



Notice of Meeting of

LICENSING SUB-COMMITTEE

Friday, 28 April 2023 at 2.00 pm

**Council Chamber, Council Offices, Brympton
Way, Yeovil BA20 2HT**

To: The members of the Licensing and Regulatory Sub-Committee

Councillor Marcus Kravis

Councillor Tony Lock

Councillor Connor Payne

For further information about the meeting, including how to join the meeting virtually, please contact Democratic Services democraticservicesteam@somerset.gov.uk.

All members of the public are welcome to attend our meetings and ask questions or make a statement **by giving advance notice** in writing or by e-mail to the Monitoring Officer at email: democraticservicesteam@somerset.gov.uk by **5pm on Monday, 24 April 2023**.

This meeting will be open to the public and press, subject to the passing of any resolution under the Local Government Act 1972, Schedule 12A: Access to Information.

The meeting will be webcast and an audio recording made.

Issued by Scott Wooldridge, Monitoring Officer on Monday, 24 April 2023

AGENDA

Licensing and Regulatory Sub-Committee - 2.00 pm Friday, 28 April 2023

Public Guidance Notes contained in Agenda Annexe

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1 Apologies for Absence

To receive any apologies for absence.

2 Declarations of Interest (Pages 5 - 6)

To receive and note any declarations of disclosable pecuniary or prejudicial or personal interests in respect of any matters included on the agenda for consideration at this meeting.

(The personal interests of Councillors of Somerset Council, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes.)

3 Procedure to be followed when considering Licensing Applications under the Licensing Act 2003

The Chair will confirm the procedure to be followed at the meeting.

4 Objection notices received in respect of two standard Temporary Event Notices for Yeovil Showground, Two Tower Lane, Yeovil, BA22 9TA (Bar 1 and Bar 2) (Pages 7 - 34)

Two standard temporary event notices have been received under the Licensing Act 2003 for Bar 1 and Bar 2, Yeovil Showground, Two Tower Lane, Yeovil, BA22 9TA. They relate to an event taking place from 5 May 2023 to 7 May 2023. Objection notices have been duly served on behalf of the Chief of Police for Avon and Somerset Constabulary.

Guidance notes for the meeting

Council Public Meetings

The legislation that governs Council meetings requires that committee meetings are held face-to-face. The requirement is for members of the committee and key supporting officers (report authors and statutory officers) to attend in person, along with some provision for any public speakers. Provision will be made wherever possible for those who do not need to attend in person including the public and press who wish to view the meeting to be able to do so virtually.

Inspection of Papers

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at democraticserviceteam@somerset.gov.uk or telephone 01823 357628.

They can also be accessed via the council's website on [Committee structure - Modern Council \(somerset.gov.uk\)](#)

Members' Code of Conduct requirements

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed at: [Code of Conduct](#)

Minutes of the Meeting

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting.

Public Question Time

If you wish to speak or ask a question about any matter on the Committee's agenda please contact Democratic Services by 5pm providing 3 clear working days before the meeting. (for example, for a meeting being held on a Wednesday, the deadline will be 5pm on the Thursday prior to the meeting) Email democraticserviceteam@somerset.gov.uk or telephone 01823 357628.

Members of public wishing to speak or ask a question will need to attend in person or if unable can submit their question or statement in writing for an officer to read out, or alternatively can attend the meeting online.

A 20-minute time slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been agreed. Each speaker will have 3 minutes to address the committee.

You must direct your questions and comments through the Chair. You may not take a direct part in the debate. The Chair will decide when public participation is to finish. If an item on the agenda is contentious, with many people wishing to attend the meeting, a representative should be nominated to present the views of a group.

Meeting Etiquette for participants

Only speak when invited to do so by the Chair.

Mute your microphone when you are not talking.

Switch off video if you are not speaking.

Speak clearly (if you are not using video then please state your name)

If you're referring to a specific page, mention the page number.

There is a facility in Microsoft Teams under the ellipsis button called turn on live captions which provides subtitles on the screen.

Exclusion of Press & Public

If when considering an item on the agenda, the Committee may consider it appropriate to pass a resolution under Section 100A (4) Schedule 12A of the Local Government Act 1972 that the press and public be excluded from the meeting on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, as defined under the terms of the Act.

If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, ask participants to leave the meeting when any exempt or confidential information is about to be discussed.

Recording of meetings

The Council supports the principles of openness and transparency. It allows filming, recording, and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting.



Somerset
Council

SOMERSET COUNCIL

UNITARY COUNCILLORS WHO ARE ALSO TOWN AND/OR PARISH COUNCILLORS

UNITARY COUNCILLOR	TOWN AND/OR PARISH COUNCIL
Marcus Kravis	Minehead Town Council
Tony Lock	Yeovil Town Council

Their memberships of Parish or Town Councils will be taken as being declared by these Councillors to be Personal Interests in the business of the Somerset Council meeting and need not be declared verbally.

Any Unitary Councillor who has a Prejudicial Interest by virtue of their Membership of a Parish or Town Council, or who has a special involvement by virtue of being a Parish or Town Councillor, in a matter to be discussed by the Somerset Council will be expected to declare that prejudicial interest personally or bring to the attention of the Somerset Council meeting their special involvement.

H CLARKE, Unitary Solicitor, April 2023

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Objection notices received in respect of two standard Temporary Event Notices for Yeovil Showground, Two Tower Lane, Yeovil, BA22 9TA (Bar 1 and Bar 2)

Executive Member(s): Cllr Federica Smith-Roberts

Local Member(s) and Division: Cllrs Mike Hewitson and Oliver Patrick, Coker

Lead Officer: Rachel Lloyd – Specialist Licensing

Author: Rachel Lloyd

Contact Details: Rachel.lloyd@somerset.gov.uk

Summary / Background

1. To inform members that two standard temporary event notices have been received under the Licensing Act 2003 from Mr Yvan Williams for Bar 1 and Bar 2, Yeovil Showground, Two Tower Lane, Yeovil, BA22 9TA. They relate to an event taking place from 5 May 2023 to 7 May 2023. Objection notices have been duly served by Gary Bowden on behalf of the Chief of Police for Avon and Somerset Constabulary. The objection notices can be seen in Appendix 1.
2. Where an objection notice has been received from either the Police or the Environmental Protection department or both, the Council is the authority responsible for determining the notice under sections 105 and 106A of the Licensing Act 2003.

Recommendations

3. The Licensing Sub-Committee must decide to do one of the following:
 - Give a counter notice to the premises user so that event cannot proceed, or
 - Permit the event to proceed in accordance with the temporary event notice, or

- Permit the temporary event notice to proceed but attach one or more conditions (in accordance with paragraph 6, below).

Reasons for recommendations

4. There is statutory duty to consider the options above.
5. In determining a temporary event notice with a view to promoting the licensing objectives in the overall interests of the community, the Sub Committee must have regard to and give appropriate weight to the following considerations:
 - Any Notice of Objection (including supporting documentation received)
 - Guidance issued under s182 of the Act
 - The South Somerset Statement of Licensing Policy published in July 2022
 - The steps necessary to promote the licensing objectives
 - Human Rights considerations in particular Article 6, Article 8 and Article 1 of Protocol 1
6. The licensing objectives are to be considered paramount and the Council has a duty to promote them in its decision-making process. The licensing objectives are:
 - Prevention of crime and disorder
 - Public safety
 - Prevention of public nuisance
 - Protection of children from harm
7. Section 106A of the Licensing Act 2003 permits licensing authorities to impose one or more conditions from a premises licence on a standard temporary event notice if:
 - a) The authority considers it appropriate for the promotion of the licensing objectives to do so.
 - b) The conditions are also imposed on a premises licence or a club premises certificate that has effect in respect of the same premises, or any part of the premises, as the temporary event notice; and
 - c) The conditions would not be inconsistent with the carrying out of the licensable activities under the temporary event notice.

Other options considered

8. Not applicable.

Links to Council Vision, Business Plan and Medium-Term Financial Strategy

9. The Council must carry out its functions in accordance with the Licensing Act 2003 with a view to promoting the licensing objectives and this remains the prime consideration of this report.

Financial and Risk Implications

10. There are no financial implications.
11. There are no significant risks identified providing the serving of a Temporary Event Notice is determined correctly, in accordance with the legislation and having due regard to the Statement of Licensing Policy adopted by South Somerset District Council.

Legal Implications

12. The Licensing Specialist has determined that the representations submitted by Avon and Somerset Constabulary are relevant. It is, therefore, the duty of the Sub-Committee to determine the Temporary Event Notice submission with regards to the licensing objectives. The issue for the Sub-Committee is whether or not the Temporary Event Notices as submitted undermines the licensing objectives as claimed by the representations submitted by Avon and Somerset Constabulary. If so, the Sub-Committee must issue a Counter Notice.
13. The premises user may appeal should a Counter Notice be issued and, similarly, Avon and Somerset Constabulary may appeal should a decision be made not to issue a Counter Notice. Any appeal must be made to the Magistrate's Court.

HR Implications

14. None.

Other Implications:

15. None.

Equalities Implications

16. None.

Community Safety Implications

17. None.

Climate Change and Sustainability Implications

19. None.

Health and Safety Implications

20. None.

Health and Wellbeing Implications

21. None.

Social Value

22. The contents of the report do not relate to a procurement process, therefore there are no social value implications.

Scrutiny comments / recommendations:

23. This report relates to a statutory function of the Council, which is the responsibility of the Licensing & Regulatory Committee (delegated to a Sub-Committee), so there are no scrutiny comments or recommendations to make.

Background

24. The statutory guidance, issued by the Home Office in respect of the Licensing Act 2003, describes Temporary Event Notices (TENs) as being "*intended as a light touch process*". They are submitted to the Licensing Authority by the premises user (an individual 18 years or over) and copied to the Police and the Environmental Health Service, as a means to authorise licensable activities where either:

- no premises licence/club premises certificate exists;
- in cases where it (the licence or certificate) is not being used;
- where the operating schedule including days and timings do not meet the need of the premises user.

25. There are two premises licences in place at Yeovil Showground, however, only one (licence 11769) covers the same area which is proposed to be used for the sale by retail of alcohol. The conditions from this licence are shown in Appendix 1.

Proposed Activities and Timings

26. The proposed activities and timings are detailed below

Proposed Activities and Hours Day	Start Time	Finish Time	Maximum Number of persons at event at any one time	Licensable activity requested	Nature of Event
05/05/2023	16:00	22:30	499	The sale by retail of alcohol	Balloon Festival
06/05/2023	12:00	22:30	499		
07/05/2023	12:00	20:30	499		

Relevant Observations

27. The areas the notices are intended to apply to have been restricted to specified areas. The plan submitted with the notices shows the bar 1 as being inside the area marked as M1 on the plan and bar 2 as being inside the area marked as M2 on the plan. The plan can be seen in Appendix 2.

28. Should the temporary event notices proceed; the premises user will be responsible for ensuring that there are no more than 499 persons at each premises (as defined on the notices). If at any point there were 500 or more persons one or both premises (as defined on the notices), the events would no longer be authorised and an offence under the Licensing Act 2003 would occur.

Further Information

29. The premises user submitted an alcohol management plan with the temporary event notices and this can be seen in Appendix 3.
30. The nature of the event is a balloon festival. An Event Safety Management Plan (ESMP) was submitted on behalf of the event organiser on 10 April 2023 and this was sent to the Police, Environmental Health and other relevant authorities on 11 April 2023. An amended ESMP was submitted on 16 April 2023.
31. Notices for this event were submitted on two separate occasions, but were withdrawn (before hearings took place) and re-submitted as changes were made to the location(s) for the sale by retail of alcohol. The Police objected to the previous notices.

Background Papers

The Licensing Act 2003

The Licensing Act 2003 (Hearings) (Regulations) 2005 No. 44

The Licensing Act 2003 (Permitted Temporary Activities) (Notices)(Amendment) Regulations 2012 No. 960

The Latest Guidance issued under section 182 of the Licensing Act 2003

The South Somerset Statement of Licensing Policy published in July 2022.

Appendices

- Appendix 1 Objection notices submitted by the Police and Somerset Safety Advisory Group
- Appendix 2 Plan showing the location of the sale by retail of alcohol at the event.
- Appendix 3 Alcohol management plan



**Police Objection Notice to a Temporary Event Notice (TEN)
S104 Licensing Act 2003**

Responsible Authority : Please delete as appropriate
POLICE

Your Name	Gary Bowden 6983	
Job Title	Somerset Police Event Planner on behalf of Yeovil Neighbourhood Police Team	
Postal and email address	Yeovil Police Station Horsey Lane Yeovil Somerset BA20 1SN	
Contact telephone number	101	
Name of the premises you are making a representation about.	Applicant: Yvan Williams	
Address of the premises you are making a representation about.	Barwick Park Lodge Two Tower Lane Barwick Yeovil BA22 9TA Yeovil Showground	
Which of the four licensing Objectives does your representation relate to? Please state yes or no.	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
General – all four licensing objectives.	Yes	An application for a Temporary Event Notice (1) has been received from Yvan Williams to permit the sale of alcohol at Barwick Park Lodge – Yeovil Showground, Two Tower Lane, Yeovil Somerset BA22 9TA on 05/05/2023 – 07/05/2023 (5th May 4pm until 10.30pm, 6th May 12:00 midday until 10.30pm, 7th May 12:00 midday until 8.30pm). The capacity has been set at 499 persons. On behalf of the Chief Officer of Police we submit our formal representation in respect of this application. It is disappointing to report that this is the third police representation that has been submitted with regards to the sale of alcohol being supplied at the event – Balloon Festival, (also referred to as Somerset Balloon Festival or Yeovil Balloon Festival), and since the first objection, plans, in respect of the sale of alcohol primarily linked to the application for a Temporary Event Notice have not changed. The applicant has continued with their application to proceed with the event and has failed to listen to the concerns of the police. We would evidence that there is a clear link between the Temporary Event Notice and the event, and one is reliant upon the other in the delivery of the event. If the ‘event’ was not taking place, then there would not be up to 10,000 people attending the showground each day over a three-day period resulting in no requirement for licensed venues on site. It is understood that no other licensed venue will be provided on site and the only alcohol venues available throughout the
To prevent crime and disorder		
Public Safety		
The protection of children from harm.		

duration of the event will be via Temporary Event Notices. Furthermore, the sale of alcohol plays a major part at events and the planning is integral to the safe delivery, public safety i.e., all four licensing objectives.

The applicant has made several references within the Alcohol Management Plan in support of their application that link the sale of alcohol and the 'event' and there is also a reliance upon 'event' staff to control certain aspects with regards to the sale and control of alcohol at the event. The first paragraph within the Alcohol Management Plan states:

If necessary, the DPS will close any bar serving alcohol if required by the organiser of the event, due to any serious breach of the licensing objectives or if so, requested by any licensing official so empowered to do so under the licensing act.

The job description section contained within the Alcohol Management Policy in support of the Temporary Event Notice states:

Main Duties ***Agree operational plans with event organiser/manager***
Ensure plans are effectively carried out

These two statements clearly identify the link between the event organiser, [REDACTED] and the applicant of the TEMPORARY EVENT NOTICE, Yvan Williams, and furthermore, that Yvan Williams will be operating under the direction of the event organiser, [REDACTED]. Both are clearly reliant upon each other within their documentation to host a safe event and promote the four licensing objectives. Unfortunately, these documents, the Event Safety Management Plan and the Alcohol Management Policy, submitted by both parties to support the sale of alcohol and the safety of the event, contain conflicting and inaccurate information.

To keep clear lines of objection the following bullet points indicate some of the concerns the police have with regards to this application. We also include the two previous representations made by the police as it is important to be clear and transparent and to give the Licensing Sub Committee an understanding of the situation that currently exists.

- Confusion with the Alcohol Management Plan that the applicant has submitted in support of their Temporary Event Notice. They describe themselves as the named DPS for the event.
- Yeovil Agricultural Society currently hold a premises licence to host their events on the Yeovil Showground and following contact from the police it is understood Yeovil Agricultural Society have not given permission to the event organiser, [REDACTED] permission to use their licence or consented to a change of Designated Premises Supervisor.

The event organiser states they will be operating bars which will be supervised the DPS Yvan Williams and

will be operating Challenge 21. Yvan Williams is not the DPS. The sale of alcohol would only be authorised under the Temporary Event Notice, if issued. The applicant has outlined that they will be operating Challenge 25 and not Challenge 21.

- No clear detail in how the bar areas will be controlled within the Temporary Event Notice application with regards to numbers. The Temporary Event Notice is for 499 capacity but there could potentially be up to 10,000 people on site each day if ticket numbers are managed correctly. Media reports suggest 20,000 – 30,000.
- No clear detail in how the control of alcohol will take place i.e., proxy sales.
- No detail in how the bars will be controlled i.e. removal of alcohol from licensed area. Will people be permitted to roam the site with alcohol? What control measures will be put into place?
- Glassware: what glassware will be provided. Will glass be permitted on site? Will all drinks be decanted? Will alcohol be sold in bottles?
- Reliance upon other agencies to control illegal sales of alcohol i.e., police and Trading Standards who will not be on site.
- Control of 'Drink and Drugs' relates only to staff.
- Safeguarding provision: access for under 18s? Welfare area, safe places/VAWG, Ask Angela.
- Has consideration been given to the Yeovil Pubwatch Scheme to ensure that those persons, who have been barred under the Yeovil Pubwatch Scheme for causing anti-social behaviour in licensed premises, are not permitted onto site ensuring public safety?
- Will music be provided within the licensed area under the TEN as outlined in the Event Safety Management Plan?

These are some of the concerns we have with regards to the sale of alcohol and the promotion of the licensing objectives. If robust and accurate policies are not put into place this can result in a risk of crime and/or disorder taking place or a significant risk to public safety.

On the 19th April 2023 an emergency Safety Advisory Group meeting was held in respect of this event. Primarily the SAG was requested by Avon and Somerset Constabulary with regards to their concerns; public safety, but it was the opinion from all SAG members at the meeting, that they were not satisfied that adequate planning has taken place with regards to this event. In fact, no planning has taken place in a SAG setting. As a result, the SAG cannot support the event and the Somerset SAG chairperson has written to the event organiser, [REDACTED] and the landowner, Yeovil Agricultural Society, outlining the view from the Safety Advisory Group. I attach a copy of the letter for your information.

Research has indicated that this event, which has been held in other areas of the Southwest, hasn't achieved the delivery and management expected.

	<p>Whilst we strive to support positive events in the community, which bring visitors from across the UK to Somerset, on this occasion due to the concerns raised by the police we are not able to support this Temporary Event Notice.</p> <p>The police do not support any part of the event and we are unable to support the Temporary Event Notice application as it fundamentally links to the event. The documentation submitted in support of both the Temporary Event Notices and the event (ESMP) lack clarity, contain inaccuracies, and contain 'cut and paste' that render it impossible for the police to be satisfied that public safety, the protection of children from harm, the prevention of crime and/or disorder and public nuisance will be managed. Further evidence can be provided at any hearing if required.</p> <p>It is on these grounds that request a counter Notice be issued in respect of this application.</p>
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<p>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</p>	
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N.B If you, as the Responsible Authority, make a representation, a member from your Authority will be expected to attend the Licensing Sub Committee and any subsequent appeal proceeding.

Signed: Gary Bowden 6983

Date 21st April 2023

Please return this form along with any additional sheets to: The Licensing Unit, Somerset Council.

This form must be returned within the Statutory Period.



**Police Objection Notice to a Temporary Event Notice (TEN)
S104 Licensing Act 2003**

Responsible Authority : Please delete as appropriate
POLICE

Your Name	Gary Bowden 6983	
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Postal and email address	Yeovil Police Station Horsey Lane Yeovil Somerset BA20 1SN	
Contact telephone number	101	
Name of the premises you are making a representation about.	Applicant: Yvan Williams	
Address of the premises you are making a representation about.	Barwick Park Lodge Two Tower Lane Barwick Yeovil BA22 9TA Yeovil Showground	
Which of the four licensing Objectives does your representation relate to? Please state yes or no.	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
General – all four licensing objectives.	Yes	An application for a Temporary Event Notice (2) has been received from Yvan Williams to permit the sale of alcohol at Barwick Park Lodge – Yeovil Showground, Two Tower Lane, Yeovil Somerset BA22 9TA on 05/05/2023 – 07/05/2023 (5th May 4pm until 10.30pm, 6th May 12:00 midday until 10.30pm, 7th May 12:00 midday until 8.30pm). The capacity has been set at 499 persons. On behalf of the Chief Officer of Police we submit our formal representation in respect of this application. It is disappointing to report that this is the third police representation that has been submitted with regards to the sale of alcohol being supplied at the event – Balloon Festival, (also referred to as Somerset Balloon Festival or Yeovil Balloon Festival), and since the first objection, plans, in respect of the sale of alcohol primarily linked to the application for a Temporary Event Notice have not changed. The applicant has continued with their application to proceed with the event and has failed to listen to the concerns of the police. We would evidence that there is a clear link between the Temporary Event Notice and the event, and one is reliant upon the other in the delivery of the event. If the ‘event’ was not taking place, then there would not be up to 10,000 people attending the showground each day over a three-day period resulting in no requirement for licensed venues on site. It is understood that no other licensed venue will be provided on site and the only alcohol venues available throughout the
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The job description section contained within the Alcohol Management Policy in support of the Temporary Event Notice states:

Main Duties ***Agree operational plans with event organiser/manager***
Ensure plans are effectively carried out

These two statements clearly identify the link between the event organiser, [REDACTED] and the applicant of the TEMPORARY EVENT NOTICE, Yvan Williams, and furthermore, that Yvan Williams will be operating under the direction of the event organiser, [REDACTED]. Both are clearly reliant upon each other within their documentation to host a safe event and promote the four licensing objectives. Unfortunately, these documents, the Event Safety Management Plan and the Alcohol Management Policy, submitted by both parties to support the sale of alcohol and the safety of the event, contain conflicting and inaccurate information.

To keep clear lines of objection the following bullet points indicate some of the concerns the police have with regards to this application. We also include the two previous representations made by the police as it is important to be clear and transparent and to give the Licensing Sub Committee an understanding of the situation that currently exists.

- Confusion with the Alcohol Management Plan that the applicant has submitted in support of their Temporary Event Notice. They describe themselves as the named DPS for the event.
- Yeovil Agricultural Society currently hold a premises licence to host their events on the Yeovil Showground and following contact from the police it is understood Yeovil Agricultural Society have not given permission to the event organiser, [REDACTED] permission to use their licence or consented to a change of Designated Premises Supervisor.

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will be operating Challenge 21. Yvan Williams is not the DPS. The sale of alcohol would only be authorised under the Temporary Event Notice, if issued. The applicant has outlined that they will be operating Challenge 25 and not Challenge 21.

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- Control of 'Drink and Drugs' relates only to staff.
- Safeguarding provision: access for under 18s? Welfare area, safe places/VAWG, Ask Angela.
- Has consideration been given to the Yeovil Pubwatch Scheme to ensure that those persons, who have been barred under the Yeovil Pubwatch Scheme for causing anti-social behaviour in licensed premises, are not permitted onto site ensuring public safety?
- Will music be provided within the licensed area under the TEN as outlined in the Event Safety Management Plan?

These are some of the concerns we have with regards to the sale of alcohol and the promotion of the licensing objectives. If robust and accurate policies are not put into place this can result in a risk of crime and/or disorder taking place or a significant risk to public safety.

On the 19th April 2023 an emergency Safety Advisory Group meeting was held in respect of this event. Primarily the SAG was requested by Avon and Somerset Constabulary with regards to their concerns; public safety, but it was the opinion from all SAG members at the meeting, that they were not satisfied that adequate planning has taken place with regards to this event. In fact, no planning has taken place in a SAG setting. As a result, the SAG cannot support the event and the Somerset SAG chairperson has written to the event organiser, [REDACTED] and the landowner, Yeovil Agricultural Society, outlining the view from the Safety Advisory Group. I attach a copy of the letter for your information.

Research has indicated that this event, which has been held in other areas of the Southwest, hasn't achieved the delivery and management expected.

	<p>Whilst we strive to support positive events in the community, which bring visitors from across the UK to Somerset, on this occasion due to the concerns raised by the police we are not able to support this Temporary Event Notice.</p> <p>The police do not support any part of the event and we are unable to support the Temporary Event Notice application as it fundamentally links to the event. The documentation submitted in support of both the Temporary Event Notices and the event (ESMP) lack clarity, contain inaccuracies, and contain 'cut and paste' that render it impossible for the police to be satisfied that public safety, the protection of children from harm, the prevention of crime and/or disorder and public nuisance will be managed. Further evidence can be provided at any hearing if required.</p> <p>It is on these grounds that request a counter Notice be issued in respect of this application.</p>
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<p>Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.</p>	
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N.B If you, as the Responsible Authority, make a representation, a member from your Authority will be expected to attend the Licensing Sub Committee and any subsequent appeal proceeding.

Signed: Gary Bowden 6983

Date 21st April 2023

Please return this form along with any additional sheets to: The Licensing Unit, Somerset Council.

This form must be returned within the Statutory Period.

By email

Dear [REDACTED],
Somerset Safety Advisory Group
Somerset Balloon Festival, Yeovil Showground – 5-7th May 2023

As a Chair of the Somerset Safety Advisory Group (SAG), I have received correspondence from the Avon and Somerset Constabulary raising serious concerns with your event. A meeting has taken place with members of the SAG and these concerns are shared by other agencies. In particular the very late notice of your event, late submission of incomplete Event Safety Management documentation supporting your plans, including airspace notification correspondence with the CAA and the predicted attendance have been noted.

With such a large event, new to this site, agencies would have expected much earlier engagement. Responsible authorities are identifying significant struggles with time constraints and have very limited resource available to consider any further plans developed within the timescales.

I am therefore writing now on behalf of the SAG, to advise that the group are not in a position to support your event.

As the event organiser you may wish to reflect how this could impact on the planning for the event and what steps may be needed in order to satisfy yourself that all aspects of event planning and implementation will be satisfactorily dealt with to ensure the safety of all employees, contractors and public attending.

To confirm, the SAG is an advisory group and has no decision-making remit. The responsibility for the safe planning, organisation and running of any event lies with the event organiser and their team.

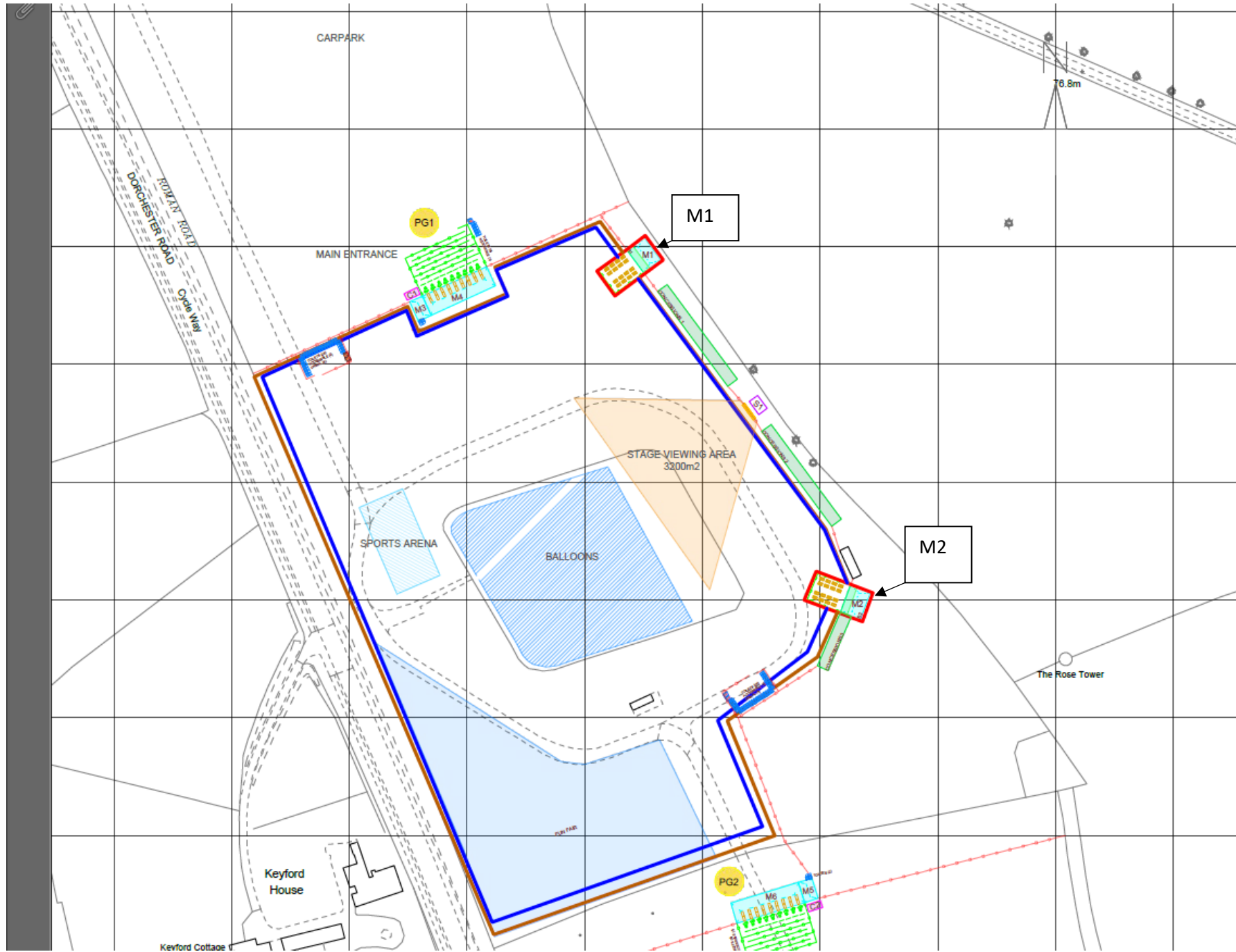
Yours sincerely



Vicki Dawson
Lead Specialist - Environment

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Appendix 2 Plan showing the location of alcohol sales



Keyford Cottage

Keyford House

The Rose Tower

76.8m

M1

M2

PG1

PG2

CARPARK

MAIN ENTRANCE

STAGE-VIEWING AREA
3200m2

SPORTS ARENA

BALLOONS

TODAY TODAY
DORCHESTER ROAD
Cycle Way

Appendix 2 Plan showing the location of alcohol sales

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EVENT MAP LEGEND

BUILDINGS AND STRUCTURES

- EXISTING STRUCTURE/BUILDINGS
- MARQUEE/TEMPORARY STRUCTURES
- EVENT BAR
- PORTACABINS / CONTAINERS
- TRADE STALL
- STAGE / FRONT OF HOUSE
- CHARITY PITCH / STALL
- STAGING
- PJS (PORTABLE TOILETS)
- URINALS
- ACCESSIBLE PORTABLE TOILET

FENCES AND BARRIER

- HERAS FENCING
- METROPOLITAN BARRIER
- PEDESTRIAN CROWD BARRIER
- PIT BARRIER

OTHER INFRASTRUCTURE

- FESTOON
- PICNIC BENCH
- SAMSONITE FOLDING CHAIRS

UNDERGROUND POWER CABLES

Table: Marquees

Marquees	Size	Purpose	Note
M1	12x9m	Bar	
M2	12x9m	Bar	
M3	6x3m	Security	
M4	30x9m	Entrance Tent	PG1
M5	6x3m	Security	
M6	30x9m	Entrance Tent	PG2

Table: Structures

Structures	Size	Purpose	Note
S1	4x4m	Arch Stage	

Table: Trade / Concessions

Trade / Concessions	Size	Purpose	Note
Concessions 1	50m Frontage	Food Traders	
Concessions 2	50m Frontage	Food Traders	

Table: Bars

Bars	Size	Purpose	Note
B1	12x3m	Bar 1	
B2	12x3m	Bar 2	

Table: Cabins

Cabins	Size	Purpose	Note
C1	6x3m	Box Office	PG1
C2	6x3m	Box Office	PG2

BARNOVA LTD

EVENTS

ALCOHOL MANAGEMENT PLAN

If necessary, the DPS will close any bar serving alcohol if required by the organiser of the event, due to any serious breach of the licensing objectives or if so, requested by any licensing official so empowered to do so under the licensing act.

Bar Operations

The bar operations will be controlled [REDACTED]/Designated Premises Supervisor(s)
Job descriptions for all management level roles, however some are explained further below

Bar Management

They will have dedicated Bar Managers on shift and a team who are conversant with the requirements and responsibilities for the sale of alcohol and will be given a written designation of their responsibilities.

They will directly instruct, monitor, and support their staff in ensuring the requirements of the Licensing Act are always adhered to.

We will ensure that all Bar Managers are personal license holders. If they are not currently personal licence holders, they will be required to obtain the personal licence prior to the event.

Bar Managers are responsible for briefing all their staff before each trading day.

The name and copy of a personal license of each bar manager will be held onsite for inspection if required

Staff

No staff under 18 will be permitted to be employed to sell alcohol.

All bar staff are briefed by the Bar Manager and complete the relevant forms and training. All paperwork kept on site securely, in accordance with the new GDP laws for the duration of the event.

All staff will be instructed about the acceptable forms of ID for proof of age and will be fully aware of our Challenge 25 scheme.

Control of Illegal Sales

We will inform the event security of any quantities of alcohol being brought onto site for illegal sale.

The bar team will work closely with the site security, police, and trading standards to ensure the best systems of prevention, detection and apprehension are maintained.

Drink and Drugs Policy

We encourage those employees who drink alcohol outside of working hours to do so in sensible quantities. The abuse of drugs of any form will not be condoned.

Employees are expected to always convey a professional image and are not permitted to drink alcohol prior to their shift/working day, as well as including break times.

Managers should take responsibility for the welfare of their staff and provide a trusting, confidential and supportive relationship.

Disciplinary action will be taken against any employee who uses, stores, or supplies illicit drugs at the event. We may also refer the matter to the police who could bring criminal proceedings against an employee in these circumstances.

First Aid

All staff will have access to the first aid kit and all staff will be advised of the location of the first aid posts on site.

Fire and Emergencies

In the event of an emergency the bar will be evacuated via the nearest emergency exit. The nominated person will raise the alarm in accordance with the site arrangements.

No flammable materials will be stored in the bars.

All bars are fitted with fire extinguishers; employees are only to operate the extinguisher if they consider that it is safe to do so and have been trained. In the event of a fire the preservation of life takes priority.

Hazardous Substances

All hazardous substances (cleaning chemicals etc) have been identified and material Safety Data Sheets obtained. Assessments for their use have been undertaken and employees have been made aware of the health risks associated with their use and the control measures necessary in accordance with the Control of Substances Hazardous to Health Regulations 1999 (COSHH).

Personal protective clothing will be provided where appropriate and staff will receive training in its use.

Compliance with Licensing Objectives

The four objectives

1. the prevention of crime and disorder,
2. public safety,
3. prevention of public nuisance, and
4. the protection of children from harm

Prevention of Crime and Disorder

The bar operations will draw up plans for the safekeeping of staff belongings and provide systems of work for the effective management of cash on site to deter theft.

In addition, refusal of service of alcohol to intoxicated people will be promoted to staff in daily briefings and monitored by all.

All staff will be instructed to:

- Look out for any alcohol or drug related issues
- Look out for any unusual or suspect behaviour, violence, or thefts
- General safety of visitors in the main area and surrounding areas
- Report any issues to the Site Manager, Licensee's and Police if required
- Policy on sensible drinking to be applied by all bar staff

Public Safety

A comprehensive Risk Assessment & Fire Risk Assessment will be completed. This includes all fire associated risks, and the measures of the venue will be taking to reduce the risk of fire and its spread.

The Manager/Safety Officer will be responsible for the safety of the Public in the site during the event. No glass or other sharp objects are allowed in to or out of the festival site.

Prevention of Public Nuisance

SIA/stewards patrolling the site during and after the event to deter any possible issues.

Noise to be controlled with visitors leaving the area after the bar has closed.

All litter to be removed from the site and the surrounding areas during and after the event.

Protection of Children from Harm

We are committed to ensuring that Alcohol is not sold to anyone under 18 using the Challenge 25 scheme.

The Following notice will be posted at the entrance to the events and/or at multiple locations on each bar:

If you are lucky enough to look under 25, it may be that we ask you to prove your age when entering the bar area or when attempting to buy alcohol.

Please don't be offended by this request, in fact take it

as a compliment! The **ONLY** accepted proof of age

documents are:

- 1) Passport (Not a photocopy)
- 2) Photo card Driving License
- 3) Proof of Age Card - The card must be part of the *PASS* scheme and carry their hologram.

All bars will have SIA licensed personnel to maintain and control operations within the bar including verification of the age of all customers who appear to be under the age of 25.

Bar staff on the front line will also be required to check the id of any customer who appears to be under 25 and will reminded of this obligation at their daily briefing.

A log will be kept on the bar and by each security person detailing any customers who are refused service or entry as satisfactory ID has been requested but not been presented.

Job Descriptions

Job Description	DPS/Tender Owner – [REDACTED]
Responsible To:	Site Owner/Manager
Responsible For	Approval of Bar Alcohol Management Plans and ensuring that the Licensing Objectives are adhered to: Prevention of crime disorder Public Safety Prevention of public nuisance Protection of children from harm
Main Duties	Agree operational plans with event organiser/manager Ensure plans are effectively carried out
Dated:	07.01.21

Job Description Bar Management

Responsible To: [REDACTED]

Responsible For Design and executing agreed Bar Alcohol Management Plans and ensuring that the Licensing Objectives are adhered to:

- Prevention of crime disorder
- Public Safety
- Prevention of public nuisance
- Protection of children from harm

Main Duties Effective management of staff in a bar
Ensure that sales are maximized
Minimize risk of loss of cash and stored securely
Operate the Challenge 25 scheme and ensure staff are trained briefed and managed accordingly
Be a personal license holder
Comply with the Alcohol Management Plan

Dated: 07.01.22

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Appendix 4 - Licence conditions

Licence 11769

Public Safety

1. For any event where there is to be a licensable activity and it is expected that over 500 people will attend, the Hirers of the land shall notify South Somerset District Council's Food Safety Unit at least 28 days before the date of the event.
2. Where a licensable activity is to be provided at an event risk assessments must also be provided to the Food Safety Unit for all activities to be undertaken on the site as well as full details of how public safety is to be managed at the event.

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