

## **Additional evidence received 29.09.22 from TLT Solicitors on behalf of New Bohemia Music Group organisers of the Outlook Festival**

### **Compliance checklist (abbreviated) and detail about communications**

#### **LICENCE COMPLIANCE**

OD\_15 of the ESMP provides a matrix of licence conditions attached to Premises Licence 413 which Outlook Festival monitored and checked for compliance throughout the planning and delivery phases of the event.

For the purposes of the committee, this is summarised below:

##### **General - 1**

**Maximum capacity at any one time is 29,999** - complied to via:

- Ticketed event with auditable entry system for both public and non-public
- 4947 customers on-site
- 1523 staff / artists / traders on-site

##### **General - 2**

**Limited to no more than 6 days per calendar year** - complied to via:

- Event dates span 4 days Thu-Sun

##### **General - 3**

**Notice with accompanying draft ESMP to be provided to RAs and ESAG no later than 6 months prior** - complied to via:

- ESAG registration form submitted 8 Dec 2021
- ESMP V1 submitted to ESAG and Licensing 29 Dec 2021

**Where agreed, recommendations made by ESAG will be incorporated into the ESMP** - complied to via:

- ESMP V2 submitted to ESAG (via Jane Longley) 23 March 2022. Version history notes cite updates 'following liaison with Cheshire East Council'.
- ESAG meeting attended 20 April 2022
- Table Top meeting hosted 9 May 2022
- ESMP V3 submitted to ESAG (via Jane Longley) 15 June 2022. Version history notes cite updates to 2.5 and 4.1 as a result of ESAG feedback.
- ESMP V3.1 submitted to ESAG (via Jane Longley) 28 June 2022..
- Proactive liaison sought with Agencies throughout the planning process via both ESAG Chair and individually (EHO, Public Health, Highways, Police, Fire & Rescue, NWAS, BTP) to varying degrees of success with engagement

**Any changes to the ESMP will be notified on at least a fortnightly basis:**

- Emails sent to Licencing (Kim Evans) and ESAG (Jane Longely) 23 February, 22 March, 25 April 2022 to request written confirmation as discussed on phone. The PLH will attend ESAG meetings - complied to via:

**During the week prior, access to the site will be granted to ESAG / RA** - complied to via:

- Invitation to site for inspections extended to ESAG 18 March 2022 - Weds 29th @ 12:30 and July 1st @ 12:30
- Representatives from Police, Fire and EHO attended site

#### **General - 4**

**No nuisance shall be caused by noise coming from the premises**

#### **General - 5**

**14 days notice given to ESAG and RAs** - complied to via the timeline outlined against 'General - 3'

#### **General - 6**

**All bar staff will be trained in the basic law relating to the sale / supply of alcohol** - complied to via:

- Development and delivery of Alcohol Management Plan as part of ESMP by One Circle Events Ltd
- Assignment of DPS Lee Phimister of One Circle Events (15/00406/LAPER) via DPS Variation approved 29 June 2022

#### **General - 7**

**Supply of sufficient, competent staff for fulfilling licence and preventing crime and disorder** - complied to via:

- Deployment and staffing schedules developed across all departments
- Contractors audited for competence (security, bars, medical, welfare, traffic, noise, stewarding, etc)
- Staff audited for competence (event control, management, etc)

**The PLH will increase steward, paramedic and security deployment against attendance, in liaison with Cheshire Police** - complied to via:

- Deployment schedules shared as part of ESMP with ESAG and Cheshire Police

- Deployment schedules shared as part of ESMP with ESAG and NWS

## **General - 8**

**The PLH will not encourage excessive consumption of alcohol** - complied to via:

- Development and delivery of Alcohol Management Plan as part of ESMP by One Circle Events Ltd
- Assignment of DPS Lee Phimister of One Circle Events (15/00406/LAPER) via DPS Variation approved 29 June 2022

## **General - 9**

**An adequate number of staff to oversee Egress, reminding them of public responsibilities** - complied to via:

- Security, traffic and event control / management staffing & signage deployed for egress

## **General - 10**

**Anyone appearing u18 shall be requested to provide photographic proof of age** - complied to via:

- Ticket purchase and entry processes per ticketing T&Cs and Entry Procedures
- Development and delivery of Alcohol Management Plan as part of ESMP by One Circle Events Ltd
- Assignment of DPS Lee Phimister of One Circle Events (15/00406/LAPER) via DPS Variation approved 29 June 2022

## **General - 11 and 13**

**Signage must be on display at point of entry and all points of sale re production of age evidence and restrictions to U18s** - complied to via:

- Signage in place at entrances
- Signage in place at all bars
- No under 18s permitted at the event as per ticketing T&Cs and Entry Procedures

## **Licensing Act 2003 - Prem Licence**

**Duty to notify change of name or address** - complied to via:

- DPS Variation approved and recieved 29 June 2022

**Duty to keep and display licence** - complied to via:

- Physical copy of licence available in Event Control, Site Office, all Bars and Entrance

**Form ref S.57**

**Sign over custody of Permits Licence** - complied to via:

- Joe and James

## **EVENT DATA**

There were a total of 4947 customers and 1523 non-customers at Outlook Festival 2022.

### **Crime and Disorder**

- 2 customers had entry denied
- 31 customers had prohibited items confiscated before entry permitted
- 1 fence jumper was deflected
- 3 evictions took place - 1 for graffiti and 2 for theft
- 0 arrests took place

### **Public Safety**

- 0 water rescues took place
- The H&S team reported on, reviewed and monitored control measures against 11 H&S occurrences (all minor)

### **Medical, Welfare and Safeguarding**

- 0 safeguarding issues reported
- 80 seen by the Medical team
- 1 patient advised to go to hospital (via their own means)
- 71 customers attended to by the Welfare team
- A further 355 customers used the Welfare facilities for supplies (sanitary, suncream, etc), signposting, general queries, etc.

### **Public Nuisance**

- 233 noise complaints were received
- 0 highways issues reported

## **SOUND SYSTEM SUPPLIER AUDIT**

There were a total of 8 stages and 11 audio suppliers. Each were requested to complete a form in advance of the show.

2 failed to comply.

## **CHRONOLOGY OF COMMUNICATIONS**

### **November 2021**

- 4 Nov 2021 - Email received from Mark Vyse feeding back on monitoring and controls around ‘no nuisance shall be caused by noise coming from the premises’
- Acoustic consultant and Mark Vyse in dialogue
- 16 Nov 2021 - Email sent to Parish Councils (introductory and requesting feedback on intended communications process)

## **December 2021**

- 8 Dec 2021- ESAG registration form submitted
- 29 Dec 2021 - ESMP V1 submitted to ESAG and Licensing

## **January 2022**

- 5 Jan - 21 Feb 2022 - Emails between Jane Longley and Lou Woodward confirming ESAG info dissemination process, ESAG meeting dates, Table Top, etc
- Throughout January (and February / March), various emails attempting to proactively engage with local agencies (to varying degrees of success).
- As soon as lines of communication opened, meetings were offered and conducted where accepted.

## **February 2022**

- 21 Feb 2022 - Email sent to Cheshire East EHO ref 'check in with regards to anything specific to EHO that you'd like to discuss or highlight for our planning in advance of submitting our ESMP in March, and to ensure we're aligned and how we can best work together'.
- Specific reference to the Noise Management Plan. No reply received.
- 23 Feb 2022 - Call between Jane Longley and Lou Woodward to discuss ESAG comms process, Table Top and requesting direct contacts for Police, EHO, Public Health, Licensing.
- 23 Feb 2022 - Email sent to Jane Longley to follow up request for direct contact for Police ref '*We've not had any response and are keen to liaise in advance of submitting our ESMP for ESAG*'
- 23 Feb 2022 - Emails received from Jane Longley providing contacts for Emergency Planning, Public Health and Police.

## **March 2022**

- 3 March 2022 - Email sent to Parish Councils, requesting attendance to upcoming meetings.
- 4 - 17 March 2022 - Various emails exchanged between Clerk to Cholmondeley and Chorley Parish Council and Lou Woodward regarding attendance to upcoming meeting
- 22 March 2022 - Event Director attends Cholmondley and Chorley Parish Council meeting
- 23 March 2022 - ESMP V2 submitted to ESAG (via Jane Longley)
- 23 March 2022 - Email sent to Parish Councils, providing pdf document with information
- 23 March - 8 April 2022 - Emails sent to EHO ref outstanding ESMP documentation, food trader inspections and COVID. No reply received.

## **April 2022**

- 14 April 2022 - Local Residents virtual meeting hosted
- 20 April 2022 - Local Residents virtual meeting minutes distributed
- 20 April 2022 - ESAG meeting attended. Minutes requested (never received).

- 21 April 2022 - Email received from Clerk to Cholmondeley and Chorely Parish Council providing email addresses of all councilors. All contacts were then added to the distribution list.
- 22 April 2022 - Email received from Clerk to Cholmondeley and Chorely Parish Council confirming that invitation to Local Residents virtual meeting had gone into her spam. Lou Woodward reply (now including all councillor contacts provided) includes *'If there is anything that you or any of your parishioners would like clarification on, or to discuss further, I am very happy to pick up with you'*
- 25 April 2022 - Email sent to ESAG ref 'Outlook ESAG 20 April - Follow up and round up'

## **May 2022**

- 4 May 2022 - Email sent to Jane Longley with meeting link, introduction to and resources for Table Top meeting
- 9 May 2022 - Table Top meeting hosted
- 11 - 12 May 2022 - Email between Mark Vyse and Lou Woodward re early conversations with Chris Beale (acoustic consultant) that have provided basis for NMP and checking Mark Vyse satisfied.
- 16 May 2022 - Brioni Turner (EHO ref food safety) engaged via email. Ongoing email communications and submission of food safety documentation followed.
- 20 May 2022 - Email received from Jane Longley ref Police concerns. Replied to same day.

## **June 2022**

- 1 June 2022 - Email sent to Jane Longley ref liaison with Police around concerns raised.
- 1 June 2022 - Email sent to Jane Longley ref changes to the event ahead of final ESMP submission in reflection of lower than expected ticket sales. Comments invited.
- 8 June 2022 - Email sent to Parish Councils, providing pdf document with information
- 10 - 13 June 2022 - Contractor carried out letter drop to villages identified in the Local Residents Engagement Plan
- 10 June & 28 June - Email sent to Mark Vyse to confirm CE contact for sound portal access, provide contact details for the event, etc
- 15 June 2022 - ESMP V3 submitted to ESAG (via Jane Longley)
- 28 June 2022 - ESMP V3.1 submitted to ESAG (via Jane Longley)
- 28 June 2022 - Mark Vyse confirmed his email address for Sound Log Portal access. This was set up by Chris Beale same day.

## **LIVE EVENT**

- 1 July 2022 - Call between Chris Beale and Mark Vyse ref noise complaints
- 1 July 2022 - Email between Lou Woodward and Mark Vyse ref noise complaints and attendance numbers
- 1 July 2022 - Email 'Statement from organisers following local disturbance' sent to Parish Councils and Local Residents Distribution List, in addition to all complainants who had requested feedback.

- 2 July 2022 - Email between Lou Woodward, Chris Beale and Mark Vyse ref noise complaints

### **July 2022**

- 7 July 2022 - Email sent to Parish Councils and Local Residents ref event feedback and upcoming meeting
- 8 July 2022 - Noise Management Report sent to Mark Vyse and Jane Longley

### **September 2022**

- 2 September 2022 - Email sent to Parish Councils and Local Residents ref meeting location and attendees
- 13 September 2022 - Local Residents in-person meeting hosted
- 14 September 2022 - ESAG meeting attended. Minutes requested (*not yet received*).
- 15 September 2022 - ESAG meeting follow up email sent to Jane Longley.
- 15 September 2022 - Email sent to Mark Vyse introducing Joe Barnett.

Note this doesn't disclose individual agency contact/comms and dialogue- e.g. Clare's with Police and Fire etc