

Public Document Pack



Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

Dydd Llun, 6 Mehefin 2016

Hysbysiad o gyfarfod

Is-bwyllgor Trwyddedu a Rheoli

Dydd Mawrth, 14eg Mehefin, 2016 at 2.00 pm
Neuadd Y Sir, Y Rhadyr, Brynbuga, NP15 1GA

AGENDA

| Eitem ddim | Eitem | Tudalennau |
|------------|--|------------|
| 1. | Ymddiheuriadau | |
| 2. | Datganiadau o Fuddiant | |
| 3. | Cais am drwydded eiddo dros dro i'r Eisteddfod Genedlaethol Cymru Dolydd y Castell, Tir Fferm Racecourse a Thir yn Llanofar. | 1 - 72 |

Paul Matthews

Prif Weithredwr

CYNGOR SIR FYNWY

MAE CYFANSODDIAD Y PWYLLGOR FEL SY'N DILYN:

Cynghorwyr Sir:

B. Strong
J. Higginson
D. Evans
L. Guppy

Gwybodaeth Gyhoeddus

Mynediad i gopiâu papur o agendâu ac adroddiadau

Gellir darparu copi o'r agenda hwn ac adroddiadau perthnasol i aelodau'r cyhoedd sy'n mynychu cyfarfod drwy ofyn am gopi gan Gwasanaethau Democrataidd ar 01633 644219. Dylid nodi fod yn rhaid i ni dderbyn 24 awr o hysbysiad cyn y cyfarfod er mwyn darparu copi caled o'r agenda hwn i chi.

Edrych ar y cyfarfod ar-lein

Gellir gweld y cyfarfod ar-lein yn fyw neu'n dilyn y cyfarfod drwy fynd i www.monmouthshire.gov.uk neu drwy ymweld â'n tudalen Youtube drwy chwilio am MonmouthshireCC. Drwy fynd i mewn i'r ystafell gyfarfod, fel aelod o'r cyhoedd neu i gymryd rhan yn y cyfarfod, rydych yn caniatáu i gael eich ffilmio ac i ddefnydd posibl y delweddau a'r recordiadau sain hynny gan y Cyngor.

Y Gymraeg

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd drwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn gyda dyledus barch i chi roi 5 diwrnod o hysbysiad cyn y cyfarfod os dymunwch siarad yn Gymraeg fel y gallwn ddarparu ar gyfer eich anghenion.

Nodau a Gwerthoedd Cyngor Sir Fynwy

Cymunedau Cynaliadwy a Chryf

Canlyniadau y gweithiwn i'w cyflawni

Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

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MONMOUTHSHIRE COUNTY COUNCIL REPORT

SUBJECT: Application for a Temporary Premises Licence for Eisteddfod Genedlaethol Cymru, Castle Meadows, Land at Racecourse Farm and Land at Llanofer
DIRECTORATE: Chief Executive
MEETING: Licensing & Regulatory Sub-Committee
Date to be considered: 14th June 2016
DIVISION/WARDS AFFECTED: Abergavenny

1. PURPOSE:

To consider an application for a Temporary Premises Licence under the Licensing Act 2003 for the Eisteddfod Genedlaethol Cymru. A Copy of the application is attached as Appendix A.

2. RECOMMENDATION(S):

2.1 It is recommended that Members consider and determine the application, on the basis of the information provided.

3. KEY ISSUES

3.1 The application is for a temporary licence for the period of 28th July 2016 to 7th August 2016. The site is split over three areas, Eisteddfod Maes, Maes B and the Caravan Site.

Eisteddfod Maes will be built of temporary structures mainly space frame marquees, one pole marquee and one open air stage. Various music, dance, recitation competitions and performances as well as trade stalls. Catering includes three bars, licensed restaurant and mobile caterers.

Maes B is the fringe music festival operating from the Wednesday to the Saturday with associated camp site. Music performances in big top structure.

The Caravan site will service approximately 600 caravans from their arrival on 28th July 2016.

3.2 The application is for the following:

| Supply of Alcohol (On and Off Sales): Monday to Sunday | Start | Finish |
|---|--------------|---------------|
| Eisteddfod Maes | 11.00hrs | 00.00hrs |
| Maes B | 11.00hrs | 01.30hrs |
| Caravan Site | 11.00hrs | 23.00hrs |
| Recorded Music (Indoors and Outdoors) | | |
| Sunday to Tuesday | 08.00hrs | 23.00hrs |

| | | |
|---|----------------------|-----------------------|
| <p>Wednesday to Saturday</p> <p>29th July – 6th August on the Maes and Maes B music will be amplified. No entertainment on the caravan site</p> <p>Wednesday 3rd to Saturday 6th Maes B will operate until 02.00hrs</p> <p>Performances on the Maes will end at 23.30hrs on these nights</p> | 08.00hrs | 02.00hrs |
| <p>Late Night Refreshments (Indoors and Outdoors)</p> <p>Monday to Sunday</p> <p>Mobile units on the Eisteddfod Maes and one unit on the Caravan Site till 01.00hrs</p> <p>On Maes B, "Y Gorlan" will provide hot food for people staying at the Maes B campsite as part of their 24 hour counselling and support service. July 30th – August 6th 2016 only.</p> | 23.00hrs | 01.00hrs |
| <p>Live Music (Indoors and Outdoors)</p> <p>Sunday to Tuesday</p> <p>Wednesday to Saturday</p> <p>29th July – 6th August on the Maes and Maes B music will be amplified. No entertainment on the caravan site.</p> <p>Wednesday 3rd to Saturday 6th only Maes B will operate until 02.00hrs (Sunday 7th)</p> <p>Performances on the Maes will end at 23.30hrs on these nights</p> | 08:00hrs 08.00hrs | 23:00 hrs 02.00hrs |
| <p>Performances of Dance (Indoors and Outdoors)</p> <p>Monday to Sunday</p> <p>Range of dance performances and competitions as part of the 2016 Eisteddfod July 29th – August 6th. Eisteddfod Maes only. No entertainment on Caravan Site.</p> | 08.00hrs | 23.00hrs |
| <p>Plays (Indoors and Outdoors)</p> <p>Monday to Sunday</p> <p>Drama performances by amateur and professional companies July 29th – August 6th 2016 only on the</p> | 08.00hrs | 23.00hrs |

| | | |
|--|----------------------------------|----------------------------------|
| Eisteddfod Maes | | |
| Films (Indoors and Outdoors) Monday to Sunday Showing of various videos and films as part of the activities on the Eisteddfod Maes July 29 th – August 6 th Maes B will also show films and videos on Wednesday 3 rd to Saturday 6 th until 02.00hrs | 08.00hrs | 23.00hrs |
| Indoor Sporting Events Monday to Sunday | 08.00hrs | 18.00hrs |
| Hours open to the Public Monday and Tuesday Wednesday to Saturday Sunday Eisteddfod Maes 08.00 – 01.00 Maes B entertainment open Wed 3 rd – Sat 6 th August inclusive hence the later hours from Wednesday The Sunday refers to July 31 st Caravan site will be open from 14.00 on Thursday 28 th July until 14.00 Sunday 7 th August | 08.00hrs 08.00hrs 08.00hrs | 01.00hrs 02.30hrs 00.00hrs |

3.3 The Legislative Reform (Entertainment Licensing) Order 2014 permits live and recorded music for 500 persons between the 08.00hrs – 23.00hrs in on licensed premises without the requirement of a licence. The payment received by Licensing Section for the application referred to in 3.1 was for a capacity level of between 10,000 to 14,999. It is therefore clear that this Order will not be applicable in this instance as the capacity level will exceed 500 people.

3.4 The applicant within the operating schedule has stated the following under the four licensing objectives.

Low risk family event, with detailed forward planning and close supervision of all activities.

The detailed Event Safety Management Plan (including emergency plan) will be discussed and agreed with officials of Monmouthshire County Council and members of the Event Safety Advisory Group.

Prevention of Crime and Disorder

Volunteer stewards and professional security staff (SIA) will be present. Police involved in planning from an early stage. Stewarding supervisors given prior training. CCTV at the bar and main entrance.

Public Safety

Paramedic and First Aid will be present.

The detailed Event Safety Management Plan (including emergency plan) will be discussed and agreed with officials of Monmouthshire County Council and members of the Event Safety Advisory Group. The Safety Management Plan is attached as Appendix B.

Prevention of Public Nuisance

Noise Management Plan to be provided as part of the Event Management Plan (attached as Appendix C)

Protection of Children from harm

The Eisteddfod have a Safeguarding Policy which includes protecting children from harm.

- 3.5 If granted the licence would also be subject to Mandatory Conditions which are attached to this report as Appendix D.
- 3.6 The applicant has a statutory duty to send copies of his/her Premises application to the 'Responsible Authorities' namely Heddlu Gwent Police, South Wales Fire Service, The Local Health Board and departments of Monmouthshire County Council being the Environmental Health Section, Social Services, Planning, Licensing and Trading Standards Department, which was carried out by the applicant. A notice also has to be circulated in a newspaper within the area of the premises as well as notices displayed at the premises to enable businesses and residents to make a representation, again this was duly carried out by the applicant. The application is also advertised via the Council's website, which gives details on how a person can make a representation and this was carried out by the Licensing Authority.
- 3.7 A representation was received against the application from a resident (Mr Roderick Jones) whose main concern is with Maes B. The representation is attached as Appendix E.
- 3.8 The main concerns from the representation that relate to the four key licensing objectives are:
- Public Nuisance at Maes B where loud music will be playing until 2am
 - Public Safety at Maes B as it is south to the river. Danger of people walking from Maes to Maes B along the riverbank danger of falling in, especially late at night inebriated. Further safety concerns related to the use of equipment with the national grid running over Maes B.
- 3.9 The resident Mr Jones raised concerns over the application process. This has been duly carried out as referred to in 3.6 of the report above in order to process the application. Furthermore the application submitted stated that 14,999 on any given day. This is a matter for the Licensing Authority to determine. The representation from the resident must be again on the four licensing objectives namely, Protection of Crime and Disorder, Public Nuisance, Public Safety and Protection of Children from Harm. These representations are referred to in 3.8 above.

3.10 The officer for the Eisteddfod Huw Aled Jones responded to all the points raised within the objection, attached as Appendix E, as follows:

1. Notices were posted at the Maes (Castle Meadows), Maes B (Racecourse Farm) and at Maes Caravan (Llanofer) on the 18th April. Photographic evidence and a plan are attached. At least two of the Maes notices faced the Highway – one at the kissing gate near Llanfoist Bridge and the other at the vehicle entrance. The later was certainly in position last week. The others were placed at points where the public would access Castle Meadows. Three notices were posted at Maes B - where the footpath crosses the field and at the main entry to the site. Again the poster at the main gate was there last week.
2. The higher figure would represent total attendees over the day and not the maximum on site at any one time
3. See answer to 1 above
4. In anticipation that this could be a problem, early meetings were held with the PA contractor, an acoustic consultant and council officers. A noise management plan has been drawn up and includes background noise tests as well as live monitoring on the first night in order to set levels. Residents in the affected areas have been informed by leaflet and a further drop in session will be held as you know on the 18th of May. Careful selection of the system to be used and of the engineers in charge will further add to the control measures. Maes B only occurs on the last four days of the Eisteddfod and not for the whole week.
5. You are right in that this is the most serious problem. The footpaths crossing the fields between the two sites were investigated and deemed unsafe. The visitors will be advised that they should use the shuttle bus which will run from early morning through to 0300 for the Maes B attendees who are staying at caravan site. Site stewards will reinforce this message. Furthermore there was a plan to have a third pedestrian entry near Llanfoist bridge but this was removed so as not to encourage people to walk over the bridge. The transport plan online is the Impact Assessment prepared for the council. Unfortunately this was done before the sites were confirmed.
6. We are aware of the power line and have informed the marquee contractor. The current version of the Maes B will have the site moved further away again from the power line. Crew to be made aware of HSE's guidelines (GS6 Avoiding danger from overhead powerlines) when working on that site (and at the caravan site where there is a lower powered line)

3.11 Huw Aled Jones and Mr Roderick Jones met on the 19th May to discuss Mr Jones' concerns. After the meeting Huw Aled Jones submitted the following:

We have discussed his concerns and are willing to offer a compromise. Live music to finish at 0100 with pre-recorded music at a lower level till 0130.

On the matter of the safety of pedestrians walking between the Maes and Maes B, we will be emphasising the need to use the shuttle bus.

3.12 Mr Roderick Jones replied with:

I was concerned that there is a substantial risk to children and young adults walking from Maes B to the main Maes or into town. I asked Huw why they did not build a Bailey Bridge. He said that they had looked into this but it would cost £150,000. This does not seem a lot of money to me to eliminate a serious danger.

I am happy to withdraw my objections if a temporary bridge is provided and the alcohol licence finishes at Midnight and the music at 12:30. If these changes are not agreed I would like to go to the committee.

3.13 After receiving the above Huw Aled Jones on behalf of the Eisteddfod responded with the following:-

Following our telephone conversation I confirm that we do not wish to change our application further than the compromise suggested on the 19th of May regarding finishing times at Maes B.

3.14 On the 1st June 2016 an email was received from Mr Jones suggesting the following:

I have a suggestion that would remove my objections to the application. It says on the Maes B website that it is too dangerous to walk from Maes B to the main Maes. This is certainly true. It also says that Maes B is one and a half miles from the main Maes. This is not true - it is less than half a mile. It is less than a mile walking on the public roads and crossing Llanfoist bridge.

If the organisers are going to bus people to and fro why not swap the caravan site and Maes B. Llanover is too far to walk. The Llanover site has four or five houses within half a mile whereas the transfer site has 3-400 houses within half a mile. Llanover would reduce the public disruption, be much safer and cost no more money.

3.15 Mr Huw Aled Jones on behalf of the Eisteddfod responded on the 1st June 2016 with the following:

As you can see our risk management already warns the visitors of the dangers of walking from one site to the other. Regarding the distance, using Google Earth, to walk from a central point on Maes B via Llanfoist Bridge, Merthyr Road, Tudor Lane and in through the Main Entrance on Byefield Lane is approximately 2 miles. Optionally to turn right after Llanfoist bridge and follow the public footpath on the North side of the river and then in through Entrance Two is approximately 1.5 miles.

To swap the two sites is totally impractical.

- The Llanover site is close to 40 acres and incorporates the family camping area and a glamping site. Racecourse farm is under 20 acres
- Daily traffic to and from the caravan site is much greater than that of Maes B where the residents tend not to use their cars after arriving Maes B only gets busy from the Wednesday onwards where as caravans arrive from the previous Thursday

3.16 Representations made under the Licensing Act 2003 must be made under the four key licensing objectives, namely:- Page 6

- The prevention of crime and disorder;
- Public Safety;
- The prevention of public nuisance; and
- The protection of children from harm.

However, Section 9.9 of the Guidance issued by the Home Office states:

It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.

- 3.17 In accordance with 9.2 of the Home Office Guidance issued under Section 182 of the Licensing Act 2003 a hearing is not required if no representations were received or such representations were withdrawn. Furthermore, a hearing is not required if conditions have been agreed and agreed by all parties. Negotiation between the applicant and objector was carried out by the Licensing Authority and all parties wish to continue the application and representation, respectively. As such, no agreement was reached and a hearing is required.

4. REASONS:

- 4.1 The determination of an application is to be considered in accordance with Section 18 of the Licensing Act 2003.
- 4.2 In section 9.4 of the Guidance issued under section 182 of the Licensing Act 2003, the Secretary of State recommends that, a representation would only be "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives.
- 4.3 Monmouthshire County Council's Policy on Prevention of Nuisance are set out in Section 11 and read as follows:

Prevention of public nuisance

Licensed premises can have significant potential to impact adversely on persons in the vicinity and further afield through public nuisances that arise from their operation.

Subject to case law the Licensing Authority interprets 'public nuisance' in its widest sense, and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in the vicinity of a licensed premises.

Applicants will be encouraged to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance.

The Licensing Authority recommends that licensees apply a high standard of control to minimise the potential for any public nuisance that may arise from their operation of the premises, particularly where:

- they are situated in a residential or noise sensitive area; or
- extended opening hours are proposed.

premises the control that a licence-holder can exert over its patrons diminishes and individuals who engage in anti-social behaviour are accountable in their own right.

When addressing the issue of prevention of public nuisance in their operating schedule, the applicant may identify steps to show that those factors that impact on the prevention of public nuisance objective have been considered.

- 4.4 In Section 12.1 and 12.2 of the Monmouthshire County Council's policy on public safety it states:

Public Safety

12.1 The Licensing Authority will expect operating schedules to satisfactorily address issues concerning public safety, and applicants are advised to seek advice from various organisations, such as the health and safety enforcement officers, south wales Fire and Rescue Service etc., before preparing their plans and schedules, particularly where regulated entertainment is to be provided.

12.2 The Licensing Authority will encourage applicants to conduct a risk assessment of the premises and/or activity. The authority recommends that specialists, e.g. a qualified safety officer, should be consulted to assist with the assessment.

5. RESOURCE IMPLICATIONS:

- 5.1 Nil

6. CONSULTEES:

Heddlu Gwent Police, South Wales Fire Service and the following departments from Monmouthshire County Council, namely, Environmental Health, Social Services, Planning, Trading Standards, Licensing and the Local Health Board

7. BACKGROUND PAPERS:

Licensing Act 2003

Guidance issued under Section 182 of the Licensing Act 2003 dated March 2015.
Monmouthshire County Council's Statement of Licensing Policy dated 1st July 2015.

The Legislative Reform (Entertainment Licensing) Order 2014

8. AUTHOR:

Samantha Winn
Senior Licensing Officer

CONTACT DETAILS:

Tel: 01633 644221
Email: samanthawinn@monmouthshire.gov.uk

**Monmouthshire County Council, The Drama Centre, Pen-y-Pound,
Abergavenny, NP7 5UD**

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Eisteddfod Genedlaethol Cymru

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

| | | | |
|--|------------------------|--------------------|------------------|
| Postal address of premises or, if none, ordnance survey map reference or description | | | |
| Eisteddfod Maes: | | | |
| Castle Meadows, Abergavenny, | Near Post Code NP7 5DG | OS: SO 29245 14066 | |
| Maes B: | | | |
| Land at Racecourse Farm, | Near Post Code NP7 9AQ | OS: SO 29765 13150 | |
| Caravan Site: | | | |
| Land at Llanofer | Near Post Code NP7 9HY | OS: SO 30724 09312 | |
| Post town | Abergavenny | Postcode | See above |

| | |
|---|--------------|
| Telephone number at premises (if any) | |
| Non-domestic rateable value of premises | £0.00 |

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|---|--------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |

- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

| | | | | | |
|---|------------------------------|-------------------------------|-----------------------------|--------------------------------|-----------------|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) | |
| Surname | | | First names | | |
| I am 18 years old or over | | | | <input type="checkbox"/> | Please tick yes |
| Current postal address if different from premises address | | | | | |
| Post town | | | | Postcode | |
| Daytime contact telephone number | | | | | |
| E-mail address (optional) | | | | | |

Part 3 Operating Schedule

When do you want the premises licence to start?

| | | |
|----|----|---------|
| DD | MM | YYYY |
| 2 | 8 | 07 2016 |

If you wish the licence to be valid only for a limited period, when do you want it to end?

| | | |
|----|----|---------|
| DD | MM | YYYY |
| 0 | 7 | 08 2016 |

Please give a general description of the premises (please read guidance note 1)

Licence will cover three areas: 1. Eisteddfod Maes. 2. Maes B / Maes PeByll. 3. Caravan site

Eisteddfod Maes will be built of temporary structures mainly space frame marquees, one pole marquee and one open air stage. Various music, dance, recitation competitions and performances as well as trade stalls. Catering includes three bars, licensed restaurant and mobile caterers

Maes B is the fringe music festival operating from the Wednesday to the Saturday with associated camp site. Music performances in big top structure

The Caravan Shop will service the c.600 caravans from their arrival on 28th July

Detailed capacities available in Management Plan

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

14,999

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

| Provision of regulated entertainment | Please tick any that apply |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

SECOND INDIVIDUAL APPLICANT (if applicable)

| | | | | | |
|---|------------------------------|-------------------------------|-----------------------------|--|--|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) | |
| Surname | | | First names | | |
| I am 18 years old or over | | | | <input type="checkbox"/> Please tick yes | |
| Current postal address if different from premises address | | | | | |
| Post town | | Postcode | | | |
| Daytime contact telephone number | | | | | |
| E-mail address (optional) | | | | | |

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

| |
|--|
| Name Eisteddfod Genedlaethol Cymru |
| Address 40 Parc Ty Glas, Llanishen, Caerdydd, CF14 5DU |
| Registered number (where applicable) 1155539 |
| Description of applicant (for example, partnership, company, unincorporated association etc.) Charitable Incorporated Organisation |
| Telephone number (if any) 029 2076 3777 |
| E-mail address (optional) huw@eisteddfod.org.uk |

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

| Plays Standard days and timings (please read guidance note 6) | | | Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
|--|-------|--------|--|----------|-------------------------------------|
| Day | Start | Finish | | Outdoors | <input type="checkbox"/> |
| Mon | 08:00 | 23:00 | Please give further details here (please read guidance note 3) Drama performances by amateur and professional companies July 29 th - August 6th 2016 only on the Eisteddfod Maes | Both | <input checked="" type="checkbox"/> |
| Tue | 08:00 | 23:00 | | | |
| Wed | 08:00 | 23:00 | State any seasonal variations for performing plays (please read guidance note 4) | | |
| Thur | 08:00 | 23:00 | | | |
| Fri | 08:00 | 23:00 | Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| Sat | 08:00 | 23:00 | | | |
| Sun | 08:00 | 23:00 | | | |
| | | | | | |

B

| Films Standard days and timings (please read guidance note 6) | | | Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
|--|-------|--------|--|----------|-------------------------------------|
| Day | Start | Finish | | Outdoors | <input type="checkbox"/> |
| Mon | 08:00 | 23:00 | Please give further details here (please read guidance note 3) Showing of various videos and films as part of the activities on the Eisteddfod Maes. July 29 th - August 6 th 2016 | Both | <input checked="" type="checkbox"/> |
| Tue | 08:00 | 23:00 | | | |
| Wed | 08:00 | 23:00 | State any seasonal variations for the exhibition of films (please read guidance note 4) | | |
| Thur | 08:00 | 23:00 | | | |
| Fri | 08:00 | 23:00 | Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5) Maes B will may also show films and videos on Wednesday 3 rd to Saturday 6 th till 0200 (Sun 7 th) | | |
| Sat | 08:00 | 23:00 | | | |
| Sun | 08:00 | 23:00 | | | |
| | | | | | |

C

| Indoor sporting events Standard days and timings (please read guidance note 6) | | | <u>Please give further details</u> (please read guidance note 3) |
|--|-------|--------|---|
| Day | Start | Finish | Indoor and outdoor sporting and leisure activities supervised by qualified personnel e.g. Council, yr Urdd. Eisteddfod Maes . July 29th August 6 th 2016 only |
| Mon | 08:00 | 18:00 | |
| Tue | 08:00 | 18:00 | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4) |
| Wed | 08:00 | 18:00 | |
| Thur | 08:00 | 18:00 | <u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5) |
| Fri | 08:00 | 18:00 | |
| Sat | 08:00 | 18:00 | |
| Sun | 08:00 | 18:00 | |

D

| | | | | | | | | |
|--|-------|--------|---|-----------------------------------|--|--|--|--|
| Boxing or wrestling entertainments Standard days and timings (please read guidance note 6) | | | <u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2) | Indoors <input type="checkbox"/> | | | | |
| | | | N/A | Outdoors <input type="checkbox"/> | | | | |
| | | | | Both <input type="checkbox"/> | | | | |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 3) | | | | | |
| Mon | | | | | | | | |
| Tue | | | | | | | | |
| Wed | | | | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4) | | |
| Thur | | | | | | | | |
| Fri | | | | | | | | |
| Sat | | | | | | <u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5) | | |
| Sun | | | | | | | | |

E

| | | | | | |
|--|--------------|---------------|--|----------|-------------------------------------|
| Live music Standard days and timings (please read guidance note 6) | | | <u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | | | |
| Mon | 08:00 | 23:00 | <u>Please give further details here</u> (please read guidance note 3) Range of musical performances and competitions as part of the 2016 Eisteddfod July 29 th - August 6 th on the Maes and Maes B. Music will be amplified No entertainment on the caravan site. | | |
| Tue | 08:00 | 23:00 | | | |
| Wed | 08:00 | 02:00 | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 4) | | |
| Thur | 08:00 | 02:00 | | | |
| Fri | 08:00 | 02:00 | <u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) | | |
| Sat | 08:00 | 02:00 | | | |
| Sun | 08:00 | 23:00 | Wednesday 3 rd to Saturday 6 th only Maes B will operate till 0200 (Sunday 7 th) Performances on the Maes will end at 2330 on these nights | | |

F

| Recorded music Standard days and timings (please read guidance note 6) | | | Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
|---|-------|--------|---|---|-------------------------------------|
| Day | Start | Finish | | Outdoors | <input type="checkbox"/> |
| Mon | 08:00 | 23:00 | Please give further details here (please read guidance note 3) Range of musical performances as part of the 2016 Eisteddfod July 29 th - August 6 th on the Maes and Maes B. Music will be amplified. No entertainment on the caravan site. | Both | <input checked="" type="checkbox"/> |
| Tue | 08:00 | 23:00 | | | |
| Wed | 08:00 | 02:00 | State any seasonal variations for the playing of recorded music (please read guidance note 4) | | |
| Thur | 08:00 | 02:00 | | | |
| Fri | 08:00 | 02:00 | Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5) Wednesday 3 rd to Saturday 6 th Maes B only will operate till 0200 (Sunday 7 th) | | |
| Sat | 08:00 | 02:00 | | | |
| Sun | 08:00 | 23:00 | | Performances on the Maes will end at 2330 on these nights | |

G

| Performances of dance Standard days and timings (please read guidance note 6) | | | Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
|--|-------|--------|---|----------|-------------------------------------|
| Day | Start | Finish | | Outdoors | <input type="checkbox"/> |
| Mon | 08:00 | 23:00 | Please give further details here (please read guidance note 3) Range of dance performances and competitions as part of the 2016 Eisteddfod July 29 th - August 6 th 2016 .Eisteddfod Maes only. No entertainment on Caravan Site | Both | <input checked="" type="checkbox"/> |
| Tue | 08:00 | 23:00 | | | |
| Wed | 08:00 | 23:00 | State any seasonal variations for the performance of dance (please read guidance note 4) | | |
| Thur | 08:00 | 23:00 | | | |
| Fri | 08:00 | 23:00 | Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| Sat | 08:00 | 23:00 | | | |
| Sun | 08:00 | 23:00 | | | |
| | | | | | |

H

| | | | | | |
|--|-------|--------|--|----------|--------------------------|
| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6) | | | Please give a description of the type of entertainment you will be providing None | | |
| Day | Start | Finish | <u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2) | Indoors | <input type="checkbox"/> |
| Mon | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Tue | | | <u>Please give further details here</u> (please read guidance note 3) | | |
| | | | | | |
| Wed | | | | | |
| Thur | | | <u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4) | | |
| | | | | | |
| Fri | | | | | |
| Sat | | | <u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5) | | |
| Sun | | | | | |

I

| Late night refreshment Standard days and timings (please read guidance note 6) | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input type="checkbox"/> |
|---|-------|--------|---|----------|-------------------------------------|
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | | | |
| Mon | 23:00 | 01:00 | <u>Please give further details here</u> (please read guidance note 3) Mobile units on the Eisteddfod Maes and one unit on the Caravan Site till 0100 | | |
| Tue | 23:00 | 01:00 | | | |
| Wed | 23:00 | 01:00 | <u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4) | | |
| Thur | 23:00 | 01:00 | | | |
| Fri | 23:00 | 01:00 | <u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5) On Maes B, "Y Gorlan" will provide hot food for people staying at the Maes B campsite as part of their 24 hour counselling and support service. July 30 th - August 6 th 2016 only Details in Management Plan | | |
| Sat | 23:00 | 01:00 | | | |
| Sun | 23:00 | 01:00 | | | |

J

| | | | | | |
|---|-------|--------|---|------------------|-------------------------------------|
| Supply of alcohol Standard days and timings (please read guidance note 6) | | | Will the supply of alcohol be for consumption – please tick (please read guidance note 7) | On the premises | <input type="checkbox"/> |
| | | | | Off the premises | <input type="checkbox"/> |
| Day | Start | Finish | | Both | <input checked="" type="checkbox"/> |
| Mon | 11:00 | 01:30 | State any seasonal variations for the supply of alcohol! (please read guidance note 4) | | |
| Tue | 11:00 | 01:30 | | | |
| Wed | 11:00 | 01:30 | | | |
| Thur | 11:00 | 01:30 | Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| Fri | 11:00 | 01:30 | Eisteddfod Maes: 11:00 – 00:00 Maes B 11:00 – 01:30 Caravan Site: 11:00 – 23:00 (shop opens 14:00, 28/07/16) | | |
| Sat | 11:00 | 01:30 | Details in Management Plan | | |
| Sun | 11:00 | 01:30 | | | |

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

| | |
|--|----------|
| Name Huw Aled Jones | |
| Address 9 Ty'n Rhos. Llanfairpwllgwyngyll | |
| Postcode | LL61 5QH |
| Personal licence number (if known) YMPA0823 | |
| Issuing licensing authority (if known) Ynys Môn | |

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

None

L

| Hours premises are open to the public Standard days and timings (please read guidance note 6) | | | State any seasonal variations (please read guidance note 4) |
|---|-------|--------|---|
| Day | Start | Finish | |
| Mon | 08:00 | 01:00 | <p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)</p> <p>Eisteddfod Maes: 0800 – 0100</p> <p>Maes B entertainment open Wed 3rd – Sat 6th August inclusive hence the later hours from Wednesday.</p> <p>The Sunday refers to July 31st.</p> <p>Caravan site: will be open from 1400 on Thursday 28th July till 1400 Sunday 7th August</p> <p>Details in Management Plan</p> |
| Tue | 08:00 | 01:00 | |
| Wed | 08:00 | 02:30 | |
| Thur | 08:00 | 02:30 | |
| Fri | 08:00 | 02:30 | |
| Sat | 08:00 | 02:30 | |
| Sun | 08:00 | 00:00 | |
| | | | |

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

Low-risk family event, with detailed forward planning and close supervision of all activities.

The detailed Event Safety Management Plan (including emergency plan) will be discussed and agreed with officials of Monmouthshire County Council and members of the Event Safety Advisory Group.

b) The prevention of crime and disorder

Volunteer stewards and professional security staff (SIA) will be present. Police involved in planning from an early stage. Stewarding supervisors given prior training. CCTV at the bar and main entrances

c) Public safety

Paramedic & First Aid will be present.

The detailed Event Management Plan (including emergency plan) will be discussed and agreed with officials of Monmouthshire County Council and members of the Event Safety Advisory Group.

d) The prevention of public nuisance

Noise Management plan to be provided as part of the Event Management Plan.

e) The protection of children from harm

The Eisteddfod have a Safeguarding Policy which includes protecting children from harm.

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)
huw@eisteddfod.org.uk

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|-----------|---|
| Signature |  |
| Date | 18/04/16 |
| Capacity | Head of Technical Services |

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|-----------|--|
| Signature | |
| Date | |
| Capacity | |

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Huw Aled Jones, Eisteddfod Genedlaethol Cymru, 40 Parc Ty Glas, Llanisien,

| | | | |
|---------------------------|-----------------|----------|-----------------|
| Post town | Caerdydd | Postcode | CF14 5DU |
| Telephone number (if any) | 07812 980322 | | |



**Eisteddfod Genedlaethol
Sir Fynwy a'r Cyffiniau
National Eisteddfod
Monmouthshire and District**
29 Gorffennaf – 6 Awst 2016 /
29 July – 6 August 2016

DOGFEN REOLI

Event Management Plan

This plan is additional to the emergency procedures that are contained in the existing Multi Agency Emergency Plans in particular the Gwent Major Incident Response Arrangements.

REVISION HISTORY

| Revision | Date | Details |
|----------|----------|--|
| 2 | 02/02/16 | Updated contacts, site access details, various corrections |
| 3 | 11/05/16 | Various updates and revisions |
| | | |

It is your responsibility to ensure that you have the latest version of this document. Ask for access to the Basecamp website so that you can view updates and associated documents.

FOR BUSINESS USE ONLY:

Under the Data Protection Act 1998 the National Eisteddfod is responsible for ensuring all information contained within this document is used in compliance with the Act. In particular, recipients must store the information securely, not disclose it to anyone who does not have a clear business reason to see it and destroy it securely once the event is complete.

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EVENT MANAGEMENT TEAM CONTACTS

| | | |
|---|---|------------------------------|
| Public Enquiries | <i>Ticketing and programme enquiries</i> | 0845 4090 800 |
| Out of Hours Management | <i>Will divert to on-duty staff member</i> | 0845 120 9555 |
| Chief Executive | <i>Elfed Roberts</i> | 07795 603171 |
| Eisteddfod Organiser | <i>Elen Elis</i> | 07841 910686 |
| Deputy Organisers | <i>Alwyn Roberts Sioned Edwards</i> | 07818 454190 07816 902721 |
| Head of Technical Operations + DPS | <i>Huw Aled Jones</i> | 07812 980322 |
| Site Manager | <i>Mark Jones</i> | 07966 500138 |
| Site Assistant | <i>Meilyr Evans</i> | 07867 975741 |
| Event Safety Managers | <i>Gareth Owen Iolo Povey</i> | 07879 653819 07854 831053 |
| Parking Manager | <i>Rhydian Jones</i> | 07527 359253 |
| Caravan Site Manager | <i>Aled Fowler</i> | 07807 816520 |
| Adult Camping Site Manager | <i>Owain Tudur</i> | |
| Maes B Site Manager | TBC | |
| Security | Duty Officer (c/o Security Company) (24 hrs) | |
| Stewarding Managers | <i>Iolo Povey Dylan Jones</i> | |
| First Aid | Duty Officer (c/o St John Ambulance) | |

LOCAL AUTHORITY

| | <i>Name</i> | <i>Tel No(s)</i> | <i>E Mail</i> |
|--|------------------|------------------|--------------------------------------|
| Local Authority | | | |
| Lead Officer | Dan Davies | | |
| Licensing | Linda O’Gorman | 01633 644214 | lindao’gorman@monmouthshire.gov.uk |
| Health & Safety | Laurence Dawkins | 01633 644196 | laurencedawkins@monmouthshire.gov.uk |
| Emergency Planning | Ian Hardman | 01633 644092 | ianhardman@monmouthshire.gov.uk |
| SAG | David Jones | 01633 644100 | davidjones3@monmouthshire.gov.uk |
| Building Control | Nigel George | 01633 644833 | nigelgeorge@monmouthshire.gov.uk |
| Environmental Health (Co-ordinator) | Alun Thomas | 01633 644125 | alunthomas@monmouthshire.gov.uk |
| Planning | Phil Thomas | 01633 644809 | philipthomas@monmouthshire.gov.uk |

| | | | |
|----------------------------|------------------------|--------------|---------------------------------------|
| Food Standards | Alun Thomas | 01633 644125 | alunthomas@monmouths hire.gov.uk |
| Food Safety | Alun Thomas | 01633 644125 | alunthomas@monmouths hire.gov.uk |
| Liaison | | | |
| Highways | Peter Woodrow | 01633 644781 | peterwoodrow@monmou thshire.gov.uk |
| Public Health/Noise | Huw Owen | 01873 735433 | huwowen@monmouthshi re.gov.uk |
| Police | Karl Nielsen | | |
| | | | |
| | | | |
| Traffic Management | Forest TM Duty Officer | | |
| | | | |
| Ambulance | | | |
| | | | |
| First Aid | St John Duty Officer | | |
| Fire Service | Geraint Parry | | |

OTHER AGENCIES

| | | |
|---------------------------|------------------|--------------|
| Water | Dwr Cymru | |
| Environment Agency | Incident Hotline | 0800 807060 |
| Telephony | | |
| A465 Road Works | Phil Baker | 0845 6002662 |

Eisteddfod Postal Addresses

| | |
|---|--|
| 40, Parc Ty Glas, Llanishen, Caerdydd. CF4 5DU 029 2076 3777 | Swyddfa'r Eisteddfod, Uned 15, Parc Busnes yr Wyddgrug, Yr Wyddgrug, CH7 1XP 01352 705187 |
|---|--|

INTRODUCTION

This document has been prepared by the National Eisteddfod of Wales as a guide to the health, safety and environmental issues associated with their annual Eisteddfod, which will be held this year on Castle Meadows, Abergavenny, NP7 5DG (approx.)

Eisteddfod staff have extensive knowledge of running such an event and recognise that the success of the festival relies on close co-operation with the local authority, emergency services and local utilities. Competent contractors are employed at all stages

Where relevant, guidance provided by the Purple Guide (previously the "Event Safety Guide" HSG 195) and various HSE publications and Fire Safety Risk Assessment guides are used. In addition CDM regulations as applied to events from 2015

The final version of this document, including copies of all relevant documents (risk assessments etc) will be held in an Event Safety File by the Site Manager and available for inspection from the site office.

FESTIVAL EVALUATION

The National Eisteddfod is Europe's largest peripatetic cultural festival and visits various sites around Wales generally alternating North and South. In its present form it has existed for over 150 years and currently attracts in excess of 120,000 visitors a year contributing £6m - £8m to the local economy. It is held over a 9-day period during the first week of August (29th July – 6th August 2016)

The Eisteddfod attracts visitors of all age groups and social backgrounds and as such the event is regarded as a low risk event. It is split into four main areas.

1. Eisteddfod Maes

Castle Meadows, Abergavenny, Nearest Post Code NP7 5DG (goods entrance)

Majority of the Eisteddfod is held on the "Maes" (field). Competitions, performances and concerts are held within a large temporary structure. The rest of the Maes is taken up by smaller structures for further performances and competitions as well as a range of trade and catering stands. Typically:

- approx. 250 fixed trade and exhibition stands
- approx. 40 mobile catering outlets and trade stands
- licensed restaurant – "Pl@tiad".
- bars
- sports taster sessions
- outdoor stage
- art works

The event is broadcast live on S4C and on BBC Radio Cymru. Extensive coverage on the web as well as news coverage by all other channels.

| | |
|--------------------|---------------------------------------|
| Friday evening: | Opening Concert |
| Saturday evening: | Concert |
| Sunday evening: | Gymanfa Ganu – congregational singing |
| Monday evening: | Concert |
| Tuesday evening: | Concert |
| Wednesday evening: | Competitions |

Thursday evening: Concert
 Friday evening: Competitions

2. Maes B

Racecourse Farm

Maes B is a fringe music event which opens on the Wednesday of the Eisteddfod and features the best of Welsh bands. Stage is within a open sided big top marquee with a separate bar structure.

3. Maes PeByll.

Racecourse Farm

Maes PeByll is the associated camping site. The camping site runs from the first Saturday and includes a refreshment, counselling and support unit "Y Gorlan" open till 0500

4. Caravan Site, Family Camping and Glamping

Fields at Llanofer Hall

This is an essential social part of the Eisteddfod for many. No entertainment is provided though there is a small shop for essentials and possibly a catering outlet. Site will accommodate c.600 caravans plus c.200 camping pitches for families

LICENSED OPENING HOURS

| | MAES | | MAES B | | | CARAVAN SITE |
|----------|---------------|------------------------|-----------------------|------------------------|---------------------|---------------|
| | Opening hours | Late night refreshment | Opening hours (Stage) | Late night refreshment | Maes PeByll camping | Opening hours |
| 28/07/16 | | | | | | 1400 - 2300 |
| 29/07/16 | 1600 - 0100 | 2300 - 0100 | | | | 0800 - 2300 |
| 30/07/16 | 0800 - 0100 | 2300 - 0100 | | 2300 - 0500 | 0800 - 0000 | 0800 - 2300 |
| 31/07/16 | 0800 - 0100 | 2300 - 0100 | | 2300 - 0500 | 0800 - 0000 | 0800 - 2300 |
| 01/08/16 | 0800 - 0100 | 2300 - 0100 | | 2300 - 0500 | 0800 - 0000 | 0800 - 2300 |
| 02/08/16 | 0800 - 0100 | 2300 - 0100 | | 2300 - 0500 | 0800 - 0000 | 0800 - 2300 |
| 03/08/16 | 0800 - 0100 | 2300 - 0100 | 1800 - 0200? | 2300 - 0500 | 0800 - 0000 | 0800 - 2300 |
| 04/08/16 | 0800 - 0100 | 2300 - 0100 | 1800 - 0200? | 2300 - 0500 | 0800 - 0000 | 0800 - 2300 |
| 05/08/16 | 0800 - 0100 | 2300 - 0100 | 1800 - 0200? | 2300 - 0500 | 0800 - 0000 | 0800 - 2300 |
| 06/08/16 | 0800 - 0100 | 2300 - 0100 | 1800 - 0200? | 2300 - 0500 | 0800 - 0000 | 0800 - 2300 |

ATTENDANCE

The annual attendance can vary significantly with the weather conditions and the event location. On average over the last five years it was 120,000 with the following approximate split:

| Previous years average | | 2016 prediction | |
|------------------------|-------------|-----------------|---------|
| | | Day | Evening |
| Friday | 2500 | | 2,100 |
| Saturday | 10 - 12,000 | 10 - 11,000 | 2,000 |
| Sunday | 9 - 11,000 | 10 - 11,000 | 2,000 |
| Monday | 10 - 13,000 | 16 - 17,000 | 2,000 |
| Tuesday | 10 - 12,000 | 15 - 16,000 | 2,000 |
| Wednesday | 12 - 14,000 | 19 - 20,000 | 800 |
| Thursday | 13 - 15,000 | 16 - 17,000 | 2,000 |
| Friday | 13 - 15,000 | 20 - 21,000 | 900 |
| Saturday | 10 - 13,000 | 14 - 15,000 | - |

EVENT MANAGEMENT

The National Eisteddfod is a culmination of two years work by local volunteer committees. Their fund raising, programming, competition setting etc is overseen by the Eisteddfod management team.

Chief Executive

The Chief Executive, Elfed Roberts, has overall responsibility for the event. Safety of competitors, staff, contractors and the public are paramount and the Eisteddfod will ensure as far as is reasonably practicable that the site is safe and without risk to those working or visiting the eisteddfod.

Eisteddfod Organiser

Elin Elis in charge of detailed arrangements for the event including the programme and the competitions. She is supported by two assistants, Alwyn Roberts and Sioned Edwards

Technical and Site Management

Head of Technical Operations, Huw Aled Jones, is in overall all charge of the logistics of building the site including health and safety, procurement, scheduling etc. Mark Jones is the site manager with day to day responsibilities for the site.

Safety Officer

Gareth Owens and Iolo Povey (Event Safety Managers) oversee all aspects of safety relating to the Eisteddfod during the rehearsal week and the event week itself.

Security

There will be 24 hour site security (Safestlye) for the majority of the build period and the week itself on all three sites. All personnel will be SIA badged as required. Site security will start on 10/06/2016 and finish on 16/09/16 (or the last day on site). Security will be in radio contact with ESM.

Stewarding Team

A team of stewarding supervisors have dedicated areas of the Maes under their control. Many have numerous year's experience of the Eisteddfod.

Stewards have the safety of the public as their primary duty. They are drawn from a pool of local volunteers as well as a number who attend annually. The supervisors are in radio communication with the management team and the Stewarding Managers.

Traffic Management

In conjunction with the council, The Eisteddfod have drawn up a traffic management plan which will include signage on main roads guiding public to the Car Parks. See Appendix B. Owing to constraints on the site, a Park and Ride system will be in operation.

Car Parking

The Eisteddfod have appointed Rhydian Jones to manage the car parking. Stewards will be provided by (TBC). See Appendix N for their duties

Site Safety

All contractors will provide in advance evidence of risk assessments and valid insurance

The Eisteddfod as with all other events will be working to achieve compliance with CDM regulations as imposed on the events industry in 2015.

Access

There will be the following access/egress points. All will be stewarded during opening times:

Main pedestrian access to maes: Main entrance will be the visitor centre on the north side of the Maes from Byfield Lane carpark

Second entrance at eastern end for visitors arriving by public transport via Mill Lane

Main vehicle access (to maes): From the Merthyr Road through widened existing entrance.
Strictly controlled access by passes and security guard
During the event only strictly limited authorised vehicles will be allowed access. Gate control to deter others

Emergency Vehicle Red Route: As main vehicle access

Competitors coaches drop off: Byfield Lane TBC

Taxi drop off point: Taxis will drop off in TBC

Car Parking

Park and Ride system will be in use. Car parks in Cwrrt y Golen (Crughywel), Llanelen, Penpergwm. Details in Transport Management Plan

Coach Parking

Private coaches will be parked in TBC

Caravan Site

The fields at Llanofor Hall will be accessed through a temporary entrance off the lane leading to Llanofor Estate Offices. There will be c650 caravan pitches. A variation to the standard planning layout has been agreed with WAG as the site is a club site. Stewarding and marshalling of the site will be by volunteers organised by the local Site Committee. Manager appointed for assistance with the set up of the site.

Camping Site

Adjacent to the caravan site will be c.200 camping plots - primarily for family groups. Stewarding and marshalling of the site will be by volunteers organised by the local Site Committee. Manager employed to run the site.

Glamping Site

Best of Wales will run a 40 pitch glamping site adjacent to the above

Public Transport

TBC

Contractors Compound

Eisteddfod staff and site crew will have a compound which includes accommodation, storage and workshops. Area not accessible to the public. Location near main vehicle entrance gate

General Enquiries

The Eisteddfod will man two enquiry desks at different times during the day from 1st August

- at Visitor Centre
- at the Eisteddfod Office

Draft 3

EISTEDDFOD HEALTH, SAFETY and WELFARE

INFRASTRUCTURE

Stages, Temporary Structures and Infrastructure

A full H&S file of all Contractor Documents – Risk Assessments and Method Statements, structural calcs and/or hand over certificated, will be compiled and available to the Local Authority. Most documents available on Basecamp

Structure Suppliers (based on 2015)

| Supplier | Structures | Grid Ref | Notes |
|---------------------|--|----------|------------------------|
| Neptunus | Main Pavillion Alure Globe, AluHalls, and various other clearspans | | Various sizes |
| Woodhouse, Absolute | Clearspan marquee stalls | | Modular 3x6, 3x9, 3x12 |
| Woodhouse, Absolute | Clearspan marquees | | Various sizes |
| AJ Big Tops | Big Top | | 32m x 22m |
| Daytona | DS60 mobile trailer stage | | |
| Castle Yurts | Yurt | | 20m diameter |
| Event in a Tent | Stratus tipis | | |
| Space Cadets | Inflatable Peach | | 4.5m diamter |
| TBC | Scaffold: Technical platform Disabled ramps Camera platforms Banner & Signage rails | | |
| Austen Lewis | Seating: Grandstand seating Flat seating Pavilion stage | | |
| TBC | Stages: Pavilion, Pabell Len Maes B | | |

Main Eisteddfod structures

| | |
|------------------------|--|
| Pavilion | 60m x 40m Evolution 2, with 1860 tiered seats, and additional capacity of approx 600 (performers, stewards etc.). Stage approx. 18m(w) x 15m(d) x 0.7(h) |
| Changing Rooms | 25m x 30m "Aluhall" |
| Offices | 20m x 25m "Aluhall" |
| Arts & Crafts | 25m x 30m "Aluhall" |
| Theatre | 20m x 20m "Aluhall" building, with tiered seating for 200 people |
| 'Cwt Drama' | 8m x 16m custom built for Theatr Genedlaethol |
| Science and Technology | 20m x 30m Aluhall building, |

| | |
|----------------------------------|--|
| Studio 1 (Dance) | 15m x 25m "Aluhall" with dance floor 10m(w) x 7m(d) + 243 tiered seats |
| Studio 2 (Pagoda) | 20m x 15m Aluhall building, with tiered seating for 200 people |
| Literary Pavilion (Y Babell Len) | 20m x 25m "Allure Globe", with stage (14.4m(w) x 6m(d) x 0.7m(h) + c500 seats |
| Exhibition Hall | 20m x 35m "Aluhall" Shell scheme exhibition space |
| Societies 1 & 2 | 10m x 12m "Aluhalls" with 120 flat seating in each. Stage 6.71m(w) x 3.66m(d) x 0.3(h) |
| Studio | 6m x 12m "Chalet" type building, with stage 6.1m(w) x 3.66m(d) x 0.3m(h) and 144 seats |
| Plati@d | 15m x 45m "Aluhall" restaurant. Approx 200 covers |
| Ty Gwerin | 20m diameter Yurt. Capacity approx 200 |
| Caffi Maes B | Two Stratus 10m diameter tipi. Capacity approx 150 |
| Lolfa Lân | Two Stratus 10m diameter tipi. Capacity approx 150 |
| Sinemaes | Stratus 10m diameter tipi. Capacity approx 60 |
| Llwyfan y Maes | Daytona Mobile Stage (DS60 or DS100) |
| Gwyl Llên Plant | Space Cadets 4.5m diameter inflatable peach |
| Maes B | Big Top 32m x 22m. Capacity approx 2000 |
| Trader Stalls | Various multiples of 6m x 3m, 12m x 3m |

Traders / exhibitors can also hire their larger structures through the Eisteddfod.

Any trader wishing to supply their own structure must provide the Eisteddfod with the necessary documents to ensure the structure meets the industry standards and that they will employ a competent contractor to erect and dismantle the structure.

All activities at the Eisteddfod site relating to the erection and construction of the structures will be monitored by the Site Manager, the ESM or a nominated safety representative who should ensure that contractors and personnel follow safe working practices and erect the temporary structures as detailed in their method statements.

All completed structures must be signed off prior to use by the nominated competent person. Copies to be held in the Site office.

All structures and marquees will be provided with suitable and sufficient means of access and egress, which will be shown on the site plan.

A Fire Risk Assessment will be made of all structures and sufficient and suitable precautions will be in place.

Production Suppliers

| | | | |
|---|--------------|--|--|
| Pavilion PA Maes PA | AB Acoustic | | |
| Pavilion lighting | ELP | | |
| Main stage set designer | Sid Scott | | |
| Main stage Lighting designer | Nigel Catmur | | |
| Back line | | | |
| Maes B | MJL Lighting | | |
| Pit Barrier | | | |

Other Site Suppliers

| | | | |
|---|--|--|--|
| Shuttle Bus | Monmouthshire Passeneger Transport | | |
| Parking supervisors | Telgwen | | |
| Radios | DCRS | | |
| Sign Writers | | | |
| Plumbing | Andrew V Davies | | |
| Toilets | Abba Loos | | |
| Showers | Abba Loos | | |
| Carpentry | M&R | | |
| Shell schemes | Dimension 8 | | |
| Air Conditioning | | | |
| Temporary Roadways (Trakway) | Lion | | |
| Wifi, Internet and phone systems | | | |
| Security | Safestyle | | |
| Power distribution | Jones & Whitehead | | |
| Generators | | | |
| Cleaning | Streamline | | |
| Waste and Recycling | Streamline | | |

Electrical Systems

The electrical contractor is Jones and Whitehead. All power on site is from diesel generators – sizes vary according to the required load. Bunded tanks will be placed next to the generators, diesel delivered as required.

Petrol generators are NOT permitted on site.

All temporary installations must comply with BS 7909 – Jones and Whitehead will monitor this. All installations undertaken by J&W will be tested, and a certificate of compliance (to BS7909) will be issued, a copy of which will be kept in the site office.

Site Lighting – the Maes is lit from temporary tower lights and fixed halogen flood lights (powered from generators). Tower lights will be used for lighting in the Car Parks, caravan site, Maes B and Maes Pebyll

Drafft 3

Food, Refreshments and Traders

Food Concessions (as of 03/03/16)

| Uned | Cwmni / Company | Cyswllt / Contact | Bwyd /Food |
|------|-------------------------|-----------------------|--|
| 1 | The Spanish Buffet | Gabriel Bosch | Paella, tapas |
| 2 | Bwyd Bethan | Bethan Lewis | Home Cooking |
| 3 | Express Indian Cuisine | Bruce Khanna | Curry |
| 4 | Lighthouse Fish & Chips | Bruce Khanna | Fish & Chips |
| 5 | Lighthouse Fish & Chips | Bruce Khanna | Fish & Chips |
| 6 | El Salsa | Laura Elsaesser | Mexican |
| 7 | 4th Horseshoe Group | Richard Peter | Pork |
| 8 | Franco Welsh Ltd | Loic Moinon | Crepe |
| 9 | Event Eateries Ltd | Jon Little | Welsh Lamb |
| 10 | Event Eateries Ltd | Jon Little | Panini, Toasties, Jacket Potato, wraps |
| 11 | No Bones Jones | Hugh Jones | Vegan/Vegetarian |
| 12 | Twist & Snout | Amber Iles | Pizza |
| 13 | Welsh Venison Centre | Andrew Morgan | Venison |
| 14 | Meat and Greek | Lisandros Hajigeorgis | Greek |
| 15 | Arlwyo Nant | Elwy Williams | Beef |
| 16 | Capital Cuisine | Colyn Gray | Restaurant |
| 17 | Coventry Event | Carlo Fella | Ice Cream x 6 |
| 18 | Stedman | Chris/Phil Stedman | Tango Slush |
| 19 | Y Forwyn Siocled | Sarah Bunton | Chocolate Fountain |
| 20 | Event Eateries Ltd | Jon Little | Milk Shake |
| 21 | Chock Shop | Greg Shearman | Chocolate Brownies |
| 22 | Fresh as Daisy | Karen Shellam | welshcakes & barabrith |
| 23 | Streamline | William Hunter | Coffee x 6 |
| 24 | Dave Wooton | | Crew Canteen |
| 25 | Stedman Brothers | Phil Stedman | Bars |

All food outlets shall be required to supply copies of public liability insurance, staff hygiene certification and hazard assessments regarding storage and preparation of food.

The Local authority will be issued with a list of catering contractors.

All traders must have current electrical certificates for the vans and fire safety equipment

Alcohol will be sold on the Maes site from three mobile bars and in the Pl@iad restaurant.

Maes B will have a bar from the Wednesday whilst the Caravan site will have off sales from the shop (TBC)

Caravan site shop

Pitch taken by TBC

Stall Traders & Sponsors

Approximately 250 traders, organisations, exhibitors are present on site

Temporary Water Supply

The Eisteddfod have applied for a connection to the water main – connecting in to the Dwr Cymru supply at Castle Meadows, Maes B/Maes Pebyll and Caravan Site

Pipes will have been chlorinated and flushed and samples taken before connecting to the mains. Results of the tests passed to Dwr Cymru before connection

Drafft 3

TOILETS

Contractor: Abba Loos

Total numbers of toilets as follows. Maes toilets in three blocks plus backstage area. Each block will have a disabled toilet there will also be two high dependency units on the Maes. Typical figures:

| Totals Maes yn unig | | | |
|---|-----------|-----------------------|----|
| (4000 M + 6000 F + food + alcohol) gate opening > 6 hours | | | |
| Purple Guide | | Actual | |
| 70 | 1 per 85 | Ladies WC (+60%Chems) | 68 |
| 10 | 1 per 425 | Gents WC (+40% Chems) | 37 |
| 50 | 1 per 125 | Urinals | 30 |

| Totals Maes B / Gorlan | | | |
|---|-----------|----------------------------|----|
| (800 M + 1200 F gate opening < 6 hours) | | | |
| Purple Guide | | Actual | |
| 12 | 1 per 100 | Ladies WC (@60%Chems) | 13 |
| 2 | 1 per 400 | Gents WC (@40% Chems) | 5 |
| 4 | 1 per 150 | Urinals (adjust WC totals) | |

| Totals Maes PeByll yn unig | | | |
|--|-----------|----------------------------|----|
| (700 M + 1000 F major campsite) | | | |
| Purple Guide | | Actual | |
| 13 | 1 per 75 | Ladies WC | 15 |
| 5 | 1 per 150 | Gents WC | 10 |
| 3 | 1 per 250 | Urinals (adjust WC totals) | |

| Totals Maes Pebyll Teulu yn unig | | | |
|---|-----------|----------------------------|---|
| (200 M + 300 F major campsite) | | | |
| Purple Guide | | Actual | |
| 4 | 1 per 75 | Ladies WC | 6 |
| 2 | 1 per 150 | Gents WC | 4 |
| 3 | 1 per 250 | Urinals (adjust WC totals) | |

| Totals Maes Carafan | | | |
|--|-----------|----------------------------|----|
| (700 M + 1000 F major campsite) | | | |
| Purple Guide | | Actual | |
| 13 | 1 per 75 | Ladies WC | 28 |
| 6 | 1 per 150 | Gents WC | 10 |
| 3 | 1 per 250 | Urinals (adjust WC totals) | |

Handwash stations will be set up at each toilet area, as well as liquid hand sanitizer in the Event toilets

Grey Water and Sewage Disposal

Contractor: Abba Loos

As no direct connection to a main sewer is possible, liquid waste will be collected in tanks and removed by tankers operated by a licensed waste carrier and disposed offsite at a licensed depot.

Elsan disposal points will be provided on the caravan site for the collection of chemical toilet waste (Elsan) supplied and emptied by the contractor. They will have a site presence at all times that the Eisteddfod is open to the public with backup services on call in case of emergency/breakdown.

Dry Waste Disposal & Recycling

Contractor:

The company will liaise closely with the local authority regarding collecting, separating and disposal of all dry waste. The cleaning contractor (Streamline) will supply a litter team on site (from 25/07/16) cleaning all areas daily – this will continue across the Maes, MaesB, Caravan Park and car parks.

Post event – the litter team size will increase to clear areas as quickly as possible before the infrastructure is cleared. A final clean will be undertaken in the last few days of the site occupancy.

The Eisteddfod aims to reduce the amount of waste sent to landfill. Cleaners are to work alongside the Waste Disposal company to ensure that as much waste as possible is separated and disposed of accordingly.

WIND MANAGEMENT PLAN

A Wind Management Plan (Appendix G) will be in place throughout the build, event and de rig.

The Anometer will be placed at the recommended 7m height near the site office.

Twice daily readings will be taken and logged.

NOISE MANAGEMENT PLAN

A noise management plan is included in Appendix O.

LPG Storage

The catering concessions are only permitted to have connected bottles at the unit. Calor Gas (TBC) will deliver LPG daily to site to minimise storage requirements.

PROVISIONS FOR PERSONS WITH SPECIAL NEEDS

The Eisteddfod acknowledges its responsibilities under the Equality Act 2010.

- areas of each car park will be designated blue badge car parking.
- Stewards are to be vigilant of any member of public in their area who has special needs in case of a need to evacuate that area.
- Competitors or performers with special needs will be guided by their teachers or Eisteddfod staff as to access to stage and backstage areas.
- Extra provision will be made available as requested by individuals and/or schools
- Ramped access to major structures as well as traders units.

- Existing roadways, metal trackways and plastic footpaths around the maes.
- A mini bus service will be available on the Maes for the less able.
- Each toilet block will have an accessible toilet as well as a High Dependency Unit

Safety of Children

The nature of the event will mean that there are a large number of young children and vulnerable people on site. The Eisteddfod has a comprehensive child and vulnerable persons protection policy as well as a clearly defined procedure for dealing with lost children / children who are lost. Though none of the activities covered by this document come under "Regulated Activity", those members of Eisteddfod staff and/or teachers who have regularly work with children (as defined by Regulated Activity) will have had DBS checks.

Lone working is discouraged as well as a contractors being one to one with a child.

All contractors will have accreditation on site to identify them, all Eisteddfod staff to wear ID badges.

See Appendix (ZZ)

Outdoor Activities Area

Leisure area next to Monmouthshire Council stand is an area for various outdoor activities. In all cases full risks assessments will be supplied for each. Area noted in medical plan as possibly needing regular attention.

EMERGENCY PROCEDURES

COMMAND and CONTROL

The Site Office (Zone 1) will be the command centre for any incident. In the event of a 999 call being received by any command centre it is requested that the ESO is contacted first **before** emergency vehicles enter site so that stewards can be warned and to prepare for the entry of the vehicle

Eisteddfod Event Liaison Team

This team will meet on a daily basis at 8.30am in the site office for the duration of the Maes. This will be to discuss any operational issues that arise as the Event progresses. The team will be made up of:

- Event Safety Manager,
- Head of Technical Operations,
- Site Manager (or deputy),
- Police representative,
- SWFRS representative (*to be confirmed*),
- Monmouthshire CC representative,
- St. John representative.
- Security Company representative

On-Site Response Arrangements

The Eisteddfod Event Team will deal with day to day operational issues and be responsible for most emergencies that could occur on the Maes, associated car parks and caravan site. They will take appropriate measures to deal with these emergencies.

The Eisteddfod Event Team will consist of:-

| | |
|-------------------------|------------------------------|
| Huw Aled Jones | Head of Technical Operations |
| Alwyn Roberts | Deputy Eisteddfod Organiser |
| Gareth Owen, Iolo Povey | Event Safety Manager |

All the above will have handheld radios, mobile phones.

In the case where the on-site team decide that the incident has escalated then a verbal handover to the police representative who will initiate the multi agency emergency plan.

Notifying the Emergency Services

If the situation escalates the Eisteddfod Event Team will assess the incident and call 999 for further assistance. If the incident requires an immediate response in order to save life, protect properties or to apprehend offenders, Eisteddfod staff as well as the public, will utilise the 999 emergency number.

The Event Control Office, adjacent to the main vehicle access, will be the **command centre** for any incident.

If there is an incident offsite the Eisteddfod Event Team will keep the public on site if it is deemed safer for them to remain there. Most will arrive by Park & Ride so the buses will be stopped from bringing in visitors until it was safe for people to leave. Public messages will be used to keep everyone informed of the ongoing situation. The Event Team will

seek advice from the Emergency Services in relation to 'sheltering' on-site and for advice on any external major incident that could impact on the event itself.

Media Centre

As there will be a considerable media presence, in the event of any emergency they will therefore already be on site. Location of emergency media centre will be backstage office in the first instance.

Stewarding

The main responsibilities of Stewards are the safety of the public – ensuring the smooth and safe access and egress, prevent unauthorized access and provide assistance to the emergency services in the event of an incident. Supervisors for each performance area as well as a back up team to deal with incidents.

Training and Competence

Stewarding supervisors will receive training prior to the event. All other stewards will receive a written statement of their duties and a site plan showing key features. An overall briefing will be held on July 24th on the Maes (venue TBC) where duties and emergency procedures will be explained. Members of the Emergency Services are being invited to attend these meetings, and to address the meeting should they so require.

Stewards/Security personnel should communicate all messages directly to the Stewarding Managers.

See Appendix D for detailed plan.

MULTI AGENCY RESPONSE

In the event of a major incident all responding organisations will follow the standard procedures set out in the Gwent Major Incident Response Arrangements. The Emergency Services and Monmouthshire County Council will each have their own specific Operational Arrangements to respond to a major incident.

A major incident on site should be notified to the Emergency services via the 999 system.

If the Police set up Strategic and Tactical control points to manage the response to the incident then all responding agencies should arrange to be represented on these groups. Strategic control will be located at Police HQ, Croesyceiliog, Cwmbran and the location of a Tactical control will be a dynamic decision made on the day.

OFF-SITE EMERGENCY PROCEDURES

In the case where the on-site team decide that the incident has escalated then they should activate the Emergency Services via the 999 system.

In the event of a 999 call being received by any of the emergency services it is requested that the Eisteddfod Event Team is contacted **first** before emergency vehicles enter the site so that stewards can be warned and to prepare for the entry of the vehicles.

It is also possible that a member of the public could contact the Emergency Services directly. All services are therefore asked to keep Eisteddfod staff informed of any calls that they receive directly.

Emergency Services Vehicle Access

The main access to the site for emergency services vehicles will be off the Merthyr Road - B4246 - via the main vehicle entrance into the Maes.

Rendezvous Point

The rendezvous point for emergency services vehicles on site will be at the Event Control Office. **Emergency services to provide location of forward RV.**

Initial Briefing for First Responder

The supervising steward at the site of the incident will brief the officer in charge of the first fire appliance, or the first police officer on scene if the incident does not involve a fire, with a situation report to include:

- Nature of Incident;
- Location of Incident (as accurate as possible using the supplied plan);
- Estimated number of casualties (if any);
- Areas searched or not searched (if applicable);
- Knowledge of any missing persons;
- Actions taken on site prior to arrival of Emergency Services.

Eisteddfod staff will assist the emergency services as appropriate.

Detail of Roles and Responsibilities TBC

XXXXXXXXXXFloodXXXXXXXXXXXX

Warning and Evacuation

The decision to evacuate the whole Maes or any zone within the Maes will be taken by the Eisteddfod Event Team in liaison with emergency service representatives. In the event of a fire the Fire Incident Commander attending would make the decision.

ESO to add clear evacuation arrangements, criteria for implementing evacuation and zoning of the site.

Eisteddfod staff, Stewarding Managers and Supervisors will assist in the evacuation of a specific zone by directing all persons not involved in the response to move to a safe area whilst ensuring access for the emergency vehicles.

If a site wide evacuation is required, the following actions will be undertaken by the Eisteddfod Event Team in a phased manner:

- Main entrance closed to incoming pedestrians;
- Park and Ride to stop bringing in public;
- Public advised to return to their cars via Park and Ride buses;
- Phased closure of buildings, starting with those furthest away from exits;
- Exit through main entrance, unless safety is compromised;
- Emergency exits available (shown on operational plan).

An announcement will also be made over the site's Public Address system which covers the area close to the pavilion

Staff not dealing with the incident will report to their supervisor for further instruction. They must then be briefed as to the Mustering Points that will be used in advance of the evacuation warning to the public being made.

In the event of a fire, the Fire & Rescue Service will have responsibility for fire fighting and the health and safety of all persons within the inner cordon. The location and extent of cordons will be decided at the time. Gwent Police will be responsible for the outer cordon.

Muster Points

If the whole site or a section of the site has to be evacuated, the specific mustering point or points used will be decided on the day. The site will have emergency evacuation points as per map. The decision on which to be used will be based on a number of factors such as:

- the location of the incident
- the nature of the incident
- the scale or potential scale of the incident
- wind strength and direction (if a fire is involved)

Each section of the site and each mustering point has adequate routes of escape.

Once people have been directed to the appropriate mustering point or points, they must be kept informed of the situation, and given clear instructions not to return to the site until the all clear has been given. An information point may need to be established at each mustering point staffed with personnel who have access to communications (including the P.A. system) to pass on information such as missing persons etc

If it is considered unsafe for the public to return to the site, they will be advised to return to the car parks via the Park and Ride.

EVENT CANCELLATION

Onsite incidents or factors that could lead to event cancellation:

Severe weather conditions, especially high winds and high temperatures

Flooding

Communication system failures

Loss of services or utilities failure

Crowd related issues (e.g. overcrowding or minor disorder)

Equipment failures

Loss of key staff or disruption to key performances

Disruption to traffic/transport arrangements

Loss of car parks

Eisteddfod to consult with Emergency Services before decision is made public. Use of all media to inform the public of the decision.

For offsite incidents, the Eisteddfod would take advice from the Emergency Services

FESTIVAL INSPECTION

A full inspection of the site prior to the licence being granted has been arranged for the week prior to the Eisteddfod. The Head of Technical Operations, ESO and Stewarding Managers will regularly monitor the site and a daily meeting will be convened to discuss any issues arising.

ACCIDENT REPORTING and INVESTIGATION

An incident book will be kept in the site office. All staff, contractors or temporary workers should ensure that accidents are reported and duly recorded in the book. This is to ensure that every attempt is made to prevent a re-occurrence of the incident

In the event of a major injury, dangerous occurrence etc, advice will be given by the ESO as to who should report the incident.

Reports should be made by the quickest practical means, normally by telephone, and a note will be made of the call. A RIDDOR form (F2508) must be filled out on line at:

www.hse.gov.uk/riddor

Major injuries and fatalities must be reported to:

Incident Contact Centre: 0845 300 99 23 (Monday – Friday 0830 – 1700)

In the first instance an investigation will be made by the ESO. He will undertake to provide a written report.

MEDICAL, AMBULANCE and FIRST AID

See Appendix C for fuller details and risk assessment

Using the Purple Guide the Eisteddfod is classed as a "Small Event"

During the hours that the public are present on the main site, there will be first aid cover supplied by St John Ambulance with a paramedic during the peak hours. NHS Ambulance TBC.

Security officer at main gate will provide first aid cover at other times

The Eisteddfod have informed the local NHS ambulance service of the event and have held regular meetings with them and the Health Board

Stewards will be aware of the first aid posts. Plans of site to be provide for St John and Ambulance

FIRE PRECAUTIONS and EQUIPMENT

See separate fire risk assessment Appendix

Any request for assistance from the Fire Service could either be via radio to the Control Centre or directly via 999.

As part of their community involvement, Fire Service will base a Rural Response vehicle on the maes.

POLICE

Presence (TBC)

CCTV

Live CCTV cameras in and on the pavilion will be monitored and recorded at the security cabin. Various other locations including body mounts on security officers will have the ability to record CCTV footage.

Maes B to have stand alone CCTV

TRAFFIC MANAGEMENT

See Appendix B

Eisteddfod Maes Traffic

Vehicular activity on the main Eisteddfod Maes will be kept to a minimum. Perimeter road on parts of the Maes to assist regular deliveries and suppliers are asked to have deliveries made outside busy times. During Eisteddfod week, delivery vehicles are allowed on site between 7 - 9.30a.m., and 6 - 7p.m, on payment of a £30 deposit (which is refunded provided the vehicle is off-site by the appointed time).

Those needing to move vehicles through the Maes must:

- keep to a maximum of 5mph

- give way to pedestrians AT ALL TIMES

- be extra vigilant of small children

- there is NO requirement to use hazard lights whilst moving on the Maes

- any large vehicles to be directed by banksman on foot

Those most likely to need access are:

- Eisteddfod vehicles or competitors/performers carrying musical instruments or props

- Cleaning and waste disposal company

- Site services (plumber etc)

- Emergency services

LIST OF APPENDICES

| | | |
|----------|---|--|
| APPENDIX | A | RISK ASSESSMENT 2016 |
| APPENDIX | B | TRAFFIC MANAGEMENT PLAN 2016 |
| APPENDIX | C | MEDICAL RISK ASSESSMENT |
| APPENDIX | D | STEWARDING MANUAL |
| APPENDIX | E | CONTRACTORS' H&S (Electronic copies on Basecamp) |
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Draft 3

Eisteddfod Genedlaethol Cymru

NOISE ASSESSMENT

NATIONAL EISTEDDFOD of WALES 2016

29 July – 07 August 2016

Person with overall responsibility for the event:
Person carrying out the Assessment:

Please refer to Event Management Plan for full event details

Elfed Roberts, Director, National Eisteddfod of Wales
Huw Aled Jones, Technical Manager, NEBOSH General Certificate

This plan covers the activities proposed by the National Eisteddfod during their 2016 event at Castle Meadows, Racecourse Farm and Llanofor Hall, Abergavenny, Monmouthshire. It aims to minimise disturbance to neighbours by having reasonable measures in place to reduce the noise impact of sources associated with the event.

- Main Eisteddfod "Maes" (Castle Meadows) will include a variety of structures housing competitions, exhibitions and commercial stands as well as an Open Air Stage "Llwyfan y Maes"
- "Maes B" (Racecourse Farm) is the Eisteddfod's fringe festival site with camping

The following Eisteddfod sites have no entertainment:

- Caravans will be accommodated on fields at Llanofor Hall. Site layout will take into account neighbouring properties.
- Car parks. Access and egress on most are away from residential properties.

FOR BUSINESS USE ONLY:

Under the Data Protection Act 1998 the National Eisteddfod is responsible for ensuring all information contained within this document is used in compliance with the Act. In particular, recipients must store the information securely, not disclose it to anyone who does not have a clear business reason to see it and destroy it securely once the event is complete.

1 Eisteddfod Pavilion

Type of construction: 'Evolution 2' temporary structure 60m x 40m x 9m high supplied by Neptunus.
Walls: 60mm composite, Roof: double skinned PVC

Opening Hours:

| | | | |
|----------------------|-----------|----------|-------------|
| Rehearsals | Tuesday | 26/07/16 | 1000 - 2000 |
| Rehearsals | Wednesday | 27/07/16 | 1000 - 2100 |
| Rehearsals | Thursday | 28/07/16 | 1000 - 2100 |
| Eisteddfod + Concert | Friday | 29/07/16 | 1400 - 2300 |
| Eisteddfod + Concert | Saturday | 30/07/16 | 0800 - 2300 |
| Eisteddfod + Gymanfa | Sunday | 31/07/16 | 1000 - 2230 |
| Eisteddfod + Concert | Monday | 01/08/16 | 0800 - 2300 |
| Eisteddfod + Concert | Tuesday | 02/08/16 | 0800 - 2300 |
| Eisteddfod | Wednesday | 03/08/16 | 0800 - 2300 |
| Eisteddfod + Concert | Thursday | 04/08/16 | 0800 - 2300 |
| Eisteddfod | Friday | 05/08/16 | 0800 - 2300 |
| Eisteddfod | Saturday | 06/08/15 | 0800 - 2300 |

Capacity:

2000

Type of entertainment:

During the day a mix of spoken word, dance and music competitions generally of traditional folk nature with some modern dance items and brass bands competitions

Evenings vary from congregational singing to concerts with live band or orchestra. Musical styles varying from classical to pop. All concerts seated.

Sound levels:

On site monitoring:

Not usually required as levels not high enough

Off site monitoring:

No live monitoring planned. Acoustic consultants to take background readings in advance at locations suggested by MCC. Member of site management team to attend premises to assess if required

PA System:

Stage is positioned on the 60m side of the structure on the south side of the site. System will consist of a dispersed line array system, all loudspeakers pointing down into the seating with the various zones controllable at the sound desk. As in previous years loudspeakers will be turned off when the seats they are covering are not occupied.

External PA for announcements only

Car parking:

All parking will be on sites on the outskirts of Abergavenny.

Artists and service traffic to enter site from Merthyr Road

Advance Information:

Stories in local press
Letter drop to local residents
Drop in session arranged in May
Contact number will be supplied if they have any concerns

Manager:

Duty Manager. 0845 120 9555

Other issues:

Site construction:

Start late May. Typical days 0700 - 1900 weekdays. Towards the end of July it will include weekends. All vehicles will enter off Merthyr Raod

Refuse:

Refuse collection will be done early in the morning. Hardly any glass.

Deliveries:

During the week, deliveries have to be made before 0830 and after 1830 for safety reasons. Unlikely to go beyond 2000.

Generators:

All site generators are silenced.

Air conditioning:

Some areas will have air conditioning plants though very few will be working at night

Smaller PA systems:

Ty Gwerin:

Large Yurt. Folk groups. PA system east facing

Caffi Maes B:

Twin TIPis. Small acoustic acts. PA system south facing

Trade Stands:

Some trade stands will have events that require a PA. Levels will be strictly controlled by site management to ensure that they do not cause disturbance to neighbouring stands let alone boundary properties. These will only operate 1000 - 1900

2 Eisteddfod Open Air Stage

Type of construction: Trailer stage (Daytona DS60 or 100). Audience in open air

Opening Hours: (provisional)

| | | |
|-----------|----------|-------------|
| Saturday | 30/07/16 | 1200 - 2300 |
| Sunday | 31/07/16 | 1200 - 2300 |
| Monday | 01/08/16 | 1200 - 2300 |
| Tuesday | 02/08/16 | 1200 - 2300 |
| Wednesday | 03/08/16 | 1200 - 2300 |
| Thursday | 04/08/16 | 1200 - 2300 |
| Friday | 05/08/16 | 1200 - 2300 |
| Saturday | 06/08/16 | 1200 - 2300 |

Capacity: 3000

Type of entertainment:

During the day - solo performers and bands. Mainly traditional folk/light pop with some pop band competitions. Evenings vary though smaller pop/folk bands – larger pop bands on Friday and Saturday.

Sound levels:

On site Monitoring:

Levels to be measured at FOH position with a 10EaZy computer based predictive software which can display onto a screen. Level TBC
Warning notice placed at FOH to inform visiting engineers of the limit. Should they not adhere to the limit, the house engineer will take over.

Off site monitoring:

Acoustic consultants to take background readings in advance. Live monitoring at locations suggested by MCC on one night TBC. Residents supplied with contact number if they have any concerns. Member of site management team to attend premises to assess if required

PA system:

Stage is positioned facing West. System will have cardioid sub bass systems to focus the bass into the audience area and reduce off site levels.

Eisteddfod investigating the possibility of using an adaptive loudspeaker system to reduce levels outside the immediate area. If this is not possible, a system with shorter 'throw' than last year in conjunction with delay speakers to reduce levels outside the audience area.

Car parking:

As main Maes

Artists and service traffic to enter site from Merthyr Road

Advance Information:

Stories in local press

Letter drop to local residents

Drop in session arranged in May

Contact number will be supplied if they have any concerns

Manager:

Duty Manager: 0845 120 9555

| | |
|----------|---------------|
| 3 | Maes B |
|----------|---------------|

Type of construction: Large open sided four pole marquee (AJ Bigtops 32x 32) with open sides

Opening Hours:

| | | |
|-----------|----------|-------------|
| Wednesday | 03/08/16 | 1800 - 0200 |
| Thursday | 04/08/16 | 1800 - 0200 |
| Friday | 05/08/16 | 1800 - 0200 |
| Saturday | 06/08/16 | 1800 - 0200 |

Capacity: 2500

Type of entertainment: Bands. Standing audience.

Sound levels:

On site monitoring: Levels to be measured at FOH position with a Nti XL2 sound level meter with external traffic light display, nti-audio.com. Warning notice placed at FOH to inform visiting engineers of the limit. Should they not adhere to the limit, the house engineer will take over.

Off site monitoring: Acoustic consultants to take background readings in advance and to advise on live monitoring. Locations as suggested by MCC. Residents supplied with contact number if they have any concerns. Member of site management team to attend premises to assess if required

PA system: Acoustic consultants to take background readings in advance. Live monitoring at locations suggested by MCC on the Wednesday night only to set levels. Member of site management team to attend premises to assess if required

Car parking: Stage is positioned facing East. Systems will have cardioid sub bass systems to focus the bass into the audience area and reduce off site levels
All parking will be on land adjacent to Maes B.

Advance Information:

Stories in local press
Letter drop to residents
Drop in session arranged in May
Residents supplied with contact number if they have any concerns

Manager: Duty Manager. 0845 120 9555

Other at Maes B :

Site construction: Will start end of July. Typical days 0700 - 1900.

Refuse: Refuse collection will be done early in the morning. Hardly any glass.

Deliveries: During the week, deliveries have to be made before 0830 and after 1830 for safety reasons. Unlikely to go beyond 2000.

Generators: All site generators are silenced.

Mandatory Conditions – Supply of Alcohol

1 No supply of alcohol may be made under the premises licence:

- i) at a time when there is no designated premises supervisor in respect of the premises licence; or
- ii) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

2 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Mandatory Conditions – Security Activity

3 Where at specified times one or more individuals may be at the premises to carry out a security activity, each individual must be licensed by the Security Industry Authority.

For the purposes of this section:

- i) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies; and
- ii) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Mandatory Conditions – Exhibition of a Film

4 The admission of children to the exhibition of any film must be restricted in accordance with any recommendation made by the British Board of Film Classification (BBFC) or in the absence of a recommendation from the BBFC, the Licensing Authority.

For the purposes of this section:

- i) "children" means persons aged under 18 years of age.

Mandatory Conditions – Supply of Alcohol for Consumption On The Premises

5 The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or .

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);.

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective; .

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective; .

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner; .

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

6. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

7. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

9. The responsible person must ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."

Mandatory conditions - The ban of the sale of alcohol below the cost of duty plus VAT

10. (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

(2) In this condition:-

(a) "permitted price" is the price found by applying the formula $P = D + (D \times V)$, where-

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(b) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence-

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

(3) Where the permitted price would not be a whole number of pennies, the permitted price shall be taken to be the price rounded up to the nearest penny.

(4) Where the permitted price on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax, the permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

17th May 2016

The Licensing Section
Monmouthshire County Council
The Drama Centre
Pen-y-Pound
Abergavenny
NP7 5UD

Dear Sir,

Re: Application for a Temporary Licence: Welsh National Eisteddfod

I have had discussions with the Licensing Officer and the Environmental Protection Officer about this application. I am still very concerned about this application and I would like to object to it being granted.

I have no objection to the application for the Maes (Or the caravan site) the objection is to Maes B.

1. The application has not been properly advertised. On the notice itself it says that notices shall be displayed for at least 28 days at 50 metre intervals on the external perimeter of the site. Last week Castle meadows had only one notice and this was not visible from the highway. This is important because most people in Abergavenny know the Eisteddfod is coming but I have not met one person (apart from the two officials) who know about Maes B.
2. The application is only for 14,999 people. 26,000 people visited one day at Llandow (a remote airfield in the Vale) and if the weather is good I would expect the numbers in Abergavenny to be much higher. The relevance here is the fee to be paid. For 14,999 the "additional fee" is £2,000 for 30,000 it is £16,000. Monmouthshire could be saving money here.
3. I think the applicant should resubmit the application displaying the notices properly and allowing a further 28 days to comment.
4. Maes B will cause a public nuisance. There will be loud music playing until 2 am which will cause disturbance to hundreds of houses in Ysbytty Fields, Llanfoist and Monmouth Road. I think if the licence stipulated the end to music at Midnight the residents would be prepared to put up with it for a week.

5. The most serious objection is very difficult to resolve. The issue is public safety. The Maes is north of the river and Maes B is to the south. Many young people will be inebriated. The request for the alcohol licence is until 2 a.m. I understand there will be busses but the distance is not far and most people will walk. Along the river bank there is a danger of falling in – especially late at night if inebriated. If you walk by road or by river you have to cross the Llanfoist bridge. This has a very narrow pavement. I do not know if there is a plan to close the road for the duration. The only transport plan available online envisages Red Barn as the site of Maes B.
6. The National Grid runs over the Maes B site (275KV) and no doubt there will be a ban on balloons and kites and the constructors of the stage have been told not to use a crane.

We have been invited to a drop in session at the King's Arms tomorrow. The map in the brochure does not show the site of Maes B!

May I thank the Licensing Officer and the Environmental Health Officer for spending time with me and being most helpful.

Yours faithfully

Roderic Jones

