

[REDACTED]

From: Christopher Rees-Gay
Sent: 6 July 2022 09:40
To: SAG Support
Cc: Kennedy, Seamus; Nelson, Matthew; [REDACTED]
Subject: Mint Festival 2023

Dear All,

Further to my previous correspondence last week confirming that the Mint Festival 2022 event has been cancelled. The Mint Festival team are keen to ensure that next year's event goes ahead. As such, an event notification form will be submitted for the weekend of 23 September 2023.

To move with the times, the MINT Team's new concept for 2023 is to have 2 smaller boutique events over one weekend, one on Saturday and one on Sunday, rather than one large event. Therefore, we would like to set up a meeting with the SAG and relevant officers in order to discuss a variation of the premises licence application, or indeed submit a new application, that would limit the premises licence to a 1 weekend event, consisting of 2 days, but the capacity for each day being 7,500.

The rationale behind this is so that the Mint team can prove that they are able to run successful events over a 2 day period. If you could please by return let me have a date for when this can be discussed with the SAG.

Many thanks,

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

[REDACTED]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Christopher Rees-Gay
Sent: 27 June 2022 19:52
To: 'SAG Support' <SAGSupport.events@leeds.gov.uk>
Cc: 'Kennedy, Seamus' [REDACTED] Nelson, Matthew [REDACTED]
Subject: Mint Festival 2022 - Cancelled

Dear All,

I am on behalf of my client, Mint Festival Limited, writing to confirm that the Mint Festival 2022 Event on 10 September 2022 has been cancelled.

The rationale for the cancellation is that currently this year's market is saturated. This is coupled with the fact that the original date could not be used and the nearest closest date was a week before students arrive, with a large festival the

week after Mint's proposed date. There is also a backlog of events and increased costs post pandemic this year. Having a year off will make Mint Festival sustainable for many years to come.

If I could take this opportunity to thank all of you for the time that you have spent working on the event, it is hoped that Mint will return in 2023.

Many thanks

Chris
Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

[REDACTED]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

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[REDACTED]

From: Christopher Rees-Gay
Sent: 14 September 2022 15:09
To: SAG Support
Cc: [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)
Attachments: Mint Festival 2023 Deck_1.3.pdf

Hi [REDACTED]

Prior to the meeting tomorrow, could you please circulate the attached deck to all, giving some background to the 2 day proposal.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

[REDACTED]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Christopher Rees-Gay
Sent: 14 September 2022 14:35
To: 'SAG Support' <SAGSupport.events@leeds.gov.uk>
Cc: [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Hi [REDACTED]

Thank you for this, given that the key RAs are represented, we would like to continue with the meeting please.

Attending for Mint will be:

Shane Graham
Baz Arjomand
Therese McMullen
Bobby Sagoo
Andy MacKinnon
Myself

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

[REDACTED]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: SAG Support [<mailto:SAGSupport.events@leeds.gov.uk>]
Sent: 14 September 2022 13:11
To: Christopher Rees-Gay [REDACTED]
Cc: [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Hi Christopher,

Apologies for the delay in responding I was on Annual Leave and my return I have had to prioritise support to memorial services. The names below have stated that they will be attending the meeting tomorrow, the meeting invite may have also been forwarded to other colleagues and unfortunately I am unable to access this information. Hopefully SAG partners will still be able to attend the meeting tomorrow, however some SAG Partners may not be able to attend due work commitments and meetings around memorials. The meeting has been in the calendar for quite sometime, however if you feel it more appropriate to reschedule please let me know.

Christopher Rees-Gay	
Bobby Sagoo [REDACTED]	
Pierpoint, Chris	LCC cleansing
Nelson, Matthew	LCC Ent. Licencing
AVERY, Helen (NHS WEST YORKSHIRE ICB - 15F)	NHS - ICB
SAG Support	
Gardiner, Nicholas	LCC Highways
Arrowsuch, Janella	WYP Force Planning Unit
Holroyd, Vanessa	LCC Env. Health
Martin Coyle	WYCA - Buses
Richardson, Charlotte	LCC cleansing
Health & Safety Service Team (Animal Welfare)	

Kind regards,

Rachel Jowett

Safety Advisory Group Support Team
Leeds City Council
Civic Hall - although remote working away from the office
Tel: [REDACTED]

[Organising Events \(leeds.gov.uk\)](https://leeds.gov.uk/organising-events)

During the UK Governments phased recovery plan to COVID-19 the SAG are operating under adjusted Terms of Reference. Meetings will occur over skype or similar technology, but may not follow the pre-covid regularity

From: Christopher Rees-Gay [redacted]
Sent: 13 September 2022 17:14
To: SAG Support <SAGSupport.events@leeds.gov.uk>
Cc: [redacted]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Afternoon Rachel,

I hope you are well.

Could you please confirm who will be in attendance from the responsible authorities at the Team Meet on Thursday.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [redacted]
Mobile: [redacted]

[redacted]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Christopher Rees-Gay
Sent: 4 August 2022 10:30
To: 'SAG Support' <SAGSupport.events@leeds.gov.uk>
Cc: [redacted]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Morning Rachel,

Could we please go for 15 September 10.00 – 11.30.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [redacted]
Mobile: [redacted]

[redacted]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: SAG Support [<mailto:SAGSupport.events@leeds.gov.uk>]
Sent: 2 August 2022 11:16
To: Christopher Rees-Gay [REDACTED]
Cc: [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Good morning,

Can I suggest either of the following dates to allow more attendance after the summer holiday period:

8th September
13th September
Or 15th September

All at 10.00 – 11.30.

Kind regards,

[REDACTED]
Safety Advisory Group Support Team
Leeds City Council
Civic Hall - although remote working away from the office
Tel: [REDACTED]

[Organising Events \(leeds.gov.uk\)](#)

From: Christopher Rees-Gay [REDACTED]
Sent: 01 August 2022 11:14
To: SAG Support <SAGSupport.events@leeds.gov.uk>
Cc: [REDACTED] Kennedy, Seamus
[REDACTED] Nelson, Matthew [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Morning [REDACTED]

I have just tried to call and left a message. Can you please let me have a date to discuss the move to a two day event with the SAG.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Christopher Rees-Gay
Sent: 26 July 2022 09:12
To: 'SAG Support' <SAGSupport.events@leeds.gov.uk>
Cc: [redacted] 'Kennedy, Seamus'
[redacted] 'Nelson, Matthew'
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Morning [redacted]

Would it please be possible to set up an initial SAG meeting to discuss the move to a two day event.

Many thanks

Chris
Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [redacted]
Mobile: [redacted]

chris@woodswhur.co.uk
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Christopher Rees-Gay
Sent: 21 July 2022 08:35
To: 'SAG Support' <SAGSupport.events@leeds.gov.uk>
Cc: [redacted] 'Kennedy, Seamus'
[redacted] 'Nelson, Matthew'
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Morning Rachel,

Thank you for this, as per my previous email would it please be possible to set up an initial SAG meeting to discuss the move to a two day event.

Many thanks

Chris
Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [redacted]
Mobile: [redacted]

chris@woodswhur.co.uk
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: SAG Support [<mailto:SAGSupport.events@leeds.gov.uk>]
Sent: 20 July 2022 12:02
To: [REDACTED]
Cc: Christopher Rees-Gay <[REDACTED]>
Subject: MINT Festival SAG Score HIGH (updated score)

Thank you for the information you have supplied about your event. We have scored your event and the outcome is detailed below:

Event Name	Mint Festival
Event Location	Newsam Green Farm
Event Date	23 rd and 24 th September 2023
Operating Times	10.00 – 23.00
RAG rating	HIGH
Risk Score	56/90
Resilience Direct Link	https://collaborate.resilience.gov.uk/RDService/home/226312/2023.09.23-MINT-Festival-Newsam-Farm
Resilience Direct Username	BS111_RD
Other Resilience Direct Users with access to your page	Shane Graham SG360_RD
FUNFAIR	Please supply the name of the supplier How many rides?
DRONES	See https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones for further information
Event Operating under a Premises Licence	Please use the attached checklist to ensure you include all required information in your Event Management Plan
Event Operating with a Temporary Event Notice (TEN)	Please use the attached checklist to ensure you include all required information in your Event Management Plan

For events rated **HIGH**, the Safety Advisory Group (SAG) approach is compulsory.

The SAG group is made up of 80+ professional partners from various backgrounds (including all blue light services, licensing, highways, building control, health and safety, emergency planning etc).

We recommend that you organise a Multi-Agency Meeting early on in the event planning stage. Please inform the SSAG.Events mailbox of your date/time/venue and we will circulate the invite to the entire SAG. This will allow you to meet the key partners who have a vested interest in the organising of your event, and provide an early opportunity to form an effective working relationship.

Please also upload your event documents and plans to your page on Resilience Direct (link in table). The SAG will review and feedback, via the SAG Support Team. This continuous communication link is an effective way of reducing meetings so that concentration can be spent on the event planning. It is the event organiser's responsibility to take any appropriate action. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring an event is run safely in that workers and the visiting public are not exposed to health and safety risks.

You will be invited to attend a 10 minute slot on a SAG meeting, where members of the SAG are present. You will be expected to present your event verbally, in a short overview. Any questions members have will then be asked.

After your event, you will receive a 'debrief pro-forma' email from the SAGSupport.Events mailbox. This allows us to collate feedback on the running of the event by all key partners, and decide if a formal debrief meeting is required. Any feedback can contribute to subsequent events planning.

If you have any questions, please don't hesitate to contact the team on the number below:

Kind regards,

[Redacted signature]

Safety Advisory Group Support Team
Leeds City Council
Civic Hall - although remote working away from the office
Tel: [Redacted phone number]

[Organising Events \(leeds.gov.uk\)](https://www.leeds.gov.uk/organising-events)

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[REDACTED]

From: Christopher Rees-Gay
Sent: 15 September 2022 12:25
To: [REDACTED]
Cc: [REDACTED]
Subject: Mint Festival 2023

Hi Dave,

I hope you had a great holiday.

As you are aware, we had the MAM meeting today. Andy raised the issues from last year, and we confirmed that we could be looking to accommodate those agreed elements with you in the new application.

In addition, he mentioned 'wild camping', this is not something that the festival has previously had an issue with and as you are aware, the festival is a no camping festival. However, should you have any suggestions in relation to how to 'wild camping', then please do let me know.

Many thanks,

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

chris@woodswhur.co.uk
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

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[REDACTED]

From: [REDACTED]
Sent: 22 September 2022 10:59
To: [REDACTED]
Cc: [REDACTED] (LEEDS TEACHING HOSPITALS NHS TRUST); [REDACTED]
(YORKSHIRE AMBULANCE SERVICE NHS TRUST)
Subject: Re: Mint Festival 2023 - Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD

Hi All,

Happy to send the invite out, however please note it will be from my work teams account (please note that whilst I work for Yorkshire Ambulance Service this has no bearing or influence in regards to Mint Festival and I will still be guided by yourselves as the regulatory authorities).

Kind Regards,

[REDACTED]

Sent from my iPhone

On 22 Sep 2022, at 10:56, [REDACTED] (NHS WEST YORKSHIRE ICB - 15F) [REDACTED]@nhs.net> wrote:

Hi

Happy to attend a MS Teams meeting too.
Only dates I'm not available over the next few weeks is 29^h Sept and 5th Oct

Many thanks

Kind Regards

[REDACTED]

#hello my name is...

[REDACTED]

Emergency Planning Manager

EPRR Team
Clinical & Professional Directorate

(Working days Monday to Friday, 09:00 to 17:00)

Tel: [REDACTED]
Mobile: [REDACTED]

Leeds Office of the NHS West Yorkshire ICB | Wira House | West Park Ring Road | Leeds | LS16 6EB |
Reception 0113 221 7777

From: [REDACTED] (LEEDS TEACHING HOSPITALS NHS TRUST) [REDACTED]
Sent: 22 September 2022 10:51
To: [REDACTED]; Christopher Rees-Gay [REDACTED]
[REDACTED] (YORKSHIRE AMBULANCE SERVICE NHS TRUST) [REDACTED]
[REDACTED] (NHS WEST YORKSHIRE ICB - 15F) [REDACTED]
Subject: RE: Mint Festival 2023 - Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD

Hi Richard,

If others are happy to have a MS Teams call, can I confirm - are you happy to send the meeting invitation please?

For information: I'm on leave tomorrow, Monday 26 September, Friday 7, Monday 10 and Tuesday 11 October also.

Regards,

[REDACTED]
Senior Resilience Advisor
Leeds Teaching Hospital NHS Trust

Room 34/03/105, 2nd Floor Trust Headquarters, Leeds Teaching Hospitals NHS Trust
St James's University Hospital | Beckett Street | Leeds | LS9 7TF
T: [REDACTED]
M: [REDACTED]
Email: [REDACTED]

From: [REDACTED]
Sent: 22 September 2022 09:46
To: [REDACTED] (LEEDS TEACHING HOSPITALS NHS TRUST) [REDACTED] Christopher Rees-Gay
[REDACTED] (YORKSHIRE AMBULANCE SERVICE NHS TRUST)
[REDACTED] (NHS WEST YORKSHIRE ICB - 15F) [REDACTED]
Subject: RE: Mint Festival 2023 - Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD

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Hi [REDACTED]

That's good for me 😊.

Kind Regards,

[REDACTED]

From: [REDACTED] (LEEDS TEACHING HOSPITALS NHS TRUST) [REDACTED]
Sent: 22 September 2022 09:30
To: [REDACTED] Christopher Rees-Gay [REDACTED]
[REDACTED] (YORKSHIRE AMBULANCE SERVICE NHS TRUST) [REDACTED]
[REDACTED] (NHS WEST YORKSHIRE ICB - 15F) [REDACTED]
Subject: RE: Mint Festival 2023 - Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD

Hi [REDACTED]

Unsure how other feels but I'm wondering if a brief teams meeting might be the easiest ☺?

Best wishes,

[REDACTED]

Senior Resilience Advisor
Leeds Teaching Hospital NHS Trust

Room 34/03/105, 2nd Floor Trust Headquarters, Leeds Teaching Hospitals NHS Trust
St James's University Hospital | Beckett Street | Leeds | LS9 7TF

T: [REDACTED]
M: [REDACTED]
Email [REDACTED]

From: [REDACTED]
Sent: 22 September 2022 09:00
To: Christopher Rees-Gay [REDACTED] (YORKSHIRE AMBULANCE SERVICE NHS TRUST) [REDACTED] (NHS WEST YORKSHIRE ICB - 15F) [REDACTED] @nhs.net>; [REDACTED] (LEEDS TEACHING HOSPITALS NHS TRUST) [REDACTED]
Subject: RE: Mint Festival 2023 - Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD

This message originated from outside of NHSmail. Please do not click links or open attachments unless you recognise the sender and know the content is safe.

Good Morning all,

Hope you are all ok?

I am more than happy to speak to you all re the medical cover for the next Mint Festival, do you want to email me your questions over or would you prefer to meet, happy to work around your busy schedules ☺

Kind Regards,

[REDACTED]

From: Christopher Rees-Gay [REDACTED]
Sent: 15 September 2022 19:31
To: [REDACTED]
Cc: [REDACTED]
Subject: Mint Festival 2023 - Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD

Evening [REDACTED]

Thanks for your time today, I have copied Richard Harrington in, so that any concerns you have with medical provision for the smaller 2 day event can be discussed.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

[REDACTED]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

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For more information and to find out how you can switch visit [Joining NHSmial - NHSmial Support](#)

[REDACTED]

From: SAG Support <SAGSupport.events@leeds.gov.uk>
Sent: 27 October 2022 14:43
To: Christopher Rees-Gay
Cc: [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Hi Chris,

Apologies for the delay, SAG support do not required sight of a copy of the document, unless you require feedback from any SAG Partner, but hopefully you will have already received some feedback on your proposed plans.

Kind regards,

[REDACTED]

Safety Advisory Group Support Team
Leeds City Council
Civic Hall - although remote working away from the office
Tel: [REDACTED]

[Organising Events \(leeds.gov.uk\)](https://leeds.gov.uk/organising-events)

From: Christopher Rees-Gay [REDACTED]
Sent: 25 October 2022 12:32
To: SAG Support <SAGSupport.events@leeds.gov.uk>
Cc: [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Afternoon Rachel,

I hope you are well.

We are looking to submit the application shortly, can you please confirm if the SAG would like to see and comment on the application, prior to it being submitted.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

[REDACTED]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Christopher Rees-Gay
Sent: 14 September 2022 15:09
To: 'SAG Support' <SAGSupport.events@leeds.gov.uk>
Cc: [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

H [REDACTED]
Prior to the meeting tomorrow, could you please circulate the attached deck to all, giving some background to the 2 day proposal.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

chris@woodswhur.co.uk
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

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Sent: 14 September 2022 14:35
To: 'SAG Support' <SAGSupport.events@leeds.gov.uk>
Cc: [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Hi [REDACTED]
Thank you for this, given that the key RAs are represented, we would like to continue with the meeting please.

Attending for Mint will be:
Shane Graham
Baz Arjomand
Therese McMullen
Bobby Sagoo
Andy MacKinnon
Myself

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

chris@woodswhur.co.uk
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: SAG Support [<mailto:SAGSupport.events@leeds.gov.uk>]
Sent: 14 September 2022 13:11
To: Christopher Rees-Gay [REDACTED]
Cc: [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Hi Christopher,

Apologies for the delay in responding I was on Annual Leave and my return I have had to prioritise support to memorial services. The names below have stated that they will be attending the meeting tomorrow, the meeting invite may have also been forwarded to other colleagues and unfortunately I am unable to access this information. Hopefully SAG partners will still be able to attend the meeting tomorrow, however some SAG Partners may not be able to attend due work commitments and meetings around memorials. The meeting has been in the calendar for quite sometime, however if you feel it more appropriate to reschedule please let me know.

Christopher Rees-Gay	
Bobby Sagoo [REDACTED]	
Pierpoint, Chris	LCC cleansing
Nelson, Matthew	LCC Ent. Licencing
AVERY, Helen (NHS WEST YORKSHIRE ICB - 15F)	NHS - ICB
SAG Support	
Gardiner, Nicholas	LCC Highways
Arrowsuch, Janella	WYP Force Planning Unit
Holroyd, Vanessa	LCC Env. Health
Martin Coyle	WYCA - Buses
Richardson, Charlotte	LCC cleansing
Health & Safety Service Team (Animal Welfare)	

Kind regards,

[REDACTED]

Safety Advisory Group Support Team
 Leeds City Council
 Civic Hall - although remote working away from the office
 Tel: [REDACTED]

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From: Christopher Rees-Gay [redacted]
Sent: 13 September 2022 17:14
To: SAG Support <SAGSupport.events@leeds.gov.uk>
Cc: [redacted]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Afternoon Rachel,

I hope you are well.

Could you please confirm who will be in attendance from the responsible authorities at the Team Meet on Thursday.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [redacted]
Mobile: [redacted]

chris@woodswhur.co.uk
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Christopher Rees-Gay
Sent: 4 August 2022 10:30
To: 'SAG Support' <SAGSupport.events@leeds.gov.uk>
Cc: [redacted]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Morning Rachel,

Could we please go for 15 September 10.00 – 11.30.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [redacted]
Mobile: [redacted]

[redacted]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: SAG Support [<mailto:SAGSupport.events@leeds.gov.uk>]
Sent: 2 August 2022 11:16
To: Christopher Rees-Gay [redacted]
Cc: [redacted]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Good morning,

Can I suggest either of the following dates to allow more attendance after the summer holiday period:

8th September
13th September
Or 15th September

All at 10.00 – 11.30.

Kind regards,

[REDACTED]
Safety Advisory Group Support Team
Leeds City Council
Civic Hall - although remote working away from the office
Tel: [REDACTED]

[Organising Events \(leeds.gov.uk\)](https://leeds.gov.uk/organising-events)

From: Christopher Rees-Gay [REDACTED]
Sent: 01 August 2022 11:14
To: SAG Support <SAGSupport.events@leeds.gov.uk>
Cc: [REDACTED] Kennedy, Seamus
[REDACTED] Nelson, Matthew [REDACTED]
Subject: RE: MINT Festival SAG Score HIGH (updated score)

Morning [REDACTED]

I have just tried to call and left a message. Can you please let me have a date to discuss the move to a two day event with the SAG.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile [REDACTED]

[REDACTED]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Christopher Rees-Gay
Sent: 26 July 2022 09:12

To: 'SAG Support' <SAGSupport.events@leeds.gov.uk>

Cc: [redacted] 'Kennedy, Seamus'
[redacted] 'Nelson, Matthew' [redacted]

Subject: RE: MINT Festival SAG Score HIGH (updated score)

Morning [redacted]

Would it please be possible to set up an initial SAG meeting to discuss the move to a two day event.

Many thanks

Chris
Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [redacted]
Mobile: [redacted]

[redacted]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Christopher Rees-Gay

Sent: 21 July 2022 08:35

To: 'SAG Support' <SAGSupport.events@leeds.gov.uk>

Cc: [redacted] 'Kennedy, Seamus'
[redacted] 'Nelson, Matthew' [redacted]

Subject: RE: MINT Festival SAG Score HIGH (updated score)

Morning Rachel,

Thank you for this, as per my previous email would it please be possible to set up an initial SAG meeting to discuss the move to a two day event.

Many thanks

Chris
Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [redacted]
Mobile: [redacted]

[redacted]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: SAG Support [<mailto:SAGSupport.events@leeds.gov.uk>]

Sent: 20 July 2022 12:02

To: [redacted]

Cc: Christopher Rees-Gay [redacted]

Subject: MINT Festival SAG Score HIGH (updated score)

Thank you for the information you have supplied about your event. We have scored your event and the outcome is detailed below:

Event Name	Mint Festival
Event Location	Newsam Green Farm
Event Date	23 rd and 24 th September 2023
Operating Times	10.00 – 23.00
RAG rating	HIGH
Risk Score	56/90
Resilience Direct Link	https://collaborate.resilience.gov.uk/RDService/home/226312/2023.09.23-MINT-Festival-Newsam-Farm
Resilience Direct Username	BS111_RD
Other Resilience Direct Users with access to your page	Shane Graham SG360_RD
FUNFAIR	Please supply the name of the supplier How many rides?
DRONES	See https://www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones for further information
Event Operating under a Premises Licence	Please use the attached checklist to ensure you include all required information in your Event Management Plan
Event Operating with a Temporary Event Notice (TEN)	Please use the attached checklist to ensure you include all required information in your Event Management Plan

For events rated **HIGH**, the Safety Advisory Group (SAG) approach is compulsory.

The SAG group is made up of 80+ professional partners from various backgrounds (including all blue light services, licensing, highways, building control, health and safety, emergency planning etc).

We recommend that you organise a Multi-Agency Meeting early on in the event planning stage. Please inform the SSAG.Events mailbox of your date/time/venue and we will circulate the invite to the entire SAG. This will allow you to meet the key partners who have a vested interest in the organising of your event, and provide an early opportunity to form an effective working relationship.

Please also upload your event documents and plans to your page on Resilience Direct (link in table). The SAG will review and feedback, via the SAG Support Team. This continuous communication link is an effective way of reducing meetings so that concentration can be spent on the event planning. It is the event organiser's responsibility to take any appropriate action. Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring an event is run safely in that workers and the visiting public are not exposed to health and safety risks.

You will be invited to attend a 10 minute slot on a SAG meeting, where members of the SAG are present. You will be expected to present your event verbally, in a short overview. Any questions members have will then be asked.

After your event, you will receive a 'debrief pro-forma' email from the SAGSupport.Events mailbox. This allows us to collate feedback on the running of the event by all key partners, and decide if a formal debrief meeting is required. Any feedback can contribute to subsequent events planning.

If you have any questions, please don't hesitate to contact the team on the number below:

Kind regards,

[REDACTED]

Safety Advisory Group Support Team
Leeds City Council
Civic Hall - although remote working away from the office
Tel: [REDACTED]

[Organising Events \(leeds.gov.uk\)](https://www.leeds.gov.uk)

During the UK Governments phased recovery plan to COVID-19 the SAG are operating under adjusted Terms of Reference. Meetings will occur over skype or similar technology, but may not follow the pre-covid regularity

School governor volunteering opportunities

Across the city thousands of people volunteer their time and expertise as school governors, the largest volunteer force in the country. Why not join them? Find out more and apply online, [here](#).

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[REDACTED]

From: [REDACTED]
Sent: 25 October 2022 12:54
To: Christopher Rees-Gay
Subject: RE: Mint Festival 2023

Hi Chris

I'm good thank you and I hope you are too.

From our discussions etc. I'm aware of your client's intention and happy to have a look over the final version once submitted.

Thanks for offer.

Kind regards

Matthew Nelson
Principal Licensing Officer
Entertainment Licensing
Leeds City Council
Tel: [REDACTED]
email: [REDACTED]
www.leeds.gov.uk

From: Christopher Rees-Gay [REDACTED]
Sent: 25 October 2022 12:30
To: [REDACTED]
Subject: RE: Mint Festival 2023

Afternoon Matthew,

I hope you are well.

We are looking to submit the application shortly, would you like to see a draft of it prior to being submitted, or are you happy to pick it up once submitted?

The operating schedule is based on the latest proforma that you kindly emailed.

Please do let me know.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile [REDACTED]

Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Christopher Rees-Gay
Sent: 4 October 2022 15:51
To: [REDACTED]
Subject: RE: Mint Festival 2023

Good Afternoon Matthew,

Pleased you are well and I am well, thank you.

Thank you for the below, based on the below we will proceed on the basis of my email earlier today.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: [REDACTED]
Sent: 4 October 2022 15:35
To: Christopher Rees-Gay [REDACTED]
Subject: RE: Mint Festival 2023

Good Afternoon Chris

I'm good thank you and I hope you are too.

My suggestion was to look at all potentially affected wards that could require consultation and to provide you with the contact details. I accept that some may not be impacted by the event and extending it could increase the likelihood of the application attracting representations. Ultimately however the decision on who to consult is yours based on the extent of you client's proposal.

Thanks

Matthew Nelson
Principal Licensing Officer
Entertainment Licensing
Leeds City Council
Tel: [REDACTED]
email: [REDACTED]
www.leeds.gov.uk

From: Christopher Rees-Gay [REDACTED]

Sent: 04 October 2022 12:02

To: [REDACTED]

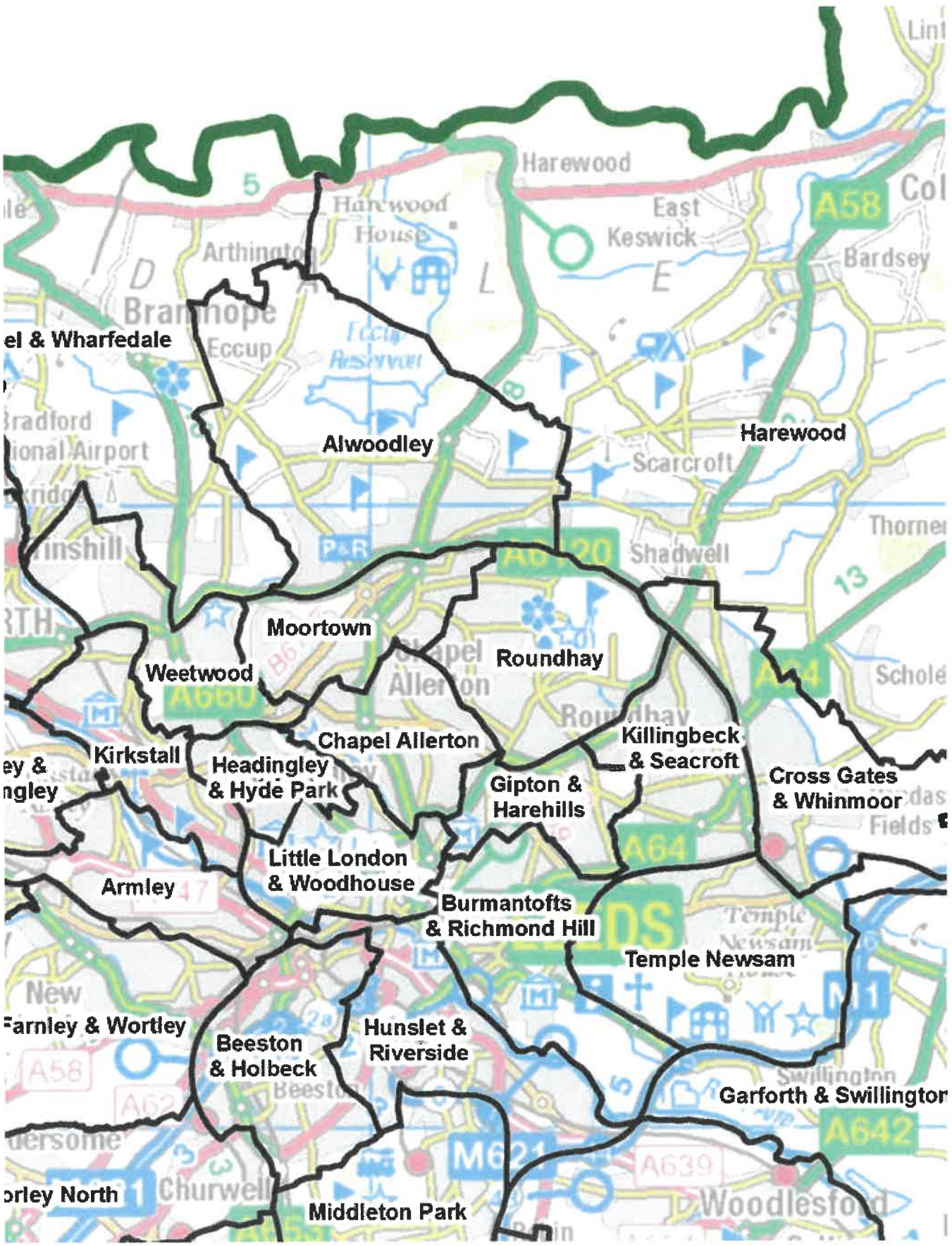
Subject: RE: Mint Festival 2023

Morning Matthew,

I hope you are well.

Thank you again for the email below which is extremely helpful.

I am just writing in relation to the elected members and effected wards that you set out in the bottom of your email. I have been liaising with Andy MacKinnon at SEP Events who does the Transport Management Plan, please see attached map of the local areas around the event.



Given the fact that the event will be much smaller than previously, and the high rate of shuttle use from the City Centre; we are of the view that not all wards that you proposed need to be written to as we don't believe they will be effected in any way. This being in the light of us running a much larger event previously, and there being no representations from these wards previously. To that end, I can confirm that we will be writing to the following wards, to ensure that they are made aware:

- Rothwell
- Burman's Tofts and Richmond Hill
- Garforth and Swillington
- Temple Newsam

Just for clarity, we will not be writing to Crossgates and Whinmoor, Harewood, Hunslet and Riverside and Kippax and Methley

Should you be aware of any reason why the wards we have chosen not to write to should be made aware, then please do let me know, and we will re-visit this.

Many thanks,

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited

Tel: [REDACTED]

Mobile [REDACTED]

[REDACTED]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: [REDACTED]
Sent: 16 September 2022 11:36
To: Christopher Rees-Gay [REDACTED]
Subject: RE: Mint Festival 2023

Good Morning Chris

I hope you're well.

As promised, please find attached the current Pro-Forma Risk Assessment for outdoor events. The main changes relate to the EMP being the property of the event organiser and observation of the SAG process.

On viewing the record for the application received late 2021 representations, on behalf of the responsible authorities, were received from West Yorkshire Police, LCC Environmental Protection Team and ourselves, the Licensing Authority. With regards to 'other persons' the application attracted representations from Cllr Mark Dobson and 8 local residents/members of the public.

Although the application was withdrawn prior to it reaching the hearing, a copy of the agenda can be found [here](#).

The contact details for members of the public who lodged representations to the 2021 application were:

[REDACTED] (both this representation and the representation below attached to the

With regards to contacting elected members of the affected wards I note the premises resides on the boundary of Garforth & Swillington and Temple Newsam. Thinking from a traffic management point of view which can have a wider impact than the local ward area, the surrounding wards are identified as Crossgates & Whinmoor, Harewood, Kippax & Methley, Rothwell, Hunslet & Riverside and Burmantofts & Richmond Hill. Contact details for all elected members can be found on the [council's website](#).

Thanks

Matthew Nelson
Principal Licensing Officer
Entertainment Licensing
Leeds City Council

Tel: [REDACTED]

email: [REDACTED]

www.leeds.gov.uk

From: Christopher Rees-Gay [REDACTED]

Sent: 15 September 2022 11:51

To: [REDACTED]

Subject: Mint Festival 2023

Morning Matthew,

Thank you for your time this morning. If you could please, as discussed:

1. Send through the new events proforma for outdoor festivals.
2. In addition, if you could please let me have a list of all those that submitted representations that I can email out, to let them know about the new application.
3. Please let me have the names of the relevant Ward Councillors that you feel will need to be approached (Cllr Dobson, etc.).

Many thanks

Chris

Many thanks,

Christopher Rees-Gay

Woods Whur 2014 Limited

Tel: [REDACTED]

Mobile: [REDACTED]

Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

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[REDACTED]

From: [REDACTED]
Sent: 4 November 2022 14:31
To: Christopher Rees-Gay
Cc: Fiddes, Lucy; Musson, Martyn
Subject: RE: Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD
Attachments: GN-F LA2003 (new) Proforma Risk Assessment for Outdoor Events(Nov 2022).doc

Good Afternoon Chris

Further to our discussion, please find attached a copy of the recently revised outdoor pro-forma risk assessment. The attached version is currently in draft, but highlights the revisions which should be easier for you to identify what needs changing.

Other points raised were late night refreshment and the opening hours on a Sunday finish at midnight, whilst all other proposed activities on a Sunday finish on or around 11pm, recorded music to terminate at 23:45 Saturday and 22:45 Sunday and to remove any reference to campsites under Section M of the application.

Please feel free to get in touch should you need to.

Thanks

Matthew Nelson
Principal Licensing Officer
Entertainment Licensing
Leeds City Council
Tel: [REDACTED]
email: [REDACTED]
www.leeds.gov.uk

From: Christopher Rees-Gay [REDACTED]
Sent: 04 November 2022 11:25
To: [REDACTED] SAG Support <SAGSupport.events@leeds.gov.uk>
Cc: [REDACTED]
Subject: FW: Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD
Importance: High

Morning Matthew, [REDACTED]

I hope you have had a good week.

I am just emailing to confirm that the Mint Festival application for 2023 has been submitted today.

In terms of SAG supporting documentation for the event, these are currently the documents that are on ResDirect that have been reviewed and discussed at the MAM that took place on 15 September. We will obviously continue to work these up in the light of any feedback from the application.

Please note that in terms of conditions they reflect the latest 'LCC Outdoor Events Proforma', with some additional bespoke conditions relating to the work that we did with Dave Parker and Seamus Kennedy in relation to the previous application.

I will send photos of the displayed notices. Again, in addition, a number will be placed in Swillington and Woodlesford.

I can also confirm that the local councillors and those residents that submitted representations to the previous application were emailed prior to the application being submitted.

Should you have any questions, please do let me know.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

[REDACTED]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: [REDACTED]
Sent: 4 November 2022 11:04
To: entertainment.licensing@leeds.gov.uk
Cc: Christopher Rees-Gay [REDACTED]
Subject: Mint Festival, Newsam Green Farm, Newsam Green, Pontefract Lane, Leeds, LS15 9AD
Importance: High

Good Morning,

We act on behalf of Mint Festival Limited and we are instructed to submit an application for the grant of a Premises Licence.

Accordingly, please find attached the following:

1. Application for a Premises Licence
2. Plan
3. DPS consent form

We can confirm that our client will be directly paying the fee over the telephone with you today and we have made arrangements for the notices to be displayed around site and in a local newspaper.

We would be grateful if you could acknowledge receipt of this email and attachments and confirm this will be submitted on the other responsible authorities.

Kind regards,

[REDACTED]
Woods Whur 2014 Limited
Tel: [REDACTED]

Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds LS1 2SP.

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[Redacted]

From: Christopher Rees-Gay
Sent: 8 November 2022 11:43
To: Musson, Martyn
Cc: [Redacted]
Subject: Mint Festival - Public Notices
Attachments: SKM_C45821122015440.pdf

Morning Martyn,

Please see below, the notices have been placed up along the front of the site as well as 3 being placed up in Woodlesford, including: Pottery Lane, Station Lane (Outside the train station) and near Jolly Giraffes nursery as per the map – Photos are below.

In Swillington - they have placed 4 along Swillington Lane as shown on the map, with one extra.

If you could please confirm receipt.

Many thanks

Chris
Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [Redacted]
Mobile: [Redacted]

[Redacted]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: [Redacted]
Sent: 8 November 2022 10:25
To: Christopher Rees-Gay <chris@[Redacted]>
Subject: Mint Festival Licence Signs

[REDACTED]

From: Holroyd, Vanessa [REDACTED]
Sent: 10 November 2022 08:44
To: Christopher Rees-Gay
Cc: Entertainment Licensing
Subject: PREM/05024/001 Mint Festival 2023

Good morning Chris

We have no objection to the above premises licence application.

Kind regards

Vanessa Holroyd
Senior Environmental Health Officer
Leeds City Council
Environmental Health
Milshaw Park Way
Leeds
LS11 0LS

Tel: [REDACTED]

Leeds Creative Skills Festival 2022

Find your creative future at #LCSF22! Thursday 17th November 2pm-7pm at First Direct Arena Leeds. To book your free ticket please visit : <https://bit.ly/LCSFbookings>.

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[REDACTED]

From: Rachael Trutwein [REDACTED]
Sent: 14 November 2022 10:40
To: Christopher Rees-Gay
Subject: Newsam Green Farm Pontefract Lane Richmond Hill Leeds, LS15 9AD

Dear Sir/ Madam

The Licensing Act 2003

Premises: Newsam Green Farm Pontefract Lane Richmond Hill Leeds, LS15 9AD

Our Ref: 144286

I acknowledge receipt of your licensing application received on 7 November 2022 in respect of the above premises.

The details and information that you have supplied have been considered by West Yorkshire Fire & Rescue Authority and there are no objections to the submitted application. An appropriate response has been forwarded to the Licensing Authority.

Ensuring adequate fire safety in licensed premises is the duty of the responsible person and should be kept under regular review. West Yorkshire Fire & Rescue Authority actively monitor compliance with fire safety legislation in premises that are subject to the **Regulatory Reform (Fire Safety) Order 2005**.

Detailed fire safety guidance is available at

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

Further assistance may be available from your trade association or suitably experienced fire safety practitioners.

Should you wish to discuss the content of this letter, please contact the Fire Protection department at Fire.safety@westyorksfire.gov.uk

Yours faithfully

John Parry

Fire Protection Manager

And on behalf of the West Yorkshire Fire and Rescue Authority

This message has been scanned for malware.

[REDACTED]

From: Parker, David [REDACTED]
Sent: 5 December 2022 10:26
To: entertainment.licensing@leeds.gov.uk
Cc: Musson, Martyn; Nelson, Matthew; Christopher Rees-Gay
Subject: RE: PREM/05024/001 | Mint Festival & Live Music Act, LS15 9AD | New Premises Licence Application
Attachments: Mint Festival 2022 v0F.doc

Good Morning,

With regards the below email trail and my previously submitted qualified representation (attached).

The below conditions as outlined by the applicant's representative have been agreed as follows:

- Any authorised officer of the Responsible Authorities who has knowledge of licensing, and any warranted officer of West Yorkshire Police shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of the licence conditions and Event.
- The nature of the event/audience profile will not be changed without the consent of the Responsible Authority.
- A written drugs policy will be provided and maintained which will include a zero tolerance to any drugs or psychoactive substances entering or to be in the possession of anybody on the site.
- SIA Registered door staff will be employed and used where queues are likely to form to manage the queues.
- Notices will be prominently displayed at the entrances of the premises which state:
 - a) A search will be conducted as a condition of entry to premises;
 - b) Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
 - c) Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.
 - d) Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
 - e) Members of the public who commit acts of anti-social behaviour will be removed from the site and prevented from returning.
- All drinks that are to be consumed on the premises will be served in plastic (or similar) containers.
- The premises licence holder and/or designated premises supervisor will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises.
- A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.
- CCTV recordings will be retained by the premises licence holder for a minimum of six months following the event.

- The Event Management Plan will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans.
- A search Policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities and will be contained within the Event Management Plan.
- Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register.

As outlined in my initial representation these conditions are in addition to those offered by the applicant during the initial application process.

Subject to all agreed measures being incorporated into the operating schedule of the new licence I can confirm that West Yorkshire Police withdraw their objection/ representation.

Regards

David Parker
Leeds District Licensing,
West Yorkshire Police,
Leeds District HQ,
Elland Road,
Leeds
LS118BU

Mobile [REDACTED]

From: Christopher Rees-Gay <chris [REDACTED]>
Sent: 05 December 2022 10:05
To: Parker, David [REDACTED]
Cc: Musson, Martyn [REDACTED]; Nelson, Matthew [REDACTED]
Subject: RE: PREM/05024/001 | Mint Festival & Live Music Act, LS15 9AD | New Premises Licence Application

Morning Dave,

Many thanks for this, your revised wording is agreeable.

I should be grateful if you would please withdraw your representation, on the basis that the below conditions have now been agreed. The licensing authority have been copied in, so if you could please just confirm to them.

- Any authorised officer of the Responsible Authorities who has knowledge of licensing, and any warranted officer of West Yorkshire Police shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of the licence conditions and Event.
- The nature of the event/audience profile will not be changed without the consent of the Responsible Authority.
- A written drugs policy will be provided and maintained which will include a zero tolerance to any drugs or psychoactive substances entering or to be in the possession of anybody on the site.

- SIA Registered door staff will be employed and used where queues are likely to form to manage the queues.
- Notices will be prominently displayed at the entrances of the premises which state:
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 - d) Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
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- A search Policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities and will be contained within the Event Management Plan.
- Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register.

Many thanks

Chris

Christopher Rees-Gay

Woods Whur 2014 Limited

Tel: [REDACTED]

Mobile: [REDACTED]

[REDACTED]

Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Parker, David [REDACTED]

Sent: 5 December 2022 09:25

To: Christopher Rees-Gay <[REDACTED]>

Subject: RE: PREM/05024/001 | Mint Festival & Live Music Act, LS15 9AD | New Premises Licence Application

Morning Chris,

My only concern with regards the wording suggested is to what level the *knowledge of licensing* is set. Who would say whether that knowledge is sufficient and how would it be tested. All police officers would have some level of knowledge with regards to licensing legislation but that could vary.

I would imagine the same would be the case for anybody attending from WYFRS but would leave them to make their own representation if they deem fit.

I would have no issues with the condition as proposed if your clients would agree to it reading...

- Any authorised officer of the Responsible Authorities **who has knowledge of licensing, and any warranted officer of West Yorkshire Police** shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of the licence conditions and Event.

The warranted officers of West Yorkshire Police are police officers (not PCSO's or civilian employee's). This would mean that the only members of West Yorkshire Police that would be able to *supervise the compliance of the licence conditions and Event* would be police officers and civilian employee's such as myself and Bob (as we have the knowledge of licensing).

Regards

Dave

David Parker
Leeds District Licensing,
West Yorkshire Police,
Leeds District HQ,
Elland Road,
Leeds
LS118BU

Mobile [REDACTED]

From: Christopher Rees-Gay [REDACTED]
Sent: 01 December 2022 20:51
To: Parker, David [REDACTED]
Subject: RE: PREM/05024/001 | Mint Festival & Live Music Act, LS15 9AD | New Premises Licence Application

Evening Dave,

I hope that you are well, apologies for the slow response.

Could the following condition please be amended, to add in the words in **red**? This is so that only those with the relevant experience are able to supervise the compliance of the licence and the event.

- Any authorised officer of the Responsible Authorities **who has knowledge of licensing** shall have free access to all parts of the licensed site whilst the licence is in force for the purposes of supervising the compliance of the licence conditions and Event.

All other conditions are agreed:

- The nature of the event/audience profile will not be changed without the consent of the Responsible Authority.

- A written drugs policy will be provided and maintained which will include a zero tolerance to any drugs or psychoactive substances entering or to be in the possession of anybody on the site.
- SIA Registered door staff will be employed and used where queues are likely to form to manage the queues.
- Notices will be prominently displayed at the entrances of the premises which state:
 - a) A search will be conducted as a condition of entry to premises;
 - b) Incidents of crime and disorder will be reported to the police and a full recorded entry will be made in the incident report register.
 - c) Entry to the premises will be refused to any person who appears to be drunk, acting in a threatening manner or is violent; or appears to be under the influence of drugs.
 - d) Entry will be refused to any person who has been convicted of an offence of drunkenness, violent or threatening behaviour or the use or distribution of illegal substances.
 - e) Members of the public who commit acts of anti-social behaviour will be removed from the site and prevented from returning.
- All drinks that are to be consumed on the premises will be served in plastic (or similar) containers.
- The premises licence holder and/or designated premises supervisor will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises.
- A facility will be provided for customers to order Hackney taxis/private hire vehicles. Telephone numbers for taxi firms/private hire companies will be displayed in a prominent position on the premises.
- CCTV recordings will be retained by the premises licence holder for a minimum of six months following the event.
- The Event Management Plan will contain a Security and Stewarding Plan, including details of the security command structure, the numbers of security and stewarding personnel, their locations, duties and responsibilities, methods of communication, means of identification (including personal identification), briefing arrangements and contingency plans.
- A search Policy for patrons entering the licensed site will be provided to the satisfaction of the Responsible Authorities and will be contained within the Event Management Plan.
- Any seizure of drugs or offensive weapons shall be recorded in the Incident Report Register

Obviously should you wish to discuss the condition, please do let me know.

Many thanks

Chris
Christopher Rees-Gay

Woods Whur 2014 Limited
Tel: [REDACTED]
Mobile: [REDACTED]

[REDACTED]
Woods Whur 2014 Limited, St James House, 28 Park Place, Leeds, LS1 2SP

From: Parker, David [REDACTED]
Sent: 28 November 2022 08:57

To: Christopher Rees-Gay [REDACTED]
Subject: FW: PREM/05024/001 | Mint Festival & Live Music Act, LS15 9AD | New Premises Licence Application

Morning Chris,

I have submitted the attached qualified representation with regards the Mint Festival to the licensing authority.

Due to the time limits I decided that this would be the appropriate method of dealing with the few issues that I feel need resolving.

I have concentrated on the issues that I feel are appropriate for West Yorkshire Police to comment on.

Other matters that fall under the remit of departments within Leeds city council licensing, YAS and WYFRS have been left for them to resolve.

I hope you find that the conditions requested are reasonable and proportionate. They deal with issues that were resolved within the licence PREM/04519/002 which is referred to in this application.

They have been requested as they do not appear to be covered in the new application under PREM/05024/001

If you wish to discuss any further please do not hesitate to get in touch.

Regards

David Parker
Leeds District Licensing,
West Yorkshire Police,
Leeds District HQ,
Elland Road,
Leeds
LS118BU

Mobile [REDACTED]

From: Parker, David
Sent: 28 November 2022 08:44
To: entertainment.licensing@leeds.gov.uk
Cc: Christopher Rees-Gay [REDACTED]
Subject: PREM/05024/001 | Mint Festival & Live Music Act, LS15 9AD | New Premises Licence Application

Good Morning,

Please find attached a qualified representation with regards:

REM/05024/001 | Mint Festival & Live Music Act, LS15 9AD

I will notify you in due course if agreement is reached with regards this application.

Regards

David Parker
Leeds District Licensing,
West Yorkshire Police,
Leeds District HQ,
Elland Road,
Leeds
LS118BU

Mobile [REDACTED]

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