

# North Somerset Council

## REPORT TO THE LICENSING COMMITTEE

**DATE OF MEETING: 16 APRIL 2019**

**SUBJECT OF REPORT: GRANT OF A STREET TRADING CONSENT TO MRS BEVERLEY AND MRS SARAH MILNER SIMONDS, EAT PORTISHEAD.**

**TOWN OR PARISH: PORTISHEAD**

**OFFICER/MEMBER PRESENTING: DIRECTOR OF DEVELOPMENT AND ENVIRONMENT**

**KEY DECISION: NO**

## RECOMMENDATIONS

That the Licensing Sub-Committee considers and determines the application made by Beverley and Sarah Milner Simonds for a Street Trading Consent at the Quayside, Portishead Marina, Portishead.

### 1. SUMMARY OF REPORT

- 1.1 An application for the grant of a Street Trading Consent has been received from Beverley and Sarah Milner Simonds for an event known as Eat Portishead. The application made is for the sale of fresh and preserved food and drink from local primary producers, alongside premium street food and educational stalls. Two events are proposed; both being one-day events in August and December, involving a number of stalls around the marina and quayside areas. Following the consultation process, representations against the events have been received from local residents and a property management company raising concerns including site safety, toilet facilities and waste provisions. No adverse observations have been received from any of the relevant enforcement agencies consulted.

### 2. POLICY

- 2.1 On 1 April 2008 the full Council adopted a revised district wide Street Trading Scheme for the North Somerset area. The revised scheme became operative on the 4 June 2008. The application made falls within the Council's street trading scheme.
- 2.2 At the same meeting the Council adopted guidelines for the administration of the Street Trading scheme. A copy of the Guidelines is available to the Committee and has been given to the applicant.

### 3. DETAILS

- 3.1 An application was received from Beverley and Sarah Milner Simonds to carry out street trading within the Council's area at the Quayside, Portishead Marina, Portishead. Outline details of the application made is shown at **Appendix 1**.

3.2 The street trading activity being proposed is for the sale of fresh and preserved food and drink from local primary producers, alongside premium street food and educational stalls, on the following days and times:

**Saturday 10<sup>th</sup> August 2019 – 1000 to 1700.**

**Saturday 14<sup>th</sup> December 2019 – 1000 to 1700.**

3.3 The application site for street trading is shown on the map at **Appendix 2**.

3.4 Photographs of the site subject to the application will be available at the hearing.

3.5 There are both commercial and residential properties situated within 100 metres of the proposed site, a map of this area will be made available at the hearing.

3.6 A Street Trading Consent was granted to the applicants for a similar event at the same site in August 2018. There were no objections to the application at that time and there is no record of any complaints being made to the Authority during or following that event.

#### **4. CONSULTATION**

4.1 Officers have followed the consultation process as outlined in the agreed Street Trading Guidelines. The following responses have been received:

<b>Consultee</b>	<b>Response</b>
Avon and Somerset Constabulary	No adverse comment
Avon Fire and Rescue Service	No adverse comment
Ward Member(s)	No adverse comment
Highways	No adverse comment
Food, Health and Safety Team	No adverse comment
Environmental Protection Team	No adverse comment
Portishead Town Council	No adverse comment

4.2 A notice was displayed at the site for 28 days from the date when the application was made. Property occupiers within the immediate vicinity of the proposed street trading site were also consulted. 4 written objections have been received. The principle objections made are as follows:

- Obstruction of residential parking areas (Mizzen Court)
- Previous damage to grass and landscaping (Mizzen Court area)
- Previous damage to pedestrianised flagstone areas (Mizzen Court area)
- People urinating into marina and car parks during last event
- Insufficient toilet provision at the previous event
- Insufficient bin provision at previous event
- Litter not cleared after last event.
- Proximity of stalls to the waters edge.

- 4.3 Details of the representations received have been made available to the applicant prior to the hearing and copies are shown at **Appendix 3**.
- 4.4 Correspondence was received on the 5 March 2019, from the applicants, addressing the representations that had been received within the consultation period. A copy of this correspondence is shown at **Appendix 4**.
- 4.5 On the 5 April 2019 the applicants provided a summary of significant changes to the Event management plan for eat:Portishead on 10<sup>th</sup> August 2019 and 14<sup>th</sup> December 2019. A copy of this document can be found at **Appendix 5**.

## **5. FINANCIAL IMPLICATIONS**

**Costs** – None

**Funding** - None

## **6. LEGAL POWERS AND IMPLICATIONS**

- 6.1 The Licensing Authority recognises that its licensing function is only one means of securing the delivery of the service. The Licensing Authority will therefore continue to work in partnership with other stakeholders, such as the Police, Crime & Disorder Partnerships and the Vehicle and Vehicle Standards Agency (DVSA) towards the promotion of any licensing objectives.
- 6.2 In undertaking its licensing function, the Licensing Authority has regard to the following legislation:
- Town and Police Clauses Act 1847
  - Transport Act 1980 & 1985
  - Road Traffic Act
  - The Local Government (Miscellaneous Provisions) Act 1976, 1982 as amended
  - Environmental Protection Act 1990
  - Health Act 2006
  - The Smoke-free (Premises and Enforcement) Regulations
  - The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007
  - The Equality Act 2010
  - The European Convention on Human Rights, which is applied by the Human Rights Act 1998
  - The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002
  - Local Government (Miscellaneous Provisions) Acts 1976, 1984
  - Highways Act 1980
  - Licensing Act 2003
  - Gambling Act 2005
- 6.3 The Licensing Authority also has regard to any other relevant legislation, strategies, policies and guidance in its decision-making.

## **7. RISK MANAGEMENT**

- 7.1 Regularly reviewing licensing policies and practices and using a risk-rated approach to both proactive and reactive enforcement reduces the risk to the Authority. Ensuring MoU agreements are in place with external partner agencies will also help strengthen roles and responsibilities surrounding Licensing work.

## **8. EQUALITY IMPLICATIONS**

None

## **9. CORPORATE IMPLICATIONS**

- 9.1 Under the provisions of the Local Government (Miscellaneous Provisions) Act 1982 the Council may grant a Street Trading Consent if they think fit. When granting a Consent, the Council may attach such conditions to it as they consider reasonably necessary, including those to prevent obstruction or danger or nuisance or annoyance.
- 9.2 There are no legal rights of appeal against the Licensing Sub-Committee's decision to refuse to grant a Street Trading Consent. Judicial Review on procedural issues in dealing with the application is though possible.
- 9.3 The provisions of the Human Rights Act 1998 apply to the process of granting Street Trading Consents.

## **10. OPTIONS CONSIDERED**

- 10.1 The following options are available to the Licensing Sub-Committee with regard to the application that has been made:
- a) Grant the application as applied for.
  - b) Grant the application as applied for but with modifications to the terms sought.
  - c) Refuse the application.
- 10.2 Should the application be granted the standard street trading conditions are recommended to be attached to the Consent granted.

## **AUTHOR**

Caz Horton, Licensing Officer

Tel: 01934 426 800

## **BACKGROUND PAPERS**

North Somerset Council Street Trading Policy



APPLICATION FOR THE GRANT OR RENEWAL OF A STREET TRADING PERMISSION

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND IN BLACK INK

Type of Permission: Trading Consent [ ] Trading Licence [X]

We Beverley & Sarah Milner Simonds

Address 14 The Grove, Burnham on Sea, TA8 2PA

Telephone Number 07973 378735

Email Address hello@eatfestivals.org

Trading as eat: Festivals

HEREBY APPLY FOR THE GRANT/RENEWAL of a Street Trading Consent/Licence in accordance with the following particulars:

Location We wish to trade is: Quayside at Portishead Marina, Portishead, BS20 7DF

I/We wish to trade as detailed below

Table with 8 columns (MON. to SUN.) and 2 rows (FROM, TO) showing trading hours.

Date Licence is sought Saturday 10 August 2019 AND Saturday 15 December 2019

The articles I/We wish to trade in are Fresh and preserved food and drink produce from primary producers alongside premium street food and educational & entertainment stalls

Please detail toilet facilities for persons working on a static site:

Marina Control, Hall & Woodhouse

Will the Consent Holder be present when street trading takes place? Yes [X] No [ ]

We will be trading from a: Combination of

Van [X] Trailer [X] Cart [X] Barrow [ ]

Other (describe) Mainly gazebos

Dimensions: Majority 3m x 3m

Colour **Various**

Will you have tables and chairs on the site? Yes  No

If yes, Number of Tables: 20 Number of Chairs: 50

Will you be trading on private land? Yes  No

If yes, name and address of landowner:

**Persimmon Homes Severn Valley, Davidson House, 106 Newfoundland Way,  
Portishead, Bristol BS20 7QE**

Do you hold, or have you previously held, or been refused, a Street Trading Consent or Licence with this or any other Council? If yes, please give details

**Yes, we have previously held a license for this same event in the same location and for similar activity in Weston-super-Mare**

We declare that we are NOT under the age of 17 years

Date of Birth(s) **BMS 19/03/1974**

**We declare that the information given in this application is true.**

Signature of applicants



Date **9 January 2019**

Please return this form to: Data Protection Act 1998

**North Somerset Council  
Licensing Team  
Town Hall  
Walliscote Grove Road  
Weston-super-Mare  
BS23 1UJ**

The personal data you provide on this form will be used by North Somerset Council to administer your licence. In order to protect public safety, this may include the use of sensitive personal data (criminal offences) to help assess whether you are a fit and proper person to hold a licence.

We may occasionally share your personal data with other Council departments and with other bodies (notably Housing Benefits, the Police, Inland Revenue) for the purposes of protecting public money, preventing and detecting crime and/or fraud and ensuring public safety. Such sharing will only occur on a case-by-case basis where a justifiable purpose in line with legislation has been demonstrated. The information may also be used for internal training.

## Caz Horton

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**From:** LICENSING  
**Sent:** 14 March 2019 08:45  
**To:** Caz Horton  
**Subject:** FW: eat:Portishead 2019

Geoff Booker  
Licensing Technical Officer  
Development and Environment  
North Somerset Council

**Tel:** 01934 426 800 Internal ext: 6754  
**E-Mail:** Geoff.booker@n-somerset.gov.uk  
**Post:** Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ  
**Web:** www.n-somerset.gov.uk  
**Twitter:** @SaferStrongerNS | **Facebook:** Safer Stronger North Somerset

**From:** TheMrs MilnerSimonds <hello@eatfestivals.org>  
**Sent:** Wednesday, March 13, 2019 4:49 PM  
**To:** LICENSING <licensing@n-somerset.gov.uk>  
**Subject:** Fwd: eat:Portishead 2019

permission - Portishead

----- Forwarded message -----

**From:** Edwards, Jacqui <jacqui.edwards@persimmonhomes.com>  
**Date:** Wed, 13 Mar 2019 at 16:48  
**Subject:** RE: eat:Portishead 2019  
**To:** TheMrs MilnerSimonds <hello@eatfestivals.org>

Hi Beverley

To confirm as my email on the 10<sup>th</sup> January I forwarded your email to our MD and he has confirmed he is happy to give permission to use the areas you have listed which are owned by Persimmon, subject to seeing your renewed insurance cover.

Kind regards

Jacqui

# EVENT RISK ASSESSMENT



## PART A. ASSESSMENT DETAILS:

**Event:** Eat: Portishead food & drink festival 10 August and 15 December 2019

**Location of activity:** Quayside, Portishead, BS20 7DF

<b>Name of Person(s) undertaking Assessment:</b>	Beverley Milner Simonds	<b>Signature(s):</b>	
<b>How communicated to staff:</b>	Pre-event briefing. Published on event website. Distributed electronically to volunteer stewards, Producers and musicians.	<b>Date of Assessment:</b>	9 January 2019
		<b>Date communicated to staff:</b>	No later than 8 August 2019

## PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards List of significant hazards (something with the potential to cause harm)	Step 2 Identify who might be harmed and how	Step 3 identify precautionary measures already in place
<b>Slips and trips</b>	<p><b>Who might be harmed?</b></p> Visitors Producers Volunteer Stewards	<p><b>Type of harm</b></p> Slips/trips/ sprains/collisions
<b>Working at height</b> e.g. putting up decorations etc.	<p><b>Who might be harmed?</b></p> Volunteer Stewards Producers Festival team	<p><b>Type of harm</b></p> Sprains, broken limbs, or the potential for a fatality resulting in a fall from a height.
		<p><b>Existing controls</b> (Actions already taken to control the risk)</p> <ul style="list-style-type: none"> <li>• Users aware of the need to clear up spillages immediately and aware of where the equipment for this (mops etc.) is kept.</li> <li>• No trailing electrical leads.</li> <li>• Regular inspection regime in place.</li> <li>• All indoor venues have venue manager.</li> <li>• Stewards can ensure that Festival Team are alerted if use of ladders is necessary. i.e. Producers &amp; volunteers should not need to work at height.</li> <li>• Step ladder/ladder only to be used by competent and authorised personnel.</li> <li>• Contractors to be used for tasks which require specialist equipment/skills</li> </ul>



<p><b>Vehicle movement</b></p>	<p>Stewards Producers Members of the public present during set up &amp; take down Festival Team</p>	<p>Serious injury such as broken limbs, crushing or even fatality if struck by a moving vehicle, particularly when reversing</p>	<ul style="list-style-type: none"> <li>Road vehicle entrances to festival area to be staffed with a steward when vehicle movements are taking place</li> <li>Stretch of water alongside Liberty Square to be protected with barriers during set up (0700 – 1000) and set down (1700 – 1900) period</li> <li>Road vehicle entrances to be kept clear at all times.</li> <li>Vehicle movements to be controlled by stewards wearing high visibility vests.</li> <li>Regular and Producer vehicle movements restricted to before 0930 and after 1700, except emergency.</li> <li>Escorted vehicle movements</li> <li>Speed limit clearly communicated to producers and steward team before event.</li> </ul>
<p><b>Hazardous substances i.e. cleaning products, bleach etc.</b></p>	<p>Producers Venue Managers Stewards Visitors who may accidentally come into contact with substances</p>	<p>Skin problems i.e. dermatitis, eye damage from direct contact with substances, breathing problems from vapours. Accidental ingestion</p>	<ul style="list-style-type: none"> <li>Festival team &amp; stewards will not be tasked with using hazardous substances.</li> <li>Producers advised of the following: <ul style="list-style-type: none"> <li>Cloths, brushes and rubber gloves (Personal Protective Equipment) to be provided by them. Products classified as 'irritant' or above (i.e. corrosive etc) replaced, where possible, with a milder product. Cleaning products stored appropriately and securely. We will have a "spills kit" available</li> <li>Where necessary, a COSHH (Control of Substances Hazardous to Health) register is maintained comprising: Inventory of all hazardous materials; material safety data sheet and risk assessments of substances in use. This is checked on an ad hoc basis by the Production Manager</li> </ul> </li> </ul>
<p><b>Fire</b></p>	<p>Producers Stewards Visitors Festival team Venue Managers</p>	<p>Fatality, serious burns, smoke/toxic fumes inhalation.</p>	<ul style="list-style-type: none"> <li>Fire risk assessment &amp; evacuation plan in place for the festival</li> <li>Stewards made aware of evacuation plan details at training &amp; asked to consider mobility-impaired visitors' evacuation needs.</li> <li>Regular and recorded checks of evacuation routes by Venue Managers.</li> <li>Producers reminded of the need to supply appropriate fire extinguishers in situ via pre event logistics pack. These should be checked regularly and serviced annually by the Producer.</li> </ul>
<p><b>Hot weather conditions.</b></p>	<p>Producers Stewards Visitors</p>	<p>Heat exhaustion, Sunburn.</p>	<ul style="list-style-type: none"> <li>The event is planned for the Level 1 "heat wave and summer preparedness programme" timeframe. We will be monitoring the Heat Wave alert service, as detailed in the NHS Heat Wave Plan</li> <li>If a heat wave warning is given we will follow the advice for large events as details in the NHS Heat Wave Plan, esp. section 3.2</li> <li>Adequate areas of shade available (inside buildings, under canopies etc.).</li> <li>Steward Co-ordinator will manage regular breaks for stewards.</li> <li>Adequate supplies of drinking water available (all licensed stalls).</li> </ul>

<p><b>First aid provision</b></p>	<p>Producers Stewards Visitors</p>	<p>Any of the injuries referred to in the risk assessment document</p>	<ul style="list-style-type: none"> <li>• Sufficient trained first aiders on site to deal with likely injuries.</li> <li>• Sufficient first aid boxes, fully stocked with appropriate first aid items.</li> <li>• Telephones available to call emergency services. Access to landlines and mobile telephones available (mobiles fully charged with sufficient credit and good signal – this is checked when a Steward signs on).</li> </ul>
<p><b>Disposal of waste</b></p>	<p>Producers Stewards Visitors Festival team</p>	<p>Vermin Infestation Public hygiene Hazardous waste Slips and trips</p>	<ul style="list-style-type: none"> <li>• Sufficient waste disposal bags/containers available with arrangements for immediate collection or storage until refuse collection day.</li> <li>• Producers will be briefed on the need to dispose of all their own refuse.</li> <li>• All Festival Team to be briefed on waste management arrangements.</li> <li>• Arrangements in place [TBC] to clear site of litter and refuse after event.</li> </ul>
<p><b>Access for emergency services</b></p>	<p>Producers Stewards Visitors</p>	<p>Emergency vehicles being unable to access the venue/site. Possible collision with people or vehicles</p>	<ul style="list-style-type: none"> <li>• Ensure emergency exits for vehicles &amp; pedestrians are accessible at all times – monitored by Venue Managers.</li> <li>• Ensure adequate number of traffic advisors and stewards are available to monitor and co-ordinate – scheduled and prioritised by the Volunteer Co-ordinator.</li> <li>• Brief the event team and Producers (via the logistics pack) of the need to keep the route clear.</li> <li>• Appropriate co-ordination with designated first aiders.</li> </ul>
<p><b>Use of barbeques, including all hot food vendors</b></p>	<p>Producers Stewards Visitors</p>	<p>Adjacent attractions/tennis/buildings etc catching fire. Burns. Food poisoning</p>	<ul style="list-style-type: none"> <li>• Appropriate fire extinguishers provided by Producers, available within easy access.</li> <li>• Fire safety procedures to be made clear to the hot food provider.</li> <li>• The barbeque should not be located close to potential fuel sources.</li> <li>• Check that the barbeque providers are competent (a food hygiene certificate) and have the means of storing cooked and uncooked food hygienically.</li> </ul>
<p><b>Poor food hygiene or cross contamination with allergens.</b></p>	<p>Producers Stewards Visitors</p>	<p>Food poisoning, allergic reaction, anaphylactic shock.</p>	<ul style="list-style-type: none"> <li>• Our advice to Producers is as follows, this is enforced and policed by the local Environmental Health Officers: <ul style="list-style-type: none"> <li>◦ Frozen foods to be thoroughly thawed before cooking.</li> <li>◦ Meats kept in cool box/refrigerator until needed.</li> <li>◦ Cooked food to be kept separate from raw meat, – separate utensils to be used.</li> <li>◦ Food to be cooked thoroughly and evenly.</li> </ul> </li> <li>• We provide access to toilets and the Producers each provide hand washing facilities.</li> <li>• Information to be clearly available where food may contain allergens</li> </ul>

<b>Adverse/wet/windy weather</b>	Producers Stewards Visitors	Slips/trips Electrocution Exceeding fire capacity of buildings	<ul style="list-style-type: none"> <li>Assess on the day if activities are safe to go ahead in wet or windy weather, tolerance is 15mph to trigger a revue by Event and Production Managers.</li> <li>Assessed using an Anemometer with a +/-5% accuracy</li> <li>Ensure canopies etc. are securely anchored and discontinue use in high winds.</li> <li>Use MUTA guidance on best practice</li> <li>Review the situation during the course of the event.</li> </ul>
<b>Public disorder/security</b>	Producers Stewards Visitors	Assault Damage to property Distress	<ul style="list-style-type: none"> <li>'Lost Children' arrangements to be in place.</li> <li>Close liaison with local police.</li> <li>Highly visible presence of event stewards.</li> </ul>
<b>Toilet facilities</b>	Producers Stewards Visitors		<ul style="list-style-type: none"> <li>Public toilets in Hall &amp; Woodhouse</li> <li>Additional hired temporary toilets near the Marina Control</li> <li>Festival Team to conduct regular checks to be conducted to ensure that sufficient toilet tissue and hand soap is available.</li> </ul>
<b>Noise</b>	All Attendees	Stress Hearing damage	<ul style="list-style-type: none"> <li>Event organisers to assess the noise level of the event.</li> <li>Amplification of music is permitted by buskers at the festival.</li> <li>The Event LAeq will not exceed 65db.</li> </ul>
<b>Hazardous debris (needles, broken glass, sharp objects, animal faeces etc)</b>	Producers Stewards Visitors	Needle stick injuries, cuts/lacerations, infection etc. Toxocariasis	<ul style="list-style-type: none"> <li>Festival team to do a visual sweep of the area prior to stalls being set up.</li> <li>Hard containers/bins to be available for the disposal of broken glass etc.</li> <li>Any accidents resulting in hazardous debris i.e. (bottles being dropped and broken,) to be cordoned off and cleaned up immediately by Producer or steward (kit is at The Hub).</li> <li>Any hazardous debris or dog faeces to be disposed of appropriately.</li> <li>Hand sanitising gel available for staff to clean hands.</li> </ul>
<b>Erecting tents/awnings etc</b>	Festival team Stewards Visitors	Manual handling injuries Crush injuries (should the tent etc. collapse	<ul style="list-style-type: none"> <li>Temporary structures to be self-erected by Producers and erection should supervised by a competent person.</li> <li>All tents/awnings etc. securely anchored.</li> <li>Best practice detailed in MUTA guidance to be followed</li> </ul>
<b>Reporting of hazards</b>	Festival team Stewards Visitors	Injury due to hazard or near miss remaining unreported	<ul style="list-style-type: none"> <li>System in place for the reporting of hazards by stewards, visitors and Producers. This is by radio or face-to-face back to the Operations Manager or Volunteer Coordinator. They assess the risk and log the report.</li> <li>All participants briefed in the system in place for the reporting of hazards – stewards at their training, Producers via their pre-event logistics pack.</li> <li>Hazard to be removed if possible; otherwise enclosed (tape/cones etc.) until it can be removed.</li> </ul>

<b>Livestock management</b>	Stewards Visitors Livestock	Bites, scratches Loose animals	<ul style="list-style-type: none"> <li>Animals to held in a trailer.</li> <li>Signage to be clearly present about appropriate interaction</li> <li>Animals to be supervised at all times by competent handlers</li> <li>Adequate shade/shelter to be accessible</li> <li>Adequate and suitable food and water for animals to available</li> <li>Animals movements to be controlled and planned</li> <li>Hand wash or sanitizer to be available for visitors</li> </ul>
<b>Tractors</b>	Visitors	Falls, trapped hands, cuts	<ul style="list-style-type: none"> <li>Machines to be positioned under supervision</li> <li>Machines to be locked</li> <li>Signage to be attached recommending adult supervision</li> </ul>
<b>Water/Marina</b>	Stewards Visitors Producers	Falls	<ul style="list-style-type: none"> <li>All quayside safety equipment to be checked prior to event by quay staff</li> <li>No marina safety equipment to be obstructed by the event activity</li> <li>All stewards to be briefed on awareness of the risk and to monitor footfall levels, visually, to prevent overcrowding</li> <li>Where overcrowding is a risk extra stewards to be deployed and one-way systems using Newfoundland Way to be used</li> <li>Quay Marina's to use patrol boat on the water to provide rapid response to any casualties</li> <li>Event Manager and Production Manager to both carry throw lines (Both are ex-Coastguards)</li> </ul>

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This general risk assessment will apply to this event and providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply, please go to Part B2 on the next page. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the event under assessment; eat:Portishead Festivals 2018



Signed: **Beverley Milner Simonds** The Risk Assessor

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.

**PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)

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I certify that the assessment for the task/activity above covers all the significant hazards applicable to eat:Portishead 10 August 2019 and 15 December 2019

Signed:

Name:

(The People's Plot representative)



## To Whom It May Concern

Our Reference: P/ 01/ 242939665

Name of Insured: The People's Plot

This is to confirm that The People's Plot have in force with this Company until the policy expiry on 10 March 2019 insurance incorporating the following essential features:

Policy Number: XAO1220626173

Renewal Date: 11 March 2019

### Limits of Indemnity:

Public Liability:	£5,000,000 any one event
Products Liability:	£5,000,000 for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Professional Services Extension:	£1,000,000 any one event
	Note: Cover for Financial Loss, and Third Party Property Damage or Bodily Injury is provided where arising from advice or services carried out by the Insured in the furtherance of its purpose as a registered charity or not-for-profit organisation.

Zurich Insurance plc A public limited company incorporated in Ireland. Registration No. 13480.

Registered Office:  
Zurich House, Ballsbridge Park, Dublin 4, Ireland  
UK Branch registered in England and Wales  
Registration No. BR7985.  
UK Branch Head Office:  
The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. These details can be checked on the FCA's Financial Services Register via their website [www.fca.org.uk](http://www.fca.org.uk) or by contacting them on 0800 111 6768. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

### Excess:

Public Liability:	Nil any one claim
Products Liability:	Nil any one claim
Pollution Liability:	Nil any one claim
Professional Services Extension:	Nil any one claim

### Indemnity to Principals:

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

### Full Policy:

The policy documents should be referred to for details of full cover.

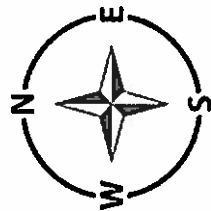
Yours sincerely



Mrs Linda Allport



**PORTISHEAD**  
Taste • Cook • Grow



5

**E Lockside**

**F Marina Control**

**D Burlington**

**G Marina View**

**C Centre Quay**

**H Mizzen Court**

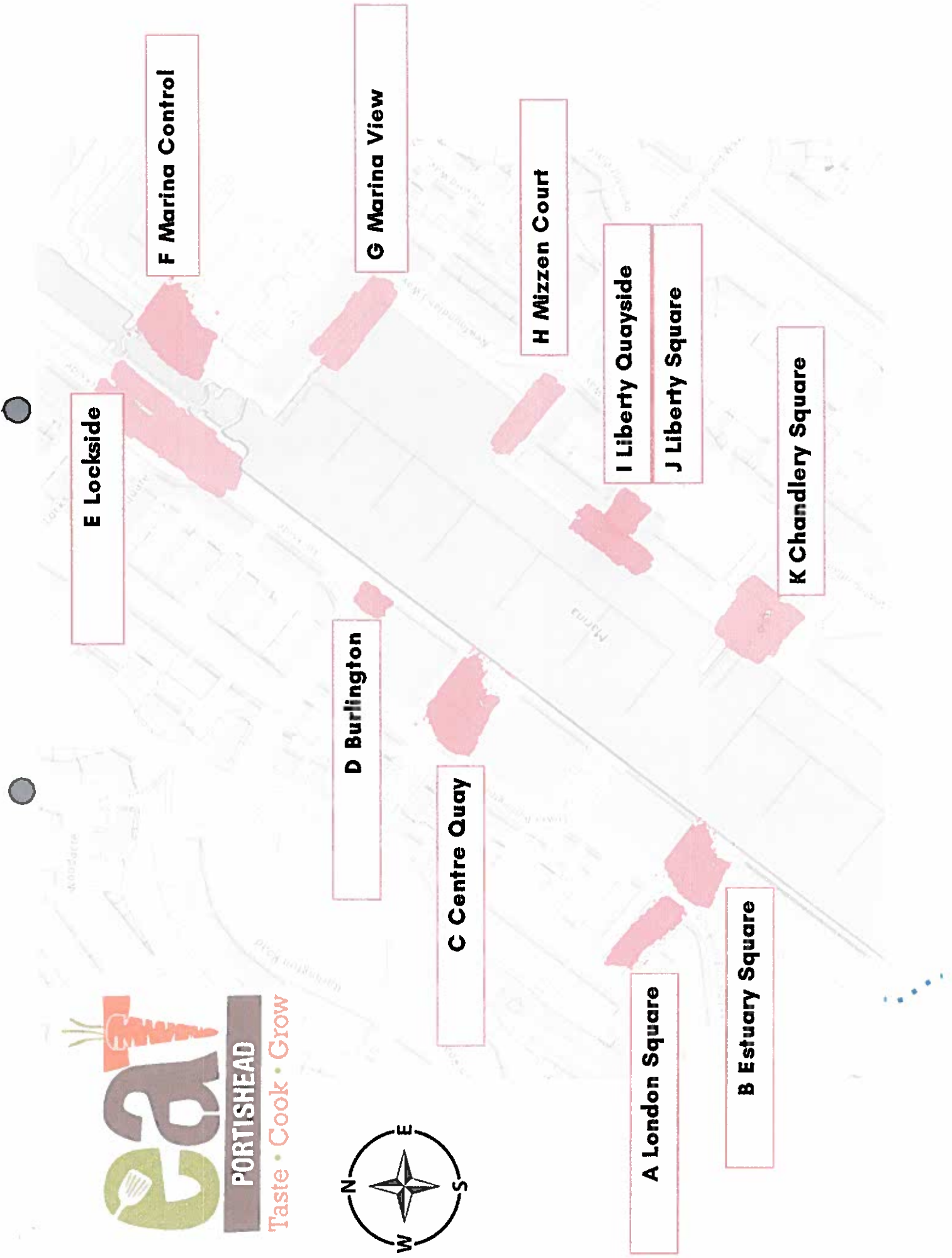
**A London Square**

**I Liberty Quayside**

**J Liberty Square**

**B Estuary Square**

**K Chandlery Square**







## Event Management Plan

<b>Event Name</b>	<b>eat:Portishead</b>
<b>Event Location</b>	<b>Quayside</b>
<b>Event Date</b>	<b>10 August 2019 and 15 December 2019</b>
<b>Organisation</b>	<b>eat:Festivals</b>
<b>Document last updated</b>	<b>9 January 2019</b>

## Introduction

The plan has been prepared by the festival Committee of eat:Portishead and should be read in conjunction with our other policies, assessments and procedures – many of these are attached in our appendices to this document.

## Event management

### Event overview

eat:Portishead is a one-day event. This is the second time we have held this event in Portishead.

It is an un-ticketed events and managed by a combined of paid and unpaid crew.

We will be booking around 25 hot food sellers and around 90 ambient goods and drink stalls. Anticipated attendance numbers over the course of the full day are between 10,000.

The event will be held around the Marina, between Hall & Woodhouse/Chandler Square and the Marina Control and on the opposite bank from the dock gates to London Square.

### Licence and application checklist

Checklist	Yes	No	N/A
<u>Road Closure Application</u> No roads will be closed for this event	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Event License</u> This event has applied for a block consent from North Somerset Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Temporary Event Notice (TEN)</u> We will be applying on behalf of individual Traders for TENS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Key event management contacts

Name	Role	Responsibility	Contact Details
------	------	----------------	-----------------

Saran Milner Simonds	Event Manager	Overall responsibility	hello@eatfestivals.org
Beverley Milner Simonds	Production Manager	All event infrastructure, ordering, delivery timings etc. Stall holder booking Volunteer recruitment Volunteer training	hello@eatfestivals.org
Kayleigh Shepherd	Steward co-ordinator	Volunteer day management	hello@eatfestivals.org
Hannah Fenton	Operations Manager	Risk assessments, legal compliance, security, fire points, site inspections, first aid provision	hello@eatfestivals.org
Keith Berry	Welfare	Trader toilets and wash facilities	kberry@quaymarinas.com
Glendale	Waste Management	Organisation of waste clearance and recycling	
Dedicated operations manager	Traffic Management	Supervising the entry and exit of traders vehicles to unload and reload	hello@eatfestivals.org

## Key event contacts – other

Suppliers (marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
Police	tbc	Policing	tbc	

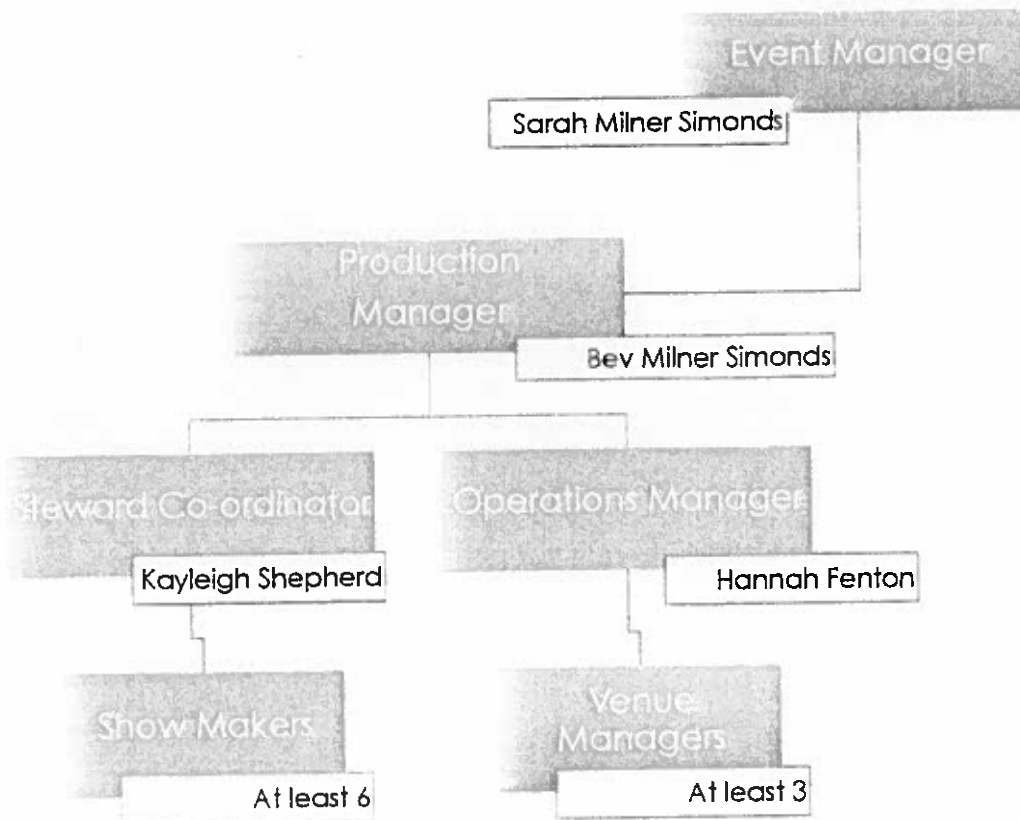
## Staffing

3 Venue Managers on shift rota throughout the day supplemented by 6 Show Makers

Venue Managers are responsible for the safety and security of a venue or area, Show Makers are responsible for the "vibe" answering questions and directing members of the public.

*Please see the detailed role descriptions in Appendix 2a and deployment details in Appendix 2b*

## Organisational structure



**Programme Schedule**

Time	Site Management	Trading
0700	Crew in place	
0930	Vehicles removed	
0945	Animals in place	
0945	All Venue Managers radio in go/no go	
1000		Event opens
1300		Crabbing Competition
1400		Crabbing Competition
1500		Crabbing Competition
1600	Animals removed	
1700	Traders begin set down	Event closes
1800	All traders off site	
1830	Visual site sweep and crew released	

**Health and safety**

**Risk assessments and management**

**Risk assessments – contractors**

Withy Grove Farm – Farmer with livestock  
 Lucy Horler – Face painter  
 Copy of risk assessments in Appendix 1

**Security**

As a non-ticketed event in a public area trading from 0900 to 1700 we have taken the decision not to employ SIA registered security.  
 We have never had a public order issue, disturbance or need for police

involvement.

We are not expecting any behavioural difficulties. This festival is a daytime event aimed at families.

## **Crew**

Full crewing roster and policies are contained in the master file at The Hub

*Copy in Appendix 2c*

All crew attend a pre-event training session and a briefing before their shift

*Crew agreement in Appendix 2d*

All are trained in radio communication protocol

*Radio training in Appendix 2e*

## **Emergency procedures**

Venue Managers will conduct a visual sweep on their zone using the pre-open checklist at 0945

*Sweep Checklist in in Appendix 3a*

Crew will monitor and report any incidents via radio to The Hub

Crew will raise the alarm audibly

Fire alerts to be raised via building alarms and/or hand-held air horns

The Hub will contact the emergency services

*Emergency Plan is in Appendix 3b*

*Security Plan is in Appendix 3c*

## **First aid and medical cover**

Bev Milner Simonds

Sarah Milner Simonds

## **Electricity**

All traders connecting to electricity will have supplied current PAT certificates

PAT certs are stored electronically in Eventree and provided electronically to North Somerset Council

All traders will have paper copies with them for inspection

All traders using gas will have supplied have current gas safe certificates  
Gas safe certs are stored electronically in Eventree and provided electronically to North Somerset Council  
All traders will have paper copies with them for inspection

### **Fire safety at your event**

Fire risk assessment completed by Event Producer at 0945, filed in the master file at The Hub

Each trader is expected to have completed their own fire risk assessment, we can supply a template (CFOA produced) if required

*Copy is in Appendix 4*

### **Temporary structures**

Traders provide their own gazebos and assume all risk and liability for these structures

### **Animals at events**

All animals that need to be will be covered by a performance license.

All animals welfare will be at least Animal Welfare Act 2006 standards

*Copy of license provided in Appendix 5*

### **Communications**

#### **Event communications – surrounding residents**

At least two letter drops to all residents and businesses including a "don't forget" 2 weeks beforehand

On street signage

#### **Event day communications – internal**

15 radios all fully charged and locked to the same channel (6.6)

All crew, except Show Makers will have a radio. If there is sufficient some Show Makers will be issued radios. A log of who has which is kept at The Hub

All key staff to have fully charged mobile phones

One runner (a dedicated Show Maker) available at all times

## **Event day communications – audience**

Directory  
On street signage  
Face-to-face

## **Event day communications – Emergency**

In the event of an emergency (fire, accident, security incident etc.) Event Organisers would be alerted via radio by a Crew member. The Event Organisers would decide on the level of action to take. In relation to a lost or found child this is detailed in the Lost Child & Vulnerable Adults Procedure. The action needs to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident. There is a supplementary document labeled Emergency Plan.

The public would be informed of an emergency via face to face communication, and from the stage in Liberty Square

We would evacuate the area in a calm, coordinated manner. Crew would be deployed to support the Venue Managers, they would be given instructions via radio (when appropriate).

Emergency Plan and Security Plans are Appendix 3b and 3c

## **Lost children**

Our Lost Child Policy is in our master file at The Hub  
*A copy is provided in Appendix 7*

## **Media**

Media spokespeople are Bev and Sarah Milner Simonds

All festival photographers will have been issued a "photographer" pass

Signage advising that photography will take place to be positioned at entry points to the festival

## **Licensing**

### **Temporary Events Notice (TEN)**

All traders who are selling alcohol will have been notified to NSC representative. All will be personal License Holders.



...applying for TENS on their behalf

A copy of each TENS and our permission to use the Quayside are in Appendix 8a and 8b

### Insurance

Copy of Public Liability is held in the master file at The Hub  
A copy in Appendix 9

### Provision of food

As a food and drink festival we have approximately 120 traders who will be selling food and drink for consumption on and off the premises

All will have provided insurance, PAT, gas safe and food hygiene certificates electronically to North Somerset Council. We will have an electronic record in Eventree and all traders will have a paper copy for inspection.

All will have a Street Trading Permit issued by North Somerset Council

A copy of our license is in Appendix 10

### Site considerations

#### Emergency Access

Clear access route via Newfoundland Way. The road around Chandler Square will be kept clear of traders.

Entry and exit routes from Newfoundland will kept clear [to the best of our ability  
A copy of our layouts are provided in Appendix 11

#### Toilets

We are utilising the public toilet provision in Hall & Woodhouse. They are open 0900 to 2300, no fee, disabled access and baby changing facilities. We will hire an additional two portaloos

Female	Male	Disabled facilities
5	4	1

#### Vehicles on site

All vehicles to be removed from site at 0930  
No vehicles permitted back onto site until 1700

## **traffic, transport and parking**

Car parking in the town is identified on the festival Facebook page and in programmes

Bus and coach links are publicised on the website

We have a partnership with First Buses to encourage utilisation of the buses and North Somerset Council to promote cycling

We will have dedicated trader parking off site

## **Environmental considerations**

### **Waste management**

Portishead Glendale team will empty bins plus our own litter pickers

All traders to remove own rubbish

### **Noise**

Our live music will be limited to 80dB

Buskers will be limited to 65dB.

These levels will be monitored using a Db monitor by the Venue Manager. These will be logged during the day and a copy returned to the Hub at the end of the day and retained.

### **Weather**

If the event is cancelled due to bad weather this will be publicised via radio, our website, social media, local news outlets and signage locally.

Wind is the greatest risk and the Event Manager will determine if the wind forecasted is too severe for the event to happen safely.

Detail of our wind plan is in our risk assessment. The Production Manager will monitor wind speeds using digital handheld anemometer with a +/-5% accuracy

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## **Appendices Index**

Appendix 1 - ***Risk assessment***

Appendix 2a - ***Crew Role Descriptions***

Appendix 2b – ***Crew Deployment Details***

Appendix 2c - ***Full crew roster***

Appendix 2d - ***Crew agreement***

Appendix 2e - ***Radio training***

Appendix 3a – ***Sweep Checklist***

Appendix 3b – ***Emergency Plan***

Appendix 3c - ***Security Plan***

Appendix 4 - ***Fire risk assessment checklists***

Appendix 5 - ***BLANK***

Appendix 6 – ***Street trading license***

Appendix 7 - ***Lost Child Policy***

Appendix 8a – ***Copy of Temporary Events Notices***

Appendix 8b – ***Copy of permission to use Premises***

Appendix 9 - ***Public Liability Insurance***

Appendix 10 – ***Copy of the Street Trading License***

Appendix 11 – ***Layouts***

Appendix 12 – ***Volunteering & HR Policy***

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**Appendix 1 - Risk assessment**

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## **Appendix 2a - Crew Role Descriptions**

There are six roles at eat:Portishead

### **Role 1**

#### **Event Manager**

Sarah Milner Simonds

- Overall responsibility

### **Role 2**

#### **Production Manager**

**Bev Milner Simonds**

- All event infrastructure, ordering, delivery timings etc.
- Licensing and permissions
- Stall holder booking
- Volunteer recruitment
- Volunteer training

### **Role 3**

#### **Operations Manager**

**Hannah Fenton**

- Risk assessments
- Legal compliance
- Security
- Fire points
- Site inspections
- First aid provision

### **Role 4**

#### **Steward Coordinator**

**Kayleigh Shepherd**

- Volunteer day management

### **Role 5**

#### **Venue Manager**

**2 on shift at all times (0730 – 1900)**

- 
- Coordinate set-up in that zone
  - Manage any emerging risks
  - Fire warden
  - Lost child and lost property coordination
  - Coordinate set-down in that zone

## **Role 6**

### **Show Maker**

#### **4 on shift during trading hours (1000 – 1700)**

- Meet & greet the visitors
- Hand out directories
- Hand out best in show cards
- Issue lost child wristbands
- Answer questions and queries

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## **Appendix 2b – Crew Deployment Details**

The Crewing arrangements for the festivals detailed above are laid out below.

The Crew will be a mix of paid and unpaid personnel. All who will all attend a mandatory briefing prior to their attendance. Our Volunteer Co-ordinator will manage the Show Makers on the day. The Operations Manager will co-ordinate the Venue Managers.

The festival is held in two sites, broken down into 11 zones

- London Square
- Estuary Square
- Centre Quay
- Burlington
- Lockside
- Marina Control
- Marina View
- Mizzen Court
- Liberty Quayside
- Liberty Square
- Chandler Square

There may be additional in-store events managed by businesses in their own premises around the marina.

All Crew will be easily identifiable by their tee-shirts, worn over their own clothes. All will carry hi-vi tabards. The Event Manager and Production Manager will be identifiable by their branded tops. Prior to commencing their shift all Crew will be familiarised with their location and the route to the next venue, general information on the area, given the mobile telephone number of the key contacts and meet their Venue Manager where relevant.

### **Outdoor Venues**

#### **2.1 Zone A London Square**

This is where the cook school will be set-up.

*No stallholders*

#### **2.2 Zone B Estuary Square, Zone C Centre Quay, D Burlington, F Marina Control, H Mizzen Court, Zone I Liberty Quayside and Zone K Chandlery Square**

The markets will operate in a similar manner to a farmers market.

Traders will supply their own canopies and stall equipment.

Further details are available in the event programme.

Livestock penned on the grass in this area

The animals will be held in pens made of hurdles and have experienced handlers present at all times.

*Total number of stallholders in Zone B = 10*

*Total number of stallholders in Zone C = 10*

*Total number of stallholders in Zone D = 4*

*Total number of stallholders in Zone F = 10*

*Total number of stallholders in Zone H = 12*

*Total number of stallholders in Zone I = 10*

*Total number of stallholders in Zone K = 10*

### **2.3 Zone E Lockside**

This is where the cookery demonstrations will take place

Traders will supply their own canopies and stall equipment.

*Total number of stallholders in Zone E = 27*

### **2.4 Zone G Marina View**

This is where a crabbing competition will be held.

There will be less than 3 trade stands in this area, focused on community stalls and education.

Traders will supply their own canopies and stall equipment.

*Total number of stallholders in Zone G = 3*

### **2.5 Zone J Liberty Square**

The market will operate in a similar manner to a farmers market.

Traders will supply their own canopies and stall equipment.

There will be buskers and a DJ set on the stage area.

Our DJs volume will be limited to 80dB and the buskers to 65dB (both measured with a calibrated dB monitor)

Face painter in Liberty Square

*Total number of stallholders in Zone J = 5*

### **2.6 Zone G Chandler Square**

The market will operate in a similar manner to a farmers market.



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traders will supply their own canopies and stall equipment.

Total number of stallholders in Zone G = 26

### **2.3 Crewing Arrangements**

Visitor numbers will be monitored throughout the day. Crew will be aware of times when crowds are likely and will have crowd management systems in place. During the times when greatest numbers congregate, the area will be cleared of tables & chairs.

The crew will be especially vigilant for any anti-social or nuisance behaviour and know what the reporting mechanism is for this

### **2.4 Traffic Management**

Vehicle movements will be restricted from 0700 and remain in place until approximately 1700. We intend to set stalls up from 0800 and take them down from 1700. We will be working with Glendale to ensure a clean and tidy site.

During trader set-up and set-down the entry and exit points to the site will be visually monitored by the co-located crew to provide safety and information for road traffic and pedestrians.

Vehicles will come onto the site to unload from Newfoundland Way, Lower Burlington Road or Lockside there will be no queuing of vehicles on the road.

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**Appendix 2c - Full crew roster**

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**Appendix 2d - Crew agreement**

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## Appendix 2e - Radio training

### USING THE RADIO

Press and hold button on side - PAUSE  
Then Speak "Maggie, this is John, over"  
Then Release button  
LISTEN

It is vital that you are clearly understood. To do this it is important to understand the differences between a telephone and a two-way radio. Two-way radios are not like a telephone. Telephones and cell phones are "full-duplex" which means you can talk and listen at the same time. Most two way radios are "simplex" which means you cannot hear anyone while you have the talk button pressed. It is extremely important to take turns talking. To help with this, standard radio procedures have been created.

The single most important mistake people make is **failing to identify themselves**. There may be several people using the same channel as you, so it's important to know who you are directing your transmission to.

**To call someone, say the name of the person you want to call, followed by the words "THIS IS," then say your name and "OVER."**

**Example: "Maggie, THIS IS John, OVER."**

It's important to say the name of the person you want to contact before saying your name, as this will get their attention, and they will listen to the rest of your message.

The word "OVER" leaves no doubt about whose turn it is to talk and avoids any confusion.

It's important to say "OVER", so they know when you are done speaking.

It's basic "radio etiquette" to establish contact and make sure that you have the other person's attention before you start your message. If you hear someone calling you, acknowledge his or her call by saying, "GO AHEAD" or "STAND BY" This lets the caller know that you heard them. Also remember, it may take someone a while to get to their radio and respond. Be patient in waiting for a reply.

Because only one person can talk at a time, it is more important to LISTEN on a 2-way radio than to talk!

When your business is finished, the person who started the conversation should end it by saying their name and the word "OUT," which leaves no mistake that contact has ended.

Always release the push-to-talk button whenever you stop talking. If you forget and keep it pushed down while you are trying to think of something to

...the tendency to transmit, making your battery run down faster and making "dead air" so that nobody else can speak or be heard. In the least sense, it is impolite. In an emergency, it could prevent someone with vital information from getting through. If you need to collect your thoughts, release the PTT so that somebody else can break in case they have an emergency, additional information or simply wants to join in the conversation. Leave a second or two between "hand-offs" to give others a chance to break in.

It is always best to speak in short simple phrases on the radio and toss the conversation back and forth with the word "OVER."

Don't speak immediately when you press the push to talk button, especially with digital radios, which among all their benefits have slightly longer delay. Wait 2-3 seconds.

If you speak as soon you press the PTT button, it can chop off your the first syllable or word, making you hard to understand. If that word doesn't make it, you will just have to say it again and run down your batteries faster.

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**Appendix 3a – Sweep Checklist**

## **Appendix 3b – Emergency Plan**

This document is intended as a reference guide for the crew.

### **1 Overview**

This emergency plan addresses six requirements:

- a. get people away from immediate danger
- b. summon and assist emergency services
- c. handle casualties
- d. deal with the displaced / non-injured
- e. liaise with the emergency services and other authorities (and, where the situation is serious, hand over responsibility for the incident / emergency)
- f. protect property

### **2 Emergency procedures**

Our local procedures for the crew to follow in an emergency include:

- raising the alarm
- informing the public
- onsite emergency response, ie use of fire extinguishers
- summoning the emergency services
- crowd management, including evacuation, where necessary
- evacuation of people with disabilities
- traffic management, including emergency vehicles
- incident control
- liaison with emergency services
- providing first aid and medical assistance

#### **2.1 Raising the alarm**

Crew should use their radio to contact The Hub to alert them of the incident. In the event on no response then 101 or 999 should be called.

#### **2.2 Informing the public**

The public would be informed of an emergency via face-to-face communication, supplemented by PA systems from the stage in Liberty Square

#### **2.3 Onsite emergency response**

When fire-fighting equipment is available, and if you are competent to use them,

and it is safe to do so, then attempt to fight the fire.

Assist in the evacuation of the area

## 2.4 Summoning the emergency services

Use the mnemonic ETHANE to guide your conversation with the Emergency Services

<i>Prompt</i>	<i>Information to be supplied</i>
E	Exact Location
T	Type of Incident
H	Hazards on site
A	Access/ Egress
N	Numbers Involved
E	Emergency Service Required

## 2.5 Traffic management, including emergency vehicles

There will be a 3m minimum route through the two areas that will be kept clear for emergency service vehicles at all times.

## 2.6 Incident control

In the event of an incident one of the Event Organizers will be the Incident Controller and will assume responsibility for response and recording of actions taken.

The template for this is at The Hub.

It will be supplemented by current Incident Reporting documents from HSE when and were relevant

## 2.7 Liaison with emergency services

The Incident Controller will liaise with the Emergency Services, they may appoint another person to do this.

## 2.8 Providing first aid and medical assistance



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... and have fully stocked first aid bags/boxes.

A first aider can offer help to a sick or injured person until full medical treatment is available.

### **3.0 Show stop**

Effective response to an emergency can sometimes mean a rapid and controlled halt to a performance to prevent further risk to the audience or to initiate an evacuation.

'Show stop' involves:

- only an Event Organizer can call a Show-Stop. They will communicate with the traders participants, and who will communicate with the audience
- A Show-Stop will be initiated by:
  - damage to ground covering more than 33% of the event area
  - wind of more than 15mph will evoke an robust assessment of the forecast weather and a decision taken on proceeding
  - fire in a neighboring building and advice to halt/abandon by the Fire Service
  - A major incident in the neighboring area as declared by North Somerset Council
  - Another other substantial reason as decision by the Event Organizers
- Show-Stop communication plan follows the guidance outlined in the Event Management Plan
- Traders will be advised our Show-Stop procedure in their Logistics documents

### **4 Transfer of authority for an emergency/major incident**

If the Emergency Services declare an emergency / major incident onsite at an event, all of the event personnel and resources will work under the command of the police. However, it may be that the police declare one part of the event as under their authority in order to respond to the emergency / major incident, but leave other parts of the event under the control of the Event Organiser.

## **Appendix 3c - Security Plan**

### **Eat: Festivals**

### **Safety & Security Policy**

**Revised: 01 February 2018**

#### **1. Introduction**

The Committee of Eat: Festivals is committed to delivering events that are safe and secure for all staff, volunteers, traders and visitors. This policy statement sets out the key elements of that commitment.

A separate Health and Safety Policy has been written which details Eat: Festivals policy and procedures with regard to all health and safety legislation.

#### **2. Policy Statement**

The Committee of Eat: Festivals or designated site managers are responsible for creating and maintaining a safe and secure festival environment for all visitors, volunteers and staff.

#### **3. Background**

Eat: Festivals need to have appropriate security measures in place to create a safe environment for staff, volunteers, traders and visitors, and protect property. A variety of approaches are needed for implementation of effective security.

It should be noted that the festival seeks to maintain an atmosphere that is family friendly and fun, and therefore security measures will generally be discreet, rather than overt.

#### **4. Scope**

This policy applies to the Committee of eat:Festivals, and all members of the management team (staff and volunteers)

#### **5 Safety and Security Procedures**

##### **5.1 Protecting Personal Property**

The Committee of eat:Festivals or designated site managers will:

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Apply permanent identification markings on all Eat: Festivals equipment

- Securely store all valuable equipment and personal belongings
- Endeavour to return lost property of high value or personal data to its rightful owner.

*See Appendix A – Guidance and procedures for protecting property*

## **5.2 Maintaining Security and Managing Security Risks**

The Committee of Eat: Festivals or designated site managers will:

- Inform and induct staff, volunteers and traders in the security practices relevant to them including procedures for managing suspicious items and behaviours; and the response procedures in the event of a firearms or weapons attack
- Report all security breaches to Sarah Milner Simonds (Event Manager) or Beverley Milner Simonds (Health and Safety Officer)

*See Appendix B – Guidance and procedures for maintaining security and managing security risks*

## **5.3 Creating a Safe Physical Environment**

The Committee of Eat: Festivals or designated site managers will:

- Implement measures to minimise the effects of deliberate attacks involving vehicles

*See Appendix C – Guidance and procedures for Creating a Safe, Physical Environment*

## **Appendix A - Guidance and procedures for protecting property**

### **5. Property Identification**

The following procedures are designed to address the risks arising from the theft of eat:Festivals high value property; or property belonging to eat:Festivals Staff or Volunteers.

#### **5.1. Prevention**

All high value eat:Festivals equipment should be prominently marked in a manner where any attempt to cover or remove it would be obvious.

Valuable equipment should not be left unattended and visible in an unlocked space

An asset register of all eat:Festivals high value equipment should be maintained including serial numbers and other distinguishing features.

All eat:Festivals Staff and Volunteers will be encouraged not to bring valuable items with them that cannot be safely kept on their person throughout the Festival.

Items of a personal nature belonging to eat:Festivals Staff or Volunteers must be labelled with the owner's name and phone number before they are left in the eat:Festivals Hub.

eat:Festivals Staff and Volunteers will be advised that any items left in the eat:Festivals Hub are done so at the owner's risk

#### **5.2. Response**

eat:Festivals Staff, Volunteers and Traders will report any instances of theft to the Event Manager in the first instance. The Event Manager will meet with the complainant and support them in reporting the theft to the Police.

eat:Festivals Staff, Volunteers and Traders will co-operate fully with any subsequent Police investigation

### **6. Lost Property**

The following procedures are designed to address the reputational risks arising from lost property being found at eat:Festivals.

#### **6.1. Prevention**

The committee of eat:Festivals will establish a robust procedure for the management of lost property.

All eat:Festivals Staff and Volunteers to be briefed on the procedure for managing lost property

..., items of lost property will be taken to the eat:Festivals Hub, where it will be recorded using the process defined below.

## 6.2. Response

All items of lost property found by, or handed to eat:Festivals Staff, Volunteers or Traders will be taken to the eat:Festivals Hub and handed to the Event Manager or nominated deputy.

When an item of lost property is handed in, it will be classified as follows:

High Value	Jewellery; purses/wallets containing cash; mobile phones; cameras; laptops/tablets/other electronic devices
Personal Data	Passport; Credit/Debit cards, Driving Licence; Keys
Other	All other items

Items that are classified as High Value or Personal Data will be given a unique number and recorded in the eat:Festivals Lost Property Register. The register will record:

- Description of the item
- Lost property number assigned
- Location where the item was found
- Name and contact details of the person who found the item (if possible)

All other items will simply be stored in a safe manner.

The Committee of eat:Festivals, or the nominated staff in the Hub will attempt to contact the owners of high value or personal data items, where contact details can be readily obtained (When searching for identifying information e.g. in a purse, wallet, handbag when possible this will be done in the presence of two members of staff/volunteers).

Items that are classified as High Value or Personal Data will be handed over to the Police if they remain uncollected at the end of the Festival.

All other items will be donated to a charity selected by the committee of eat:Festivals Any person reclaiming an item of lost property will be asked for detailed information about the item. If the item being returned contains photographic ID, eat:Festivals Staff or Volunteers will check that the image matches the claimant. When an owner reclaims an items and eat:Festivals Staff or Volunteers are satisfied of the owner's claim, the property will be handed over once a declaration has been signed to confirm that they have received it.

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Should staff or volunteers be concerned about an item on the property (for example they suspect it may be drugs, or an illegal item) the Police will be contacted, and their advice followed.

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## Appendix B - Guidance and procedures for maintaining security and managing security risks

### 7. Suspicious Items and behaviour

The following procedures are designed to address the risks arising from the identification of a suspicious item or behaviour

#### 7.1. Prevention

All items (such as bags) belonging to eat:Festivals Staff and Volunteers should be clearly marked to provide a quick, visual indicator that the item is "known". This can be as simple as pieces of coloured tape, wristbands or ribbon – but the same markings need to be used for all items at the festival.

All eat:Festivals Staff and Volunteers to be briefed to leave personal items in the Eat: Festivals Hub if they are unable to keep them with them whilst performing their duties.

All eat:Festivals Staff and Volunteers to be briefed not to leave personal items unattended and/or concealed on the festival footprint whilst they are on duty.

All eat:Festivals Staff, Volunteers and Traders to be provided with a copy of the Counter Terrorism Policing Advice Note on International Counter Terrorism Awareness which covers identifying and reporting suspicious behaviour; identifying and reporting suspicious items; and responding to a firearms or weapons attack.

All eat:Festivals Staff and Volunteers to watch the Counter Terrorism Policing video Stay Safe as part of their Festival training, and discuss with the trainer how the actions shown in the video relate to their activity.

A sweep of the festival footprint for suspicious items to be conducted prior to the opening of the festival to the public. A checklist and assigned responsibilities are contained within Appendix 3a.

#### 7.2. Response

##### Response (suspicious item)

On discovering, or responding to, a report of the discovery of a suspicious item, eat:Festivals Staff, Volunteers and Traders will follow the HOTS process:

- **Hidden:** has the item been hidden? Has any attempt been made to hide the item from view or place it where accidental discovery is unlikely? Innocent items are not usually hidden deliberately.
- **Obvious:** is the item obviously suspicious? Can wiring or batteries be seen? Is it taped or contains liquids or powders? Has it been found after seeing suspicious behaviour?
- **Typical:** is the item typical of what you might reasonably expect to find in the location? Also consider the current threat? Ask has anyone left the item?

If the item is believed to be suspicious, then the precise location and item details will be communicated through to the Event Manager.

The Event Manager will confirm the item as suspicious, and then notify the Police. The immediate area (25m radius) will be kept clear until further instructions are received from the Police. Stewards will be deployed to prevent Eat: Festival staff, traders, volunteers and visitors from entering the area until it is confirmed by the emergency services as safe to do so. If the radius includes shops and other building, they will also be notified of the item and its location.

Under no circumstances will eat:Festivals Staff, Volunteers and Traders touch an item that has been confirmed as "suspicious" without authorisation from the emergency services.

If the item is believed to be safe, then it will be treated as lost property and will be taken to the eat:Festivals Hub for processing and management.

### **Response (suspicious behaviour)**

eat:Festivals Staff, Volunteers and Traders will adopt an "alert not alarmed" approach to identifying suspicious behaviour and will be focused on behaviour not appearance. The following suspicious behaviours will be alerted to the event manager:

Person(s) on foot who are

- Loitering in restricted or public areas
- Paying significant interest to: entrances, exits, CCTV or security staff, taking photos
- Concealing face / identity
- Asking unusual or security related questions
- Avoiding security staff
- Activity inconsistent with the nature of the building or area



- Parked out of place
- Retracing the same route

On receiving an alert from a member of the team, the Event Manager will discuss the matter in detail with the team member and, if appropriate, make their way to the area of the festival where the suspicious behaviour was noted.

If the behaviour cannot be readily explained then the Police should be notified; and the Event Manager will follow the instructions from the Police regarding the next steps

### **Response (firearms or weapons attack)**

• Eat: Festival Staff, Volunteers and Traders will follow the Counter Terrorism Policing Advice: Run Hide Tell:

#### Run

- If there is a safe route, RUN, if not HIDE
- Insist others go with you but don't let them slow you down
- Leave your belongings behind

#### Hide

- If you can't RUN, HIDE
- Find cover from gunfire
- Be aware of your exits
- Lock yourself in a room if you can
- Move away from the door
- Be very quiet, turn off your phone
- Barricade yourself in

#### Tell

- Call the police when you are safe
- Give your location
- Describe the attacker
- Can you safely stop others from entering the area?

eat:Festivals Staff, Volunteers and Traders are reminded not to put themselves in further danger in such circumstances by carrying out their normal roles

Once the Police have been notified, eat:Festivals Staff, Volunteers and Traders are requested to make contact with the Event Manager or the Health and Safety Officer as soon as they are able

## **8. Bomb Threat**

The following procedures are designed to address the risks arising from receipt of a bomb threat by a member of the eat:Festivals team.

### **8.1. Prevention**

All eat:Festivals Staff and Volunteers to be reminded during training of the possibility of receiving a bomb threat either by phone, face to face, as a written item or electronically via email or social media. The threat should not be dismissed and as much information noted down as possible during or immediately after the threat has been given.

### **8.2. Response**

No matter how ridiculous or implausible the threat may seem, Eat: Festival Staff, Volunteers and Traders should notify the Event Manager immediately upon receiving such a threat.

The Event Manager will arrange to meet the recipient immediately and accompany them to a location where the Police can be called and full details of the threat provided.

The Event Manager will then implement the actions as directed by the Police.

## **9. Private Security**

The following procedures are designed to address the risks arising from disorder, damage, assault or unlawful conduct of any persons at the festival.

### **9.1. Prevention**

The Committee of eat:Festivals will establish and maintain communications with the local Police force whose area of responsibility encompasses the festival footprint, to understand if there are any known issues or concerns ahead of the festival.

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eat:Festivals will regularly and frequently evaluate the potential risk of disorder, damage, assault or unlawful conduct of any persons at the festival based on both national and local information and advice.

Based on the outcomes of the risk assessment, and the need to reassure eat:Festivals Staff, Volunteers, Traders and Visitors, the Committee of Eat: Festivals may decide to employ private security personnel with appropriate SIA qualifications to attend the festival.

## **9.2. Response**

All eat:Festivals Staff, Volunteers and Traders have a duty to report any instances of disorder, damage, assault or unlawful conduct of any persons at the festival to the Event Manager immediately.

Any reports of disorder, damage, assault or unlawful conduct of any persons at the festival will be referred to the Police and or SIA personnel as appropriate.

## **10. Personnel Security**

The following procedures are designed to address the risk of people exploiting their legitimate access to eat:Festivals assets or premises for unauthorised purposes.

### **10.1. Prevention**

The Committee of eat:Festivals will complete an identity assurance checklist, based on the National Guidance from CPNI (or equivalent) for all Eat: Festival staff and volunteers to ensure they engage only suitably qualified and reliable individuals. <https://www.cpni.gov.uk/pre-employment-screening>

### **10.2. Response**

In the event of a member of eat:Festivals staff or volunteer team actively disregard security policies and processes; the incident will be managed in accordance with the appropriate HR policy to limit their role or remove them from the organisation.

## **11. Cyber Security**

This is managed through the eat:Festivals Business Continuity arrangements

## Appendix C – Guidance and procedures for creating a safe, physical environment

### 12. Hostile Vehicle Mitigation

The following procedures are designed to address the risks arising from:

- Vehicle-borne improvised explosive devices (VBIED)
- Vehicle as a weapon (VAAW)

These could be accompanied by a Chemical, Biological or Radiological (CBR) substance

#### 12.1. Prevention

Wherever possible, the festival footprint will be covered by a total traffic exclusion between the hours of 09:30 and 17:00. This will be enforced using Vehicle Security Barriers, a minimum of 5m between barriers and traders, which will be staffed at road junctions/access points by Eat: Festivals Staff or Volunteers

Traders, staff and volunteers will provide details of all vehicles and driver/passengers in advance of the event. These will be checked at the access points into the festival site.

Residents and retailers will be notified, in advance, that no vehicles will be permitted to enter or leave the traffic exclusion zone, with the exception of emergency vehicles. All vehicles parked on the impacted roads are to be removed prior to the traffic exclusion start time.

A secondary "barrier" will be installed at each junction point. This may be a large vehicle (for example a tractor); a non-human exhibit (such as a live animal pen); or a double layer of Vehicle Security Barrier.

#### 12.2. Response

Vehicles remaining in the exclusion zone

Any vehicle remaining in the traffic exclusion zone after the start time will be subject to a visual inspection for any obvious suspicious signs (for example can wiring or batteries be seen that would imply some form of detonation device; are there items visible that could cause an explosion such as gas canisters).

The precise location and vehicle details will be communicated through to the Event Manager, along with an assessment of "safe" or "suspicious".

the vehicle. When the festival infrastructure will be set up around

If the vehicle is deemed "suspicious", the Event Manager will confirm, and then notify the Police. The immediate area (25m radius) will be kept clear until further instructions are received from the Police. Stewards will be deployed to prevent eat: Festival staff, traders, volunteers and visitors from entering the area until it is confirmed by the emergency services as safe to do so.

Any requests to move a "safe" vehicle during the event will be passed to the Event Manager. In exceptional circumstances, the vehicle will be allowed to move, based on a dynamic risk assessment by the Event Manager, and will be escorted at walking pace to an appropriate access point by eat:Festivals Staff or Volunteers.

Unregistered vehicle and/or driver/passengers arrive at access point

eat:Festivals Staff or Volunteer to take details of company, vehicle, driver and passengers (if applicable) and notify Event Manager

Vehicle to park outside of Vehicle Security Barriers whilst Event Manager is contacted

Event Manager to confirm or deny access for vehicle and personnel

Attempted forced access by a vehicle (i.e. vehicle attempts to drive through or round the barriers)

eat:Festivals Staff or Volunteer to take details of vehicle and notify Event Manager

Event Manager to notify Police as appropriate

In the event of an injury being sustained by person(s), this situation will be managed as a Festival Incident or Festival Emergency (see eat:Festivals Emergency Plan)

**Appendix 4 - Fire risk assessment checklists**

Detail	Reviewed by/comments	Date
Fire safety risk assessment completed for each zone		
• Zone A – London Square		
• Zone B – Estuary Square		
• Zone C – Centre Quay		
• Zone D - Burlington		
• Zone E - Lockside		
• Zone F – Marina Control		
• Zone G – Marina View		
• Zone H – Mizzen Court		
• Zone I – Liberty Quayside		
• Zone J – Liberty Square		
• Zone K - Chandler Square		

Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage - traders		
Electric hook up - traders		
Special risks		

Fire Risk Assessment for Zone \_\_\_\_\_

Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage – traders		
Electric hook up - traders		
Special risks		



Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage – traders		
Electric hook up - traders		
Special risks		

FIRE RISK ASSESSMENT FOR ZONE \_\_\_\_\_

Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage – traders		
Electric hook up - traders		
Special risks		

Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage – traders		
Electric hook up - traders		
Special risks		

Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage - traders		
Electric hook up - traders		
Special risks		

Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage – traders		
Electric hook up - traders		
Special risks		

Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage – traders		
Electric hook up - traders		
Special risks		

Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage - traders		
Electric hook up - traders		
Special risks		

Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage – traders		
Electric hook up - traders		
Special risks		



Detail	Reviewed by/comments	Date
Emergency exits and routes		
Barbeques - traders		
LPG usage – traders		
Electric hook up - traders		
Special risks		



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**Appendix 6 – Street trading license**

## **Appendix 7 - Lost Child Policy**

### **1 Introduction**

This policy is designed to guide the search for a lost child and aid the speedy reuniting of parents and children.

### **2 The Collection Point**

The Collection Point is the Hub at Marina Control

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak a crewmember they should be directed or taken to the Collection Point as appropriate.

### **3 Children or vulnerable adults found without their parents**

A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/guardian are.

If a child or vulnerable adult still appears to be lost the crewmember should immediately summon another crewmember – it is imperative that they are not alone with the child or vulnerable adult. Once two crewmembers are present they should be led to the Collection Point, where they will be encouraged to remain until they have been re-united with a parent or guardian.

Check the child or vulnerable adult for a Festival Child Wristband. If they are wearing one call the number on the wristband. Report this to Volunteer Coordinator and the Operations Manager via radio.



The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/

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**Appendix 8a – Copy of Temporary Events Notices**

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**Appendix 8b – Copy of permission to use Premises**

....., remember the names, where they last saw them and a description of their them. If the child is brought over by another adult, as much information as possible should be gained from them.

The information will be given to Volunteer Coordinator and the Operations Manager at the Hub face to face-to-face who will then organise a search.

If the parent/ guardian /personal assistant's name is known it should be shared via two-way radio to all Venue Managers.

At no time should the name of the lost child be transmitted over the radio.

Radio code for a child or person found without parent or guardian is "**torn gazebo**"(example, Hub to all stewards we have a "torn gazebo at the Welfare tent, details as follows...")

Radio code for a parent/guardian reporting a child or person missing is a "**broken window**".

If a parent /carer /personal assistant is not located with 30 minutes, the Event Organiser will inform the police.

#### **4 Parent/ Guardian /Personal Assistants reporting lost children**

Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.

Encourage the parent to come to the Collection Point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.

Encourage the parent to regularly return to the Collection Point if they continue to search for the child, in case the child is found.

Using the code word "**broken window**" radio a message to security control and all staff on radio giving the information gathered.

Crew will conduct an initial search of the area.

If the child or vulnerable person is not found the Operations Manager will organise a thorough sweep of the whole site using crew.

When the child or vulnerable person is found, they will be lead to the Collection Point to be re-united with their parent.

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If a child or vulnerable person is not found within 30 minutes of being found, inform the police.

### **5 Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults**

If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature.

Crew must be sure that the child is been reunited with the right person and where any doubt exists they must not reunite and if necessary the police may be advised on any problems.

Once a child or vulnerable adult has been re-united with their collecting adult all crew, security, staff and police will be informed immediately.

### **6 Lost persons log**

All lost persons / children's incidents must be logged and filed at The Hub.



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**Appendix 9 - Public Liability Insurance**

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**Appendix 10 – Copy of the Street Trading License**

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**Appendix 11 - Layouts**





**Lockside**

Cycle check ups  
RNLI  
Barnacle Buoys 2pm

**Marina Control**

**Marina View**

Crabbing Competitio  
2Minute Beach Clear

Damage to Gardens

Permisson Not Granted

**Mizzon Court**

Punch & Judy Shows  
Barnacle Buoys 3pm

**Liberty Quayside**

**Liberty Square**

Court Production: DJs  
Face Painter  
Barnacle Buoys 4pm

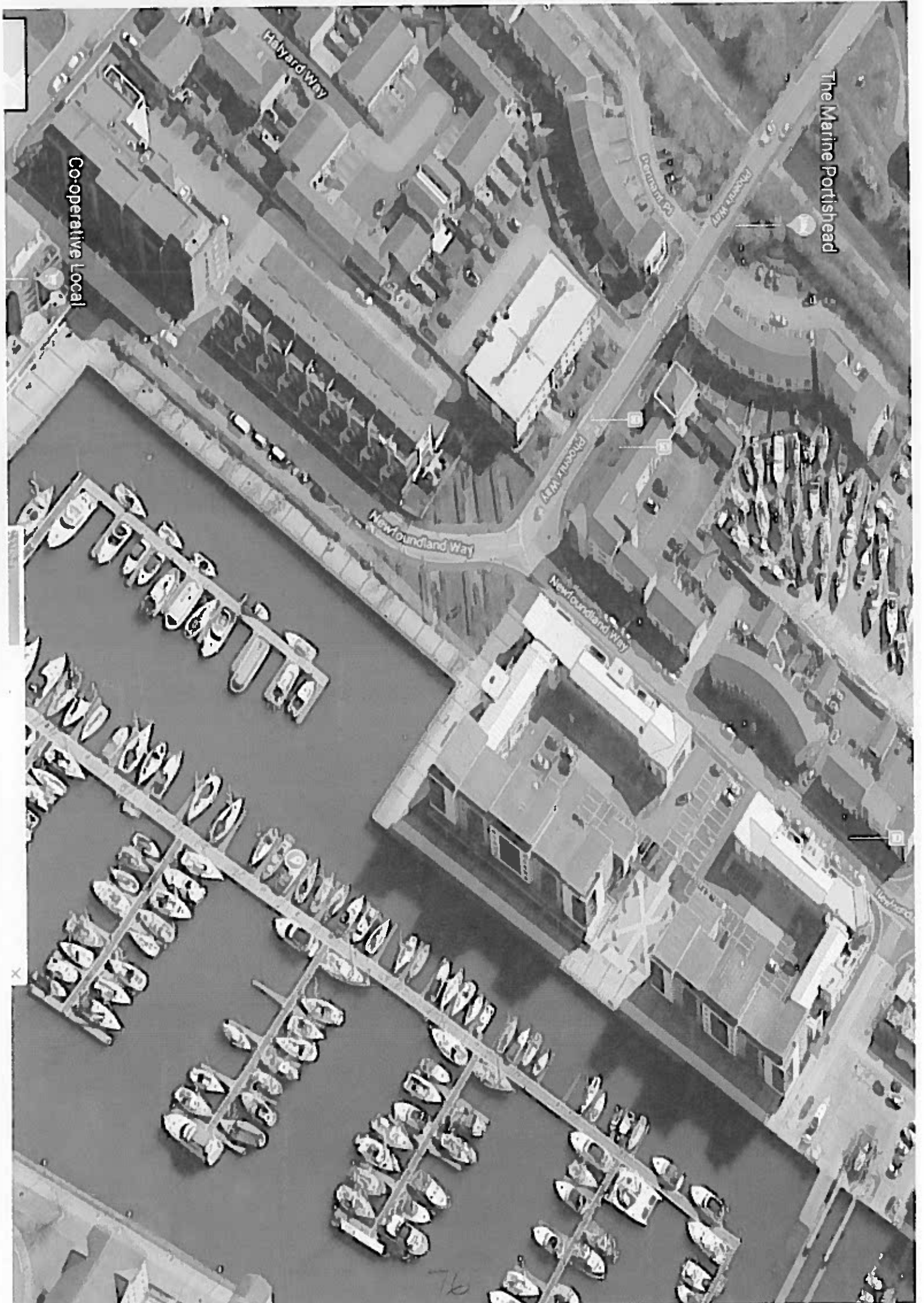
**Chandlery Square**

**Local Producers**

**The Anchorage**

**Entertainment**

Withy Group Farm Lambic



The Marine Portishead

Co-operative Local

Holyard Way

Phoenix Way

Newfoundland Way

Newfoundland Way

D

76

**Caz Horton**

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**From:** Michael Gribble <michael4605@talktalk.net>  
**Sent:** 01 March 2019 10:46  
**To:** LICENSING  
**Subject:** Your ref:- C&CS/LSC09/054020

Dear Sioux Isherwood

I would like to make the following observations regarding the proposed "Eat Portishead" events scheduled for later this year.

I would start by referring to the previous event.

1) the residents were not informed of the exact location of the event.

2) the organisers commandeered a marked disability bay within our curtilage, putting up signs the day before that the bay was out of use

3) several vans drove over raised flower beds. This killed several bushes and damaged more. The damage can still be seen today

4) vans driving over the pedestrian patio between the two marine facing blocks of Mizzen Court caused extensive damage to the flag stones, indeed several areas had to be cordoned off as there was a serious risk of injury to pedestrians. Can you give assurances that a) the disability parking bay will not be commandeered and vans will not drive over the flower beds or on the patio as it is us, the residents that have to bear the cost of repairs.

5) stall holders used privately owned walls to display goods and tie off tarpaulins without gaining prior consent

6) when the event finished there was a great deal of litter left. Several residents of Mizzen Court were forced to clean up the area filling several black bin liners.

#### SAFETY

The stalls at the front of Mizzen Court extended on to the walkway (between Mizzen Court and Marina. This made the width of walkway available to pedestrians very restricted. The event was well attended and this area became very congested. I would remind you that this frontage of the Marina is not protected by railings. Due to the heavy footfall, unsupervised children and (some) unleashed dogs there was an ever present danger of somebody ending up in the water.

Last years event was, it appears, a great success and most would like it to continue. There is a simple solution to all the problems outlined above.

The Marina on both sides from the lock gates right around the front of the flats facing the sea is much wider, more suitable for stalls and railings all along to prevent accidents and easier access for stall holders vans.

Yours faithfully  
M R Gribble  
82 Mizzen Court  
Sent from my iPad

## Caz Horton

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**From:** Caz Horton  
**Sent:** 04 March 2019 14:51  
**To:** LICENSING  
**Subject:** RE: Your Ref: C&CS/LSC09/054020

**From:** Sally Ann <[luckiesal@yahoo.co.uk](mailto:luckiesal@yahoo.co.uk)>  
**Sent:** Thursday, February 28, 2019 10:44 AM  
**To:** LICENSING <[licensing@n-somerset.gov.uk](mailto:licensing@n-somerset.gov.uk)>  
**Cc:** [admin@remus-cardiff.co.uk](mailto:admin@remus-cardiff.co.uk); [nick.parsons@btinternet.com](mailto:nick.parsons@btinternet.com)  
**Subject:** Your Ref: C&CS/LSC09/054020

To Whom It May Concern

REF: Applicant: Eat Portishead – Beverley and Sarah Milner Simonds  
Proposed Site: Quayside at Portishead Marina, Portishead, BS20 7DF

I am fully against this event going ahead.

The event took place last year and caused our Apartment Community a lot of damage.

I live in the Mizzen Court apartment block to which the event took place all around our perimeter.

Problems caused:

Parking on our open space please see "Cars in Square" picture attached. To be able to get to this area, EAT PORTISHEAD blocked off our disabled parking space which then gave access across our garden, where they removed plants. Once on the paved area, the weight of the vehicles made certain slabs to sink. This has since been "Made good" by Persimmon Homes. Eat Portishead did replant the plants in a fashion.

About a month prior to the event, our management company, Remus, charged our community "Mizzen Court" almost £2,000 to remove grass from the front corner of our apartments and plant shrubs and lay bark to improve the garden area. As you will see, pictures/video attached, all day people were walking across the gardens. After the event our new garden area was left with trampled plants and no bark.

There were no toilets provided for example, Portaloo's. there were numerous people, mostly men and children urinating either in the marina or in and around the Mizzen Court Car Park. It's a few strides through a side alley from the Marina to Mizzen Court Car Park and this got the most attraction for the men urinating.

There were no bins provided. The rubbish that was left mostly from the people visiting the event on the day but also some of the stall holders. Myself and various other residents collected numerous bags of rubbish the following day.

We have a grass area to the front of Mizzen Court. Stall holders were set up on our grass area and attaching their stalls to the glass balconies. This was not allowed but it still went ahead.

As you can see in the pictures "Portishead Eat Festival", the amount of people on the narrow marina pathway is dangerous. There are not any barriers. If the stall holders set up on the pathway and not on our grass, which certainly will not be happening this year, then the pathway will be single file.

This event is in no way to happen in and around our development leaving the property owners with damage costs.

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area with easy vehicle access for store holders.

I shall contact my management company to confirm that they are not to give permission on our development.

I await hearing from you.

Kind regards

Sally Ann Burton

07739 009946

93 Mizzen Court, Portishead

10 Mizzen Court, Portishead

11 Mizzen Court, Portishead

53 Mizzen Court, Portishead

**Sioux Isherwood**

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**From:** [REDACTED]  
**Sent:** 01 March 2019 12:05  
**To:** LICENSING  
**Cc:** admin@remus-cardiff.co.uk  
**Subject:** REF : EAT PORTISHEAD - Your Ref: C&CS/LSC09/054020

TO WHOM IT MAY CONCERN

A neighbour has just given me a leaflet for the above event, it was not put in my letterbox or anybody elses in this block. Mizzen Court.

I am against this event.

Have you had permission from our 2 directors who have replaced Persimmon?

Health and Safety, Risk Assessment and Public Liability Insurance has this been addressed by the Council? Could a copy of these be provided?

Do the stall holders provide their Street Trading Licence and Insurance to the Event Holder or the Council?

The event last year caused damage to our recently replanted gardens.

Plants removed for vehicle access onto our private paved square in between the apartment blocks, damage was caused, the Slabs sank.

Urinating around Mizzen Court

No bins around the event

Are the pathways wide enough for stalls and public next to the water?

Are the Council and the Event Organisers going to pay for any damage done to our property because stall holders and Event Organisers have taken no responsibility from the last event held.

I await hearing from you.

Regards

[REDACTED] Mrs Sandra Gibbins  
86 Mizzen Court, Portishead

F349455

**Caz Horton**

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**From:** LICENSING  
**Sent:** 11 March 2019 13:37  
**To:** Caz Horton  
**Subject:** FW: Licensing Department OBJECTION - Re: Eat Festival 2019 in Portishead  
**Attachments:** Eat Festival Plan.pdf; Mizzen Court Overhead picture.PNG

---

**From:** Gethin Jones <Gethin.Jones@remus-mgmt.co.uk>  
**Sent:** Monday, March 11, 2019 12:07 PM  
**To:** LICENSING <licensing@n-somerset.gov.uk>  
**Cc:** Gethin Jones <Gethin.Jones@remus-mgmt.co.uk>; Katie Hill <Katie.Hill@remus-mgmt.co.uk>; Olly Payne <Olly.Payne@remus-mgmt.co.uk>  
**Subject:** Licensing Department OBJECTION - Re: Eat Festival 2019 in Portishead

Good morning,

[Re: Eat Festival 2019 – Objection to proposed Eat Festival location of stalls](#)

We act as managing agent on behalf of Aurora (Portishead) Management Company Limited responsible for the buildings and communal land at Mizzen Court that is all private property.

We wish to inform you that the directors of the management company do not give permission to hold any of the Eat Festival on this private property, nor to allow vehicle access over this land.

We wish to inform you that we are not willing to provide permission vehicle access via the private property at Mizzen Court (the boundary of this private property is displayed in pink on the attached plan), nor to allow stalls to be located within Mizzen Court, known as "J Liberty Square" (displayed in blue on the attached plan), nor to permit use of the soft landscaped/grassed areas on the outer perimeter of Mizzen Court properties that are private property.

With this in mind, we request that you remove Liberty Square from your plans.

A number of our concerns are the waste that was created at Mizzen Court and had to be picked by residents, damage to the bedded areas and potential damage to block paving within the area you call Liberty Square that is not built for vehicle access which all provided concerns for our property during and following the Eat Festival in 2018.

In addition, we believe that the areas labelled 'X' and 'Y' on that attached plans will not be able to be accessed by vehicles/stalls as there are bollards on the paving on the marina paving (as displayed on the attached plan).

We therefore request that you consider our objection this plan is amended and excludes any of the land relating to Mizzen Court and Aurotra (Portishead) Management Company Limited

We kindly request that you respond to confirm receipt of this email and are happy to answer any queries that you may have relating to this objection.

Kind regards,

**Gethin Jones AIRPM**  
**Regional Manager**  
Remus Management Ltd



**PORTISHEAD**  
Taste · Cook · Grow



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E Lockside

F Marina Control

D Burlington

G Marina View

C Centre Quay

H Mizzen Court

I Liberty Quayside

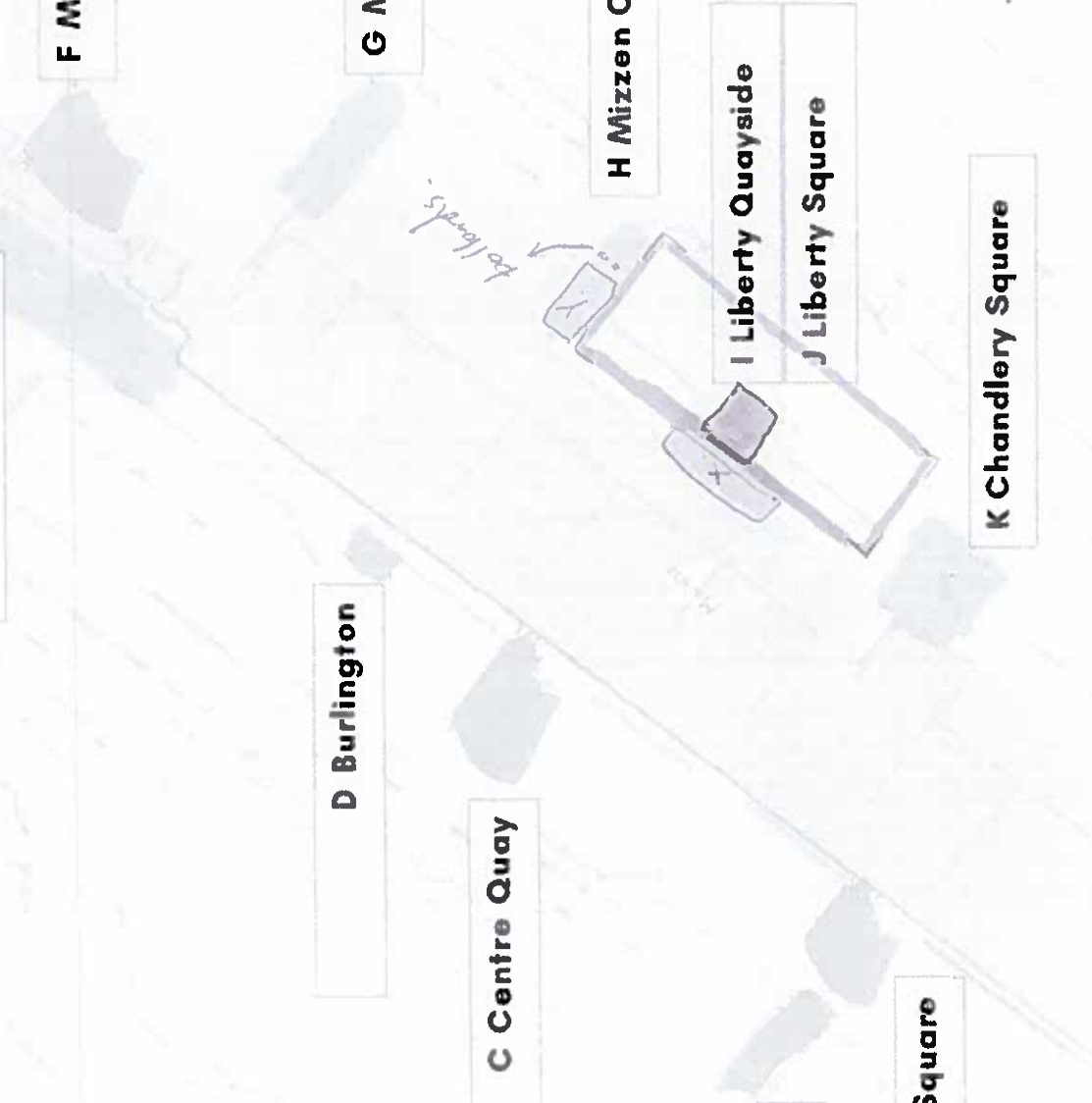
A London Square

J Liberty Square

B Estuary Square

K Chandlery Square

*Boat sheds*



# APPENDIX 4

## Caz Horton

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**From:** TheMrs MilnerSimonds <hello@eatfestivals.org>  
**Sent:** 05 March 2019 07:16  
**To:** Caz Horton  
**Subject:** Licensing: eat:Portishead  
**Attachments:** Mizzen Court.pdf

*Hello Caz*

*Thank you for your thoughtful advice.*

*If this does go to committee can you let me know which date it might be so we can block this out?*

*Draft response for your use.*

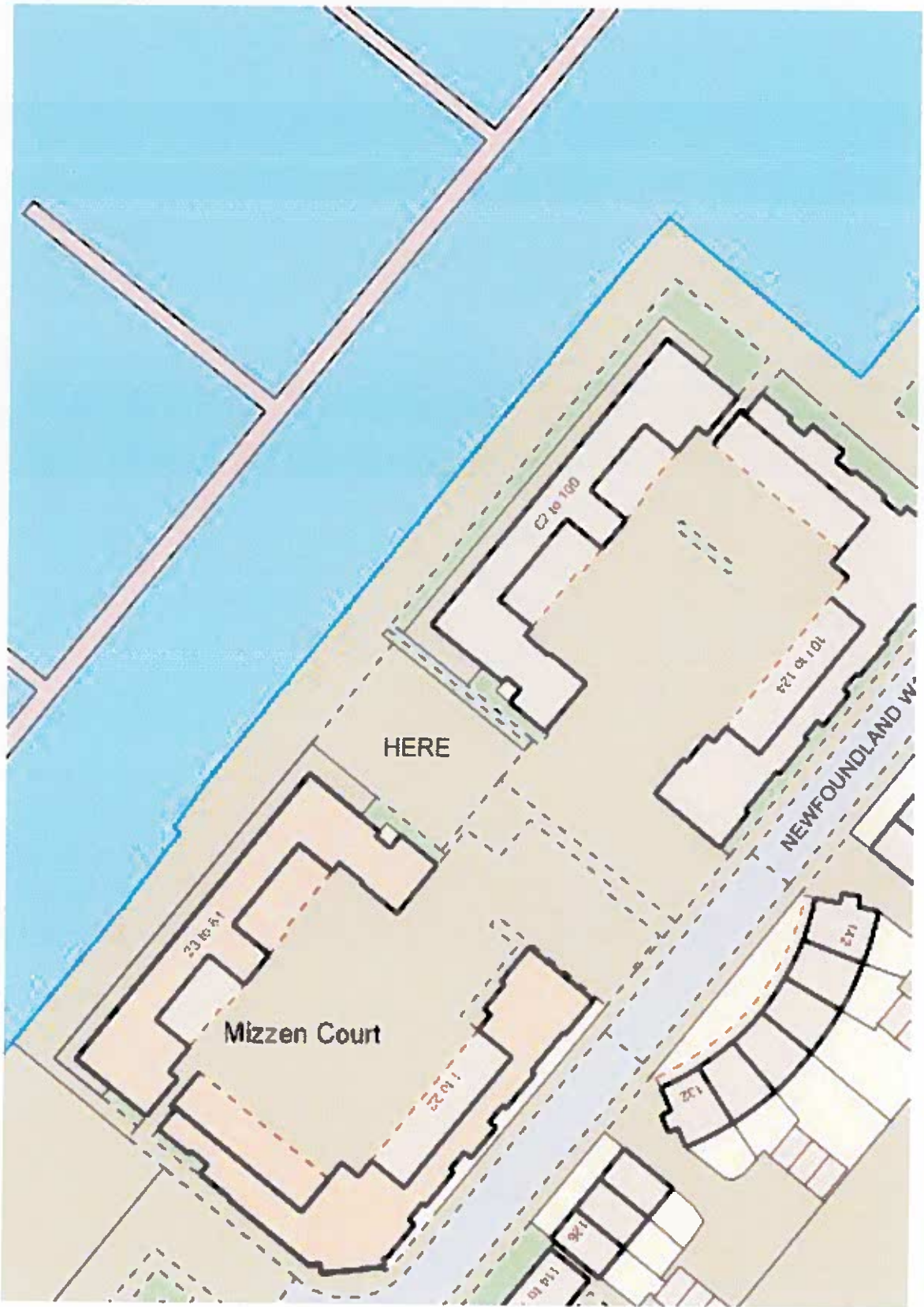
*Best wishes  
Beverley*

It is the intention of eat:Festivals to curate and create a great free day out, focused on celebrating local food in harmony with our neighbours around the marina. We are a small community enterprise.

This response has been drafted for Licensing to share with those querying aspects of our event management and is intended to try and cover all the points raised.

1. Our event management plans are reviewed by the relevant officers representing North Somerset Council.
2. We held last years event with the permission of Persimmon Homes and North Somerset Council and conducted the festival, including the pre-event removal of planting and post-event replacement of planting and bark chips, with their full knowledge.
3. Post-event we were made aware of an ownership change around Mizzen Court and liaised with a representative of Remus. The making good of the area was to their satisfaction.  
We documented how the slabs in the square between the two blocks were already damaged pre-event and shared this with the representative of Remus.  
We have revised our access and usage proposal and do not have any intention for vehicles to use or access the area between the two blocks of Mizzen Court (shown on the attached PDF).
4. It must have been very upsetting for residents to have people urinate near their homes. For 2019 the temporary toilets will be placed behind Marine Control, with appropriate signage and indication on the festival maps.
5. We will provide in increased number of bins, in accordance with our waste management policy.
6. We have amended our layout for 2019 to give more space between traders and reduce the pinch points near the water's edge.
7. The event is un-ticketed and whilst we are responsible for many aspects of the event management this does not extend to the inappropriate routes people take and where people choose to walk. The event is laid out in consultation with the local authority and emergency services, so that it is accessible and safe. Visitors should not have to take an unsuitable route due to overcrowding or non-level access.

—  
Bev & Sarah Milner Simonds



# APPENDIX 5

## **eat:Portishead**

Summary of significant changes to Event Management Plan for eat:Portishead on 10 August and 14 December 2019

This has been prepared on 2 April 2019 for the Committee of the Street Trading Consent Hearing on 16 April 2019

### **1 Date change**

Date of December event to be Saturday 14 December 2019: trading 1000 to 1600

### **2 Layout**

After feedback from members of the public representing the new leaseholder group in the Liberty Quayside/Liberty Square we will not be applying to use the area labelled as "J Liberty Square" for trading.

The layout in 2019 has been amended from 2018 plans to remove pinch points

### **3 Access routes**

Access route Zone H is from Newfoundland Way. As in 2018 pitches located after the non-removal bollards in Mizzen Court are to hand-haul their goods.

Access route to Zone I is from Newfoundland via private car park. Permission will be sought from residents to use their private bays for unloading purposes. Goods to be hand-hauled to pitch locations alongside the quay. As in 2018 pitch locations are not on the grassed or bark chipped areas.



**PORTISHEAD**

Taste · Cook · Grow



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**E Lockside**

27 PITCHES

**F Marina Control**

10 PITCHES

**D Burlington**

3 PITCHES

**G Marina View**

4 PITCHES

**C Centre Quay**

10 PITCHES

**H Mizen Court**

10 PITCHES

**A London Square**

STRECH CANOPY

COOKS' ASSOCIATION LOCATION (AVER)

**I Liberty Quayside**

9 PITCHES

**J Liberty Square  
REMOVED**

5 PITCHES

**B Estuary Square**

5 PITCHES

26 PITCHES

**K Chandlery Square**

109 PITCHES