



Report of the Assistant Chief Executive (Corporate Governance)

Report to the Licensing Committee

Date: 20 JULY 2010

Subject: LEEDS FESTIVAL 2010
EVENT MANAGEMENT PLAN FOR THE 2010 EVENT

Electoral Wards Affected:

Wetherby

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

EXECUTIVE SUMMARY

The Leeds Festival will take place at Bramham Park from 26 August until 30 August 2010. The event is licensed under the Licensing Act 2003, subject to certain conditions.

1.0 PURPOSE OF REPORT

- 1.1 This report advises Members of the progress of the multi-agency meetings and the Event Management Plan for the Leeds Festival 2010.
- 1.2 The Licensing Committee is required to consider this report and take such of the steps it considers necessary as detailed in paragraphs 6.3 of this report.

2.0 BACKGROUND INFORMATION

- 2.1 The Premises Licence for the Leeds Festival was considered and approved by the Members of the Licensing Committee on the 28th April 2006.
- 2.2 The Licence is held for Bramham Park and allows the Leeds Festival to take place every August Bank Holiday weekend.
- 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 to the Event Management Plan 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 Following a variation to the Licence in 2008, the current premises Licence permits the activities as detailed in **Appendix 1**.

3.0 MAIN ISSUES

3.1 The draft Event Management Plan for the 2010 Festival was received by the Licensing Authority and Responsible Authorities on the 13 November 2009. As in previous years a copy of the Summary of Changes from the 2009 event has been circulated to Members of the Licensing Committee and Ward Members of the constituencies surrounding the event site. A copy of the summary of changes is attached at **Appendix 2** for Member's information.

3.2 To ensure the widest circulation of information the organisers have held meetings with the Parish/Town Councils in the areas surrounding the site and maintained regular contact with the same.

3.3 The first multi agency meeting with the responsible agencies was held on the 25th February 2010 and have continued on a regular basis.

3.4 Members may recall that at the Licensing Committee meeting on the 1 December 2009 (Minute 42). Members were given a report on the outcome of the 2009 event. This followed a multi agency debrief meeting held on the 6 October 2009.

3.5 The main issues arising from the debrief were the vast improvement to the traffic management on the Thursday prior to the start of the event and crowd dynamics issues on the Friday and Sunday evenings.

3.6 Mr. Benn the festival organiser advised Members that following the crowd dynamics issues modifications to the site layout would be made for the 2010 event and a permanent solution would be in place for 2011.

3.7 Subsequent to the debrief hearing festival republic in consultation with the relevant responsible authorities have made significant modifications to the festival site to bring forward the permanent solution for the 2010 event.

3.8 The modifications to the site include the repositioning of the main stage, the dance marquee and a number of catering units to improve the sightlines and achieve a more equal loading of the site and improve public safety.

3.9 The most recent multi-agency meeting was held on the 15 June 2010 when all agencies confirmed that they are satisfied with progress to-date and the contents of the Event Management Plan.

4.0 Implications for Council Policy and Government

4.1 There are no implications for Council policy and governance in respect of determining this application.

5.0 Legal and Resource Implications

5.1 There are no legal or resource implications

6.0 Options Available to Members

6.1 Members of the Licensing Committee must make decisions with a view to promoting the Licensing objectives which are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

6.2 Whilst there should be no major amendments to the Event Management Plan there is still scope for minor changes in accordance with the relevant authority approval. It would therefore not be appropriate for members to approve the Event Management plan today as in it's final form.

6.3 Members may therefore consider it more appropriate, as in previous years, to:

- Give delegated authority to the Assistant Chief Executive (Corporate Governance) to approve the Event Management Plan and any minor amendments prior to the start of the event.

6.4 Should the Event Management Plan be subject to amendment without the relevant authority consent, or be of a nature which officers consider may impact on the licensing objectives, then the Event Management Plan will be brought back before the Licensing Committee prior to the event taking place.

7.0 Recommendations

7.1 That Members consider the Event Management Plan and take such steps set out in paragraph 6.3 as they consider appropriate.

BACKGROUND PAPERS

- Guidance issued under section 182 of the Licensing Act 2003.
- Leeds City Council Licensing Policy
- The Leeds Festival Event Management Plan

APPENDIX 1

Times the licence authorises the carrying out of licensable activities

Sale by retail of alcohol

Monday	17:00 - 00:00
Tuesday to Sunday	00:01 - 00:00

Provision of late night refreshment

Wednesday to Sunday	23:00 - 05:00
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Performance of a play

Thursday	19:00 - 03:00
Friday to Sunday	12:00 - 03:00

Exhibition of a film

Thursday	19:00 - 03:00
Friday to Sunday	12:00 - 06:00

Performance of live music

Thursday	19:00 - 03:00
Friday to Sunday	12:00 - 06:00

Performance of recorded Music

Thursday	19:00 - 03:00
Friday to Sunday	12:00 - 06:00

Performance of dance

Thursday	19:00 - 03:00
Friday to Sunday	12:00 - 03:00

Entertainment similar to live music, recorded music or dance

Thursday	19:00 - 03:00
Friday to Sunday	12:00 - 06:00

Provision of facilities for making music

Thursday	19:00 - 03:00
Friday, Saturday & Sunday	12:00 - 06:00

Provision of facilities for dancing

Thursday	19:00 - 03:00
Friday to Sunday	12:00 - 06:00

Times the licence authorises the carrying out of licensable activities

Provision of facilities for anything similar to making music or dancing

Thursday	19:00 - 03:00
Friday, Saturday & Sunday	12:00 - 06:00

The opening hours of the premises

Everyday	00:01 - 00:00
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Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Alcohol is sold for consumption both on and off the premises

Non Standard Timings

Non Standard Timings and Seasonal Variations

The times and dates of licensable activities will be submitted and agreed within the Multi Agency forum at least 6 months prior to the festival or such lesser period as agreed from time to time within the multi agency forum.

The premises licence is for the on and off sales of alcohol to ticket holders for 24 hours on the dates which will be agreed within the multi agency forum.

This year the hours will be from 17:00hrs on Wednesday 25th August to 03:00 hrs on Monday 30th August 2010.

The licence also provides for the supply of alcohol to staff 24 hours on the dates which will be submitted and agreed with the multi agency forum at least 6 months prior to the festival each year or such lesser period as agreed from time to time with the multi agency forum.

This year the hours will be from 17:00hrs Monday 25th August to 23:00hrs on Tuesday 31st September 2009.

The application for an extension of existing hours from 03:00hrs to 06:00hrs Saturday, Sunday and Monday submitted in March 2008 applies to the following campsites only:

Brown/Green campsite DJ
Orange campsite DJ

Yellow Bubble campsite DJ
Blue Valley campsite DJ
Red campsite DJ
Piccadilly campsite DJ
Silent Disco

The location and names of these campsites may be determined from a site plan submitted each year.

APPENDIX 2

SUMMARY OF CHANGES LEEDS FESTIVAL 2010

EVENT MANAGEMENT PLAN version 1

A summary of the changes to the Event Management Plan for Leeds Festival 2010 version 1 from the Leeds Festival 2009 version 2 submitted 10th August 2009.

Changes throughout all documents

- Tenses changed where appropriate
- Dates changed throughout

Changes to the main Event Management Plan document

2.1.c

- CTM to provide all traffic marshals
- CATs to provide all fire marshals

2.1.e

- Additional information on crowd management included in Appendix 19a

2.3.a

- Table Top exercise has been scheduled for the 19th August 2010.

2.6.h

- Larger signage for medical tents to be retained

2.10.a

- Particular attention will be paid to make sure that guy ropes do not restrict the use of the arena emergency exit gates or compromise the width of the main egress route.

2.12a

- Electrical contractor to be confirmed

2.15.d

- Environmental Health monitors will specifically monitor the standards of servicing on the Sunday afternoon and evening to maintain the standards throughout the time that the site is open to ticket holders.

2.15.g

- Litter bins will be placed by the water points to minimise a build up of litter. The Environmental Health monitors will check that they are in position on their first shift.
- The water points at red, green, orange and yellow bubble toilet blocks will be positioned more effectively than in 2009 in terms of ease of access for both public and for servicing teams.
- The Environmental Health monitors will check that the standpipes at the water points are fixed and not creating boggy conditions unnecessarily.

2.17

- Ian Donaldson to replace David Cusick as Designated Premises Supervisors (separate application has been submitted to Leeds City Council and West Yorkshire Police)

2.19

- The contractor that installs the disabled viewing platforms will be contracted to provide platforms of a sufficient standard and quality of construction.

4.1.b

- o Noise complaints hotline number to be confirmed

6.1.f

- o Security Co-ordinator to be confirmed

Changes to Appendices –

Risk Assessment

- o Reference to Appendix 19A re further statements re crowd management

Appendix 5 – Site Plan

- o Layout change in the arena in the vicinity of Foxtrot Gate
- o Additional emergency exits L, M, N added stage right of Main Stage
- o Revised entrance into the arena from the Guest Area

Appendix 5A – Emergency routes into site

- o New map to be added into August Event Management Plan submission

Appendix 9 – Essential Information for Traders

- o Traders banned from selling aerosols over 250ml rather than 100ml as in 2009.
- o Noise at Work appendix added including notification that all stands inside the arena are designated as red zones where ear protection is mandatory.

Appendix 17 – Major Incident Plan

- o Appendix A - Emergency contact sheet - still to be supplied in the final version format in the interests of clarity so there is only one version in circulation.

Appendix 19A and B – Crowd Management Procedures

- o New document submitted with accompanying plan

Appendix 22 – Security Report

- o Onsite Multi Agency meeting times proposed:
 - o 5pm Thursday 26th August
 - o 5pm Friday 27th August
 - o 12.15am Saturday 28th August
 - o 5pm Saturday 28th August
 - o 5pm Sunday 29th August

Additional security measures for 2010

- o We will work closely with West Yorkshire Police on improving crime prevention and crime reduction with a particular target of increasing the care that festival goers take over the security of their valuables.
- o We will implement a working group with West Yorkshire Police and other relevant agencies to formulate a clear policy on dealing with ticket touting investigations
- o We will provide a dedicated ticketing liaison position 24 hours during the festival to liaise with West Yorkshire Police over tickets and touts. This new role will ensure that West Yorkshire Police are kept updated about any intelligence regarding ticket fraud that comes to light during the festival and will ensure timely attendance at any investigations offsite or onsite regarding tickets.
- o We will work hard on improving the standard of both the onsite CCTV and the link to Wetherby. We will look into permanent infrastructure to ensure that we have enough bandwidth. We will investigate optic fibres and will liaise with the CCTV officers at West Yorkshire Police for their advice.

- We will ensure that the helicopter landing pad is marked better.
- We will agree a procedure with regards to the handing over of CCTV footage onsite to West Yorkshire Police including a proforma and a dedicated single point of contact for requests.
- We will organise a morning briefing with the relevant personnel from West Yorkshire Police and our Security Co-ordinator.
- We will submit the uniform of the dog handlers to West Yorkshire Police for their approval in advance.

Appendix 33 – Security Placement Schedule

- Additional crowd monitoring locations / staff added
- Additional positions to secure the perimeter

Appendix 34 – CCTV map

- Revised with additional camera at BBC Introducing stage on cherry picker with good view of Main Stage crowd and the 2 cut throughs at Foxtrot and Kilo gate.

Appendix 37 – Traffic Management Plan

- The 2009 Traffic Management Plan concentrated on the issues involved in the significant change of routing. All of the information on the 2009 and 2010 routing is included in the Traffic Management Plan but all other relevant information such as public transport facilities have been added in order to make it a more complete and comprehensive plan without sole focus on the new routing.
- Key changes to the 2009 plan for 2010 subject to agreement with the traffic agencies are:
 - Traffic from the north to be signed via Jct 44 throughout
 - Traffic wanting to drop off or pick up to be signed via the A58 to the A64 eastbound to Red Gate 1 at all times other than Thursday. On Thursday drop off traffic to be signed along red route on the A64 westbound to Red Gate 1. Drop off traffic to exit via Red Gate 2.
 - All key laybys on red and brown route to be close coned or sealed with barriers to prevent touts from setting up pitches.
 - Pedestrian and vehicle clearway and street trading byelaw orders will be applied for to give West Yorkshire Police additional powers to move any touts along.
 - We are exploring an improvement to the entrance layout at Yellow Gate to mitigate against the significant swing in that buses currently need to do to access the bus station.
 - The default emergency access gate remains White Gate but at all times, emergency services should follow current instructions to ensure that they have the best access at the time depending on the local network and the location of the incident onsite as White Gate is likely to be used for festival traffic on the Wednesday and Thursday in particular.
 - Wednesday considered as a peak day throughout in terms of resources.
 - Consultation ongoing with local residents about additional capacity on the residents bus at peak times at 23.30 each night and an additional double decker bus may be deployed for a one off trip
 - Improvements to be made to lighting in the areas of Brown Gate, and the Red Bus layby.
 - 2009 vehicle figures inserted for reference: -
 - Total weekend cars 13700
 - Average day cars per day Friday, Saturday and Sunday 850
 - Total drop off movements 3250
 - The required signage will be delivered to RMS and Connect (if applicable) by Friday 20th August 2010.
 - When the one way system on the A64 is lifted both RCC and West Yorkshire Police Traffic will be informed.

Appendix 37D Traffic Management Plan Hard signage and coning plan

- This plan will be submitted no later than April 2010 and will include the following changes:
 - A review of the signage in the area of Hook Moor in conjunction with the Highways Agency
 - A review of the drop off and taxi routing signage
 - "Use hard shoulder" signage added to Jct 44 A64 northbound slip
 - Stronger signage for the Jct 46 u turn to persuade vehicles to continue on to Jct 44
 - Stronger signage for Aberford road closure
 - Sign added at Tenter Hill for egress for traffic coming from Blue Gate to sign them north on West Woods Road
 - Sign added at A64 / Bramham Interchange junction for egress for onward traffic direction onto A1 (M).
 - Stronger signage along brown route for egress pick ups that end up there
 - Stronger signage along red route for non festival traffic to get into lane in the vicinity of Red Gate 1.
 - Larger lettering on the advance warning signs on the A64 east of Jct 44.

Appendix 37E Traffic Management Plan VMS signage

- A VMS plan for Monday 30th August 2010 has been added

Appendix 37F Traffic route map

- Overhauled to try and make it more user friendly

Appendix 38 Onsite Traffic Management Plan

- Car parking with at least 10 designated spaces will be arranged for key officers from Leeds City Council near to the Leeds City Council portacabin in order that particularly when doing night shifts, they are within easy reach of their vehicles.

Appendix 73 – Noise Management Plan

- If after 21.00 there are particular meteorological conditions such as the strong winds towards Bramham in 2009, then the offsite consultants may be redeployed to provide additional cover in response to the conditions subject to agreement at the time with Leeds City Council Environmental Health to ensure the most efficient use of resources at the time.
- Noise at Work monitoring company to be confirmed

Appendices 74 75 93 Noise Risk Assessment

- The majority of the arena will be designated as a hearing protection zone.
- The Red, Amber and Green zone system will be further applied site wide and not just for traders.
- A representative from the trader concessionaire will be designated to ensure compliance by traders with the Noise at Work regulations.

Appendix 76 – Bramham Park resident noise letters

- 2010 letters from Bramham Park residents regarding noise levels included

Appendix 77 – Campsite Strategy

- The CCTV contractor for 2010 is being reviewed. West Yorkshire Police will be involved in the approval of the change of contractor. A CCTV test including the Wetherby link will take place in Spring 2010 before the contract is awarded.

- o A further CCTV test will again be conducted in advance of the festival once all of the infrastructure is installed onsite including the Wetherby link in consultation with West Yorkshire Police.
- o We will retain the organized bonfire locations in red and yellow bubble campsite zones and we are currently considering organising further bonfires at other points in the campsites

Appendix 88A – change of DPS application submitted

- o Change of DPS application included to change David Cusick to Ian Donaldson

Appendix 91 – Zone Management chart

- o Revised to reflect the fact that brown and green zones are now being treated separately in terms of management

Please be advised that the dates and hours of licensable activity for Leeds Festival 2010 are as follows:

Hours open to the public

14.00 Wednesday 25th August to 12.00 Monday 30th August

Late night refreshment

23.00 Wednesday 25th August to 05.00 Monday 30th August inclusive

Alcohol sales to ticket holders

17.00 – 03.00 Wednesday 25th August

11.00 – 03.00 Thursday 26th to Sunday 29th August inclusive

Alcohol sales to staff

24 hours from 17.00 Monday 23rd August to 23.00 Tuesday 31st August inclusive

Regulated entertainment

Thursday 26th August 19.00 – 03.00

Friday 27th August 12.00 – 06.00

Saturday 28th August 12.00 – 06.00

Sunday 29th August 12.00 – 06.00

Throughout where it says eg 11.00 to 03.00 Sunday, the 03.00 refers to Monday morning. These are the same timings as in 2009.