Make it easier for people to do business with us; and
 - Achieve the savings and efficiencies required to continue to deliver frontline services.
- 3.9.4 The application was granted in 2006 with regard to the Council's Licensing Act 2003 Statement of Licensing Policy, and the event will operate in accordance with the licensing objectives as set out in the current Statement of Licensing Policy 2014-2018.

4.4 Resources and Value for Money

- 4.4.1 There are no resource implications to the licensing authority. The premises licence is subject to an annual maintenance fee as prescribed under the Licensing Act 2003.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no legal implications known to the Council.

4.6 Risk Management

- 4.6.1 Preparation for the event is subject to a number of multi-agency meetings.
- 4.6.2 Any matters arising during the planning of the 2014 event having an implication on the premises licence and objectives of the Licensing Act will be brought back before the Licensing Committee.

5.0 Conclusions

- 5.1 This report presents the summary of changes to the Leeds Festival 2014 Event Management Plan in accordance with the promoter's plans to identify and carry out improvements to the event year on year and to accommodate the increase of capacity to the site.

6.0 Recommendations

- 6.1 Members are requested to note the summary of changes to the 2014 event and to note that a further report will be brought back before the Licensing Committee in August 2014 to inform Members of the final arrangements and agency comments.

7.0 Appendices

- 7.1 Appendix A – Summary of Changes.

8.0 Background Papers

Leeds Festival Event Management Plan (draft 1) - Available from the report author

Summary of changes from the Event Management Plan Final Version 2013 submitted 12th August 2013 to this version 1 for Leeds Festival 2014 Submitted 11th February 2014

NB: Where appendices are not noted below, there are no changes from the 2013 version.

Changes throughout the documentation

- Changes of tense
- Some personnel and telephone numbers are to be confirmed

Event Management Plan Main Document

2.1.c Security & Stewarding Companies

- The guest campsite and guest area security company shall be changing from ESS, the new company is still to be confirmed but we anticipate that it will be a company that we have worked with previously.
- CCTV shall be monitored by the company that is working within that area, i.e. an AP CCTV licensed operative will monitor the arena cameras.

2.3.a Table Top Exercise

- The Multi Agency Table Top exercise has been scheduled for the 14th August 2014

2.10.a Stage and Tent Details

- The Main Stage will be an outdoor universal stage
- The NME Radio 1 Stage will be a 66m x 88m tent
- The BBC Radio 1 Dance Stage will be a 45m x 60m tent
- The BBC Radio 1 Xtra Stage will be a 45m x 45m tent
- The Lock Up Stage will be a 38m round tent
- The Festival Republic Stage will be a 45m x 45m tent
- The Alternative / Comedy Stage will be a 45m x 45m tent
- The BBC Introducing Stage will be an 18m x 24m "Saddlespan" outdoor system
- The Silent Arena will be a 45m x 75m tent.

2.16.c Crew and Artists Catering

- It is anticipated that for 2014 we will use an alternative caterer to Eat to the Beat for the Crew & Main Stage Artist catering.

2.16.e Workers Café

- It is anticipated that for 2014 we will use an alternative caterer to Orange Festival Foods for the Workers Café.

2.17 Alcohol

- For 2014 there will be a change of DPS, this person is to be confirmed and we will have a written contract with this person regarding our alcohol policies.

2.18.c Funfair and other Attractions – Types of Rides

- A full list of rides for the event is still to be confirmed, ADIPS certificates, insurance & risk assessments for these shall be provided prior to the event via the shared website.

8 Site plan & Design

- It is anticipated that in 2014 the Production Office and surrounding offices will be relocated to where the Artist compound was in 2013.
- A number of improvements have been made to the site to deal with issues of adverse weather as we were subjected to in 2013.
 - French Drainage is being installed along the low lying land of the guest area and through the production area.
 - French Drainage is being installed along the low lying land at Piccadilly Circus and will run through to the rear of the wooded area occupied by Relentless in 2013.
 - French Drainage is being installed to run from the bottom of Lord Bingley Walk and Traders Alley; this will join into the Piccadilly Circus drainage.
 - Stone track ways are being installed from the top of Traders Alley and will run down to Piccadilly Party.
 - The walkway along Gypsy lane will be improved.
 - Stone track ways are being installed within the Red Car Parks to assist with the Drop-Off & Pick-Up, and to assist with vehicles exiting the car parks.

Appendices

Appendix 2 – Health & Safety Event Contract

- Revised with new submission details for online submission

Appendix 2a – Health & Safety Questionnaire

- Revised with new submission details for online submission.

Appendix 4 – Staff Lists

- Some staff and contractors to be confirmed.

Appendix 5 – Site Map

- This is currently being produced and shall be supplied to members via the shared website along with a list of changes.

Appendix 5a – Emergency Routes Map

- This shall be overlaid onto the new site map.

Appendix 15 – Tent Exit Calculations

- These have been revised to incorporate the stages outlined above.

Appendix 19a – Crowd Management Procedures

- The arena entrance is to remain located as it was in 2013
- The funfair rides that were just inside the arena entrance in 2013 shall be reduced and some relocated to assist with the egress.

Appendix 22 – Security Report

- Proposed timings for the onsite Multi Agency Meetings have been inserted:-
 - § 5pm Thursday 21st August
 - § 5pm Friday 22nd August
 - § 12.15am Saturday 23rd August
 - § 5pm Saturday 23rd August
 - § 5pm Sunday 24th August
- Evidential training of key staff will continue which West Yorkshire Police will be invited to feed into and will include senior Festival Republic staff.
- CCTV shall be monitored by the company that is working within that area, i.e. an AP CCTV licensed operative will monitor the arena cameras.
- E-cigs are to be banned from the event due to the availability of illegal substances for undetectable use within them.

Appendix 25a – Eviction Procedures

- It is anticipated the Eviction Tent is to remain in the same position as in 2013 by the Brown campsite.

Appendix 25b – Eviction Policy

- This has been updated to include that a person who is evicted from the site is liable to a lifetime ban from purchasing tickets or working/volunteering at Festival Republic events.

Appendix 25d – Eviction Letter

- This has been updated to notify the evictee that they may receive a lifetime ban from purchasing tickets or working/volunteering at Festival Republic events if they have been evicted.

Appendix 31 – Ticket Control

- E-cigs are to be banned from the event due to the availability of illegal substances for undetectable use within them.

Appendix 33 – Security Placement Schedule

- Numbers of traffic marshals has been increased within the car parks.
- A pastoral welfare patrol staffed by the Festival Angels has been added to the schedule.

Appendix 34 – CCTV Map

- This shall be overlaid onto the new site map.
- The locations of the CCTV cameras are to be reviewed to ensure they are at their most effective.

Appendix 37 – Traffic Management Plan (TMP)

- The established routings remain the same for the 2014 traffic plan.
- The plan itself remains relatively the same as in previous years. We anticipate to have a greater level of highway cleaning services at our disposal should we suffer from adverse weather conditions.

- We are in the process of installing further roadways within the red car parks to assist with vehicle movement in the event of adverse weather.
- It is anticipated that the number of highway signs shall be reduced as agreed with the traffic members to make the routes clearer.
- It is anticipated that the shuttle bus service shall run similar to 2013.
- Geldards shall operate a bus service from City Square and Quebec Street as in 2013.
- It is noted that Geldards will be responsible for managing the crowds at Quebec Street.
- We commit to close liaison between both On-Site and Off-Site Traffic Co-Ordinators to allow for a co-ordinated approach and a speedy resolution to any problems.
- It is noted that we hope once again that the Highways Agency Traffic Officer Service will apply to Leeds City Council Highways for permission to operate and exercise their powers under the Traffic Management Act 2005 in support of and for the duration of the Festival at the following locations:
 - The A58 and A659 that comprises the circulatory roundabout at the A1 (M) Junction 45
 - The A659 from the roundabout at A1 (M) Junction 45 up to and including the circulatory roundabout known as 'Wattle Syke Roundabout'.
 - The unclassified road known as 'Spen Common Lane' from its junction with the circulatory roundabout at A1 (M) Junction 44 to its junction with 'Paradise Way'
- We note under the media strategy that live updates will be made via Inrex Media (formerly Traffic Link) about traffic levels to warn both Festival and non-Festival drivers of any issues.

Appendix 37d – Traffic signage and coning plan

- Traffic signage drawings for 2014 have not yet been produced but will be circulated to all the traffic agencies around April 2014 and uploaded onto the shared website. The 2013 drawings are included for reference and the plans remain very much the same for 2014 other than the removal of unnecessary signs.

Appendix 51 – Water Safety Map

- This shall be overlaid onto the new site map

Appendix 51a – Water safety Plan

- It is noted that the Sampling Manager, Sampling Assistant, Chlorination Manager, Tanker Manager and Administrator from Wicked Water are to be confirmed but will be named in future versions of the Water Safety Plan.
- It is confirmed that food traders in the arena will be supplied with separate taps at water supply points to prevent them from obstructing the public supply provision. This supply will be fitted with non-return valves.
- We commit to further liaison taking place with Yorkshire Water prior to Leeds Festival 2014, and that the flushing procedures in 2013 will be followed again and the particle filter will again be used to provide further mitigation against large suspended iron particles.
- It is noted that the proposed sampling locations may be subject to minor amendment during the build where it is found that a point is not suitable due to its location with regards to access, or the significance of the data with regards to flow and water

usage. All amendments will be noted in the water safety log where an up to date list of sample locations will be held.

- It is noted that reduced sampling will be carried out on Sunday 24th August. The results will not be available until Monday as the site and supply are being closed down. The samples will be chosen to provide results showing that the supply around the ring main was wholesome.

Appendix 56 – Essential Information for Traders

- E-cigs are to be banned from the event due to the availability of illegal substances for undetectable use within them.

Appendix 73 - Noise Management Plan

- The Noise Management Plan has been updated to reflect site layout changes.
- It is confirmed that there are no additional late night noise sources in 2014 compared to 2013.
- It is anticipated that Relentless will not return to the wooded area as in 2013, a new location is to be confirmed and will involve close working with David Leversedge and Leeds City Council to minimise the potential for off-site noise disturbance.
- The direction of the Campsite DJs shall be reviewed to minimise the potential for off-site noise disturbance.

Appendix 76 - Noise Letters Bramham Park

- New letters shall be obtained from Bramham Park residents for 2014 and will be included here.

Appendix 80 – Medical Management Plan

- Medical resources are currently planned to a capacity of 70,000 (including 5000 guests).

Appendix 92c – Fire Extinguisher allocation

- Revised to reflect extinguishers required at revised venues.