

## Appendix One

### Karen Court

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**From:** Stan Hetherington <stan@wokinghamfestival.co.uk>  
**Sent:** 20 April 2017 14:30  
**To:** licensing@thamesvalley.pnn.police.uk; maidenheadfiresafety@rbfrs.co.uk; Environmental Health; Environmental Health; Development Control; Liz McAuley; Trading Standards; Darrell Gale; Alcohol@homeoffice.gsi.gov.uk  
**Cc:** Karen Court  
**Subject:** Wokingham Festival 2017 Cantley Events Field, Twyford Road, Wokingham RG40 5TU. Premises Licence Application  
**Attachments:** Site Plan Red Line.pdf; Cantley Site Notice.pdf; Cantley Newspaper Notice.pdf; Cantley DPS 19 April 2017.pdf; Cantley Home Office form 1.pdf; Cantley SMH Passport.pdf

Dear Sirs

As a consequence of the development of Elms Field, Elms Road, Wokingham by Wokingham Borough Council, Wokingham Festival which has been taking place in Elms Field for 10 years now has to find a new home

After much research and discussion we believe that Cantley Events Field is the best location

Attached is our Premises Licence application for the new location for the Festival.

I will be the DPS as I have been for the last 8 years of the Festival.

Should you have any questions about this application please do not hesitate to contact me.

Yours faithfully

Stan Hetherington

Stan Hetherington  
07831 130610  
Wokingham Festival Ltd  
17 Tanners Row  
Wokingham, RG41 4EL  
[www.wokinghamfestival.co.uk](http://www.wokinghamfestival.co.uk)



Click [here](#) to report this email as spam.

**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 Wokingham Festival Ltd

*(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 Cantley Events Field, Cantley Park, Twyford Road, RG40 5TU SU 808 696			
<b>Post town</b>	Wokingham	<b>Postcode</b>	RG40 5TU
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£0	

**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/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability)   | <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                                 | <input type="checkbox"/>            | please complete section (B) |
| d) a charity   | <input type="checkbox"/>            | 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 (by ticking yes to one box below):

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)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		<input type="checkbox"/> Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**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)	
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<b>Surname</b>		<b>First names</b>	
<b>Date of birth</b> over		I am 18 years old or <input type="checkbox"/> Please tick yes	
<b>Nationality</b>			
Current postal address if different from premises address			
Post town		Postcode	
<b>Daytime contact telephone number</b>			
<b>E-mail address</b> (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.**

<b>Name</b> Wokingham Festival Ltd
<b>Address</b> 17 Tanners Row Wokingham
<b>Registered number (where applicable)</b> 06910621
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> Not for Profit Limited Company
<b>Telephone number (if any)</b> 07831 130610
<b>E-mail address (optional)</b> stan@wokinghamfestival.co.uk

**Part 3 Operating Schedule**



When do you want the premises licence to start?

DD		MM		YYYY			
2	3	0	8	2	0	1	7

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

DD		MM		YYYY			

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

Cantley Event Field is an open grass event field owned by Wokingham Borough Council. The Field is adjacent to Cantley House Hotel, Wokingham Theatre and Twyford Road. Wokingham Festival 2017 dates are Friday 25th to Monday 28 August over the bank holiday weekend  
A licence is requested for this site for a maximum of four days each year for Wokingham Festival event, generally August bank holiday weekend but could change to a different weekend

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

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- |   |                          |
|---|--------------------------|
| a) plays (if ticking yes, fill in box A)  | x                        |
| b) films (if ticking yes, fill in box B)  | x                        |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input 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)   | x                        |
| f) recorded music (if ticking yes, fill in box F)   | x                        |
| g) performances of dance (if ticking yes, fill in box G)  | <input 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"/> |

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

☐

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

x

**In all cases complete boxes K, L and M**

A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) A licence is requested for this site for a maximum of four days each year for Wokingham Festival event, generally August bank holiday weekend but could change to a different weekend	
Mon	11.00	14.00		
Tue				
Wed				
Thur			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)	
Fri	18.00	23.00		
Sat	10.00	23.00	<b>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</b> (please read guidance note 6)	
Sun	10.00	23.00		

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
Day	Start	Finish			Both <input checked="" type="checkbox"/>
Mon	11.00	18.00	<b>Please give further details here</b> (please read guidance note 4) A licence is requested for this site for a maximum of four days each year for Wokingham Festival event, generally August bank holiday weekend but could change to a different weekend		
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Thur					
Fri	18.00	23.00	<b>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</b> (please read guidance note 6)		
Sat	10.00	23.00			
Sun	10.00	23.00			

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			
Fri			<b><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></b> (please read guidance note 6)
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
Day	Start	Finish			Both <input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><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></b> (please read guidance note 6)		
Sat					
Sun					

E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish			Both	<input checked="" type="checkbox"/>
Mon	11.00	18.00	<b>Please give further details here</b> (please read guidance note 4) A licence is requested for this site for a maximum of four days each year for Wokingham Festival event, generally August bank holiday weekend but could change to a different weekend			
Tue						
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)			
Thur						
Fri	18.00	23.00	<b>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</b> (please read guidance note 6)			
Sat	10.00	23.00				
Sun	10.00	23.00				

F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4) A licence is requested for this site for a maximum of four days each year for Wokingham Festival event, generally August bank holiday weekend but could change to a different weekend			
Mon	11.00	18.00				
Tue						
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)			
Thur						
Fri	18.00	23.00				
Sat	10.00	23.00	<b><u>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</u></b> (please read guidance note 6)			
Sun	10.00	23.00				



# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)			
Tue						
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)			
Thur						
Fri			<b><u>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</u></b> (please read guidance note 6)			
Sat						
Sun						

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><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></b> (please read guidance note 6)		
Sun					

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)</b>		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)			
Thur						
Fri						
Sat			<b><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></b> (please read guidance note 6)			
Sun						

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	11.00	17.45	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5) A licence is requested for this site for a maximum of four days each year for Wokingham Festival event, generally August bank holiday weekend but could change to a different weekend		
Tue					
Wed					
Thur			<b>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</b> (please read guidance note 6)		
Fri	18.00	22.45			
Sat	10.00	22.45			
Sun	10.00	22.45			

State the name and details of the individual whom you wish to specify on the licence as **designated premises supervisor** (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Stanley Hetherington	
Date of birth 29 <sup>th</sup> March 1954	
Address 17 Tanners Row Wokingham	
Postcode	RG41 4EL
Personal licence number (if known) PL0891	
Issuing licensing authority (if known) Wokingham Borough Council	



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 9).**

NONE

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5) A licence is requested for this site for a maximum of four days each year for Wokingham Festival event, generally August bank holiday weekend but could change to a different weekend
Day	Start	Finish	
Mon	10.00	17.00	
Tue			
Wed			
Thur			
Fri	18.00	23.15	
Sat	10.00	23.15	
Sun	10.00	23.15	

**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** (please read guidance note 6)

**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 10)**

**TO PROMOTE ALL FOUR LICENSING OBJECTIVES WE WILL KEEP:**

Strong management controls and effective training of all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:

- a/ no selling of alcohol to underage people
- b/ no drunk and disorderly behavior on the premises area
- c/ vigilance in preventing the use and sale of illegal drugs
- d/ no violent and anti-social behaviour
- e/ no any harm to children

**b) The prevention of crime and disorder**

A clear and legible notice inside the premises indicating the normal hours under the terms of the

premises licence during which licensable activities are permitted.

Not selling of alcohol to drunk or intoxicated customers.

Custom will not be sought by means of personal solicitation outside or in the vicinity of the premises.

Staff will be well trained in asking customers to use premises in an orderly and respectful manner

**c) Public safety**

Well trained staff adherence to environmental health requirements.

**Training and implementation of underage ID checks.**

A log book shall be kept upon the premises in which shall be entered particulars of inspections made;

those required to be made by statute, and information compiled to comply with any public safety condition attached

to the premises licence that requires the recording of such information.

The log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003

or associated legislation.

All parts of the premises and all fittings and apparatus therein,

condition, sanitary accommodation and other installations will be maintained at all times in good order and

in a safe condition.

**d) The prevention of public nuisance**

Noise reduction measures to address the public nuisance objective.

Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby

residents and to leave the premises and the area quietly.

Deliveries of goods necessary for the operation of the business will be carried out at such a time or

in such a manner as to prevent nuisance and disturbance to nearby residents

The Licensee will ensure that staff who arrive early morning before 6am or depart late at night (after 23.30)

when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.

Any lighting on the premises will be positioned and screened in such a way so as to not cause a disturbance to nearby residents.  
Noise levels will be monitored

**e) The protection of children from harm**

"Challenge 25" policy will be implemented  
Staff will be trained about requirement for persons' identification and age  
All the details provided in Training Record Book will be available behind the bar.  
Log Book will be kept upon the premises all the time.  
We will ensure that packaging and promotion of alcoholic drinks provided at the premises is in compliance with the Portman Group's Retailer Alert Bulletins.

**Checklist:**

**Please tick to indicate agreement**

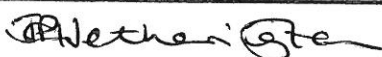
- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises 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. ☒
- ☐ [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
Signature	
Date	20.04.17
Capacity	OFFICER OF WORKINGHAM FESTIVAL LTD.

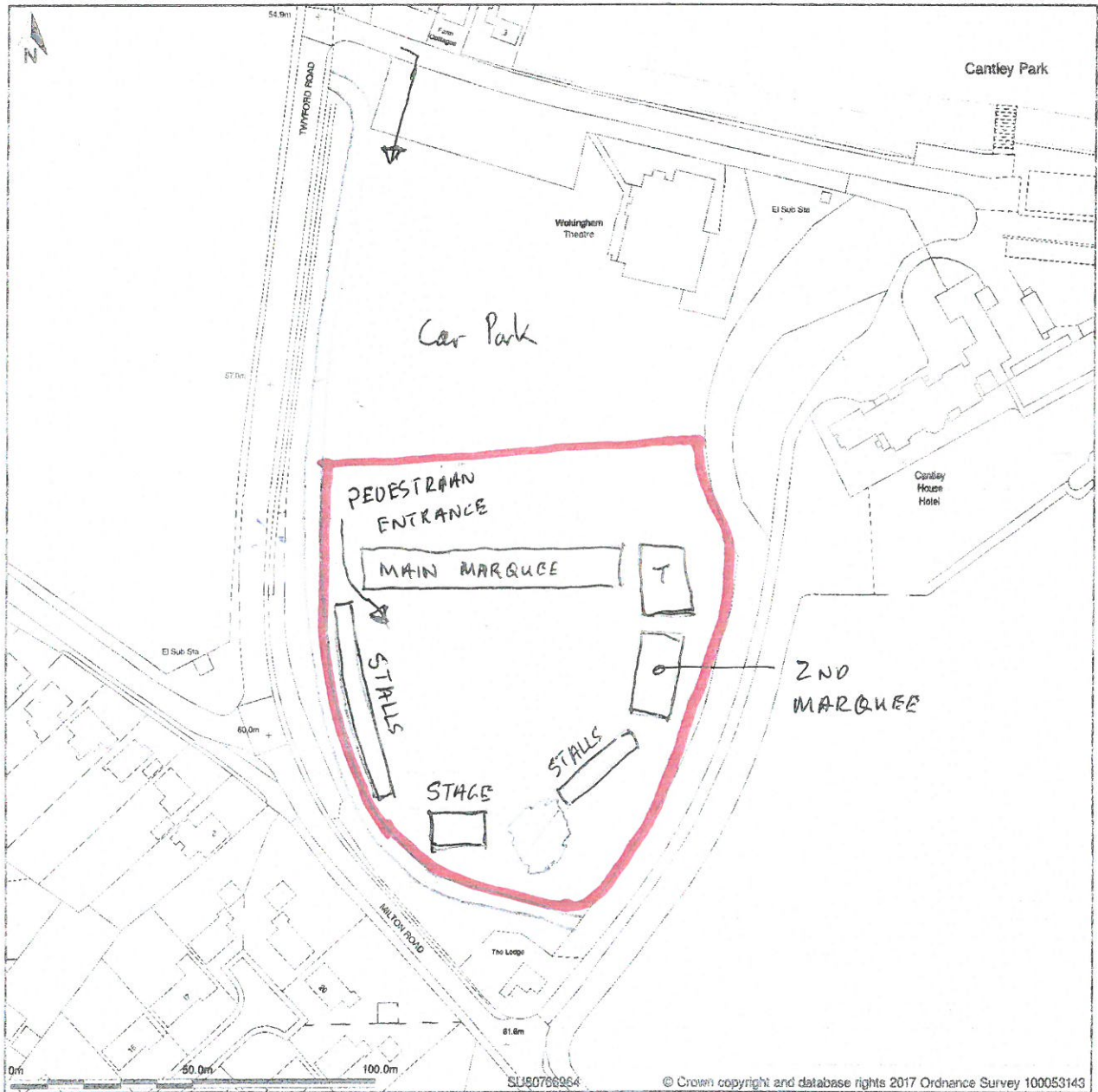
For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			



### Cantley Park

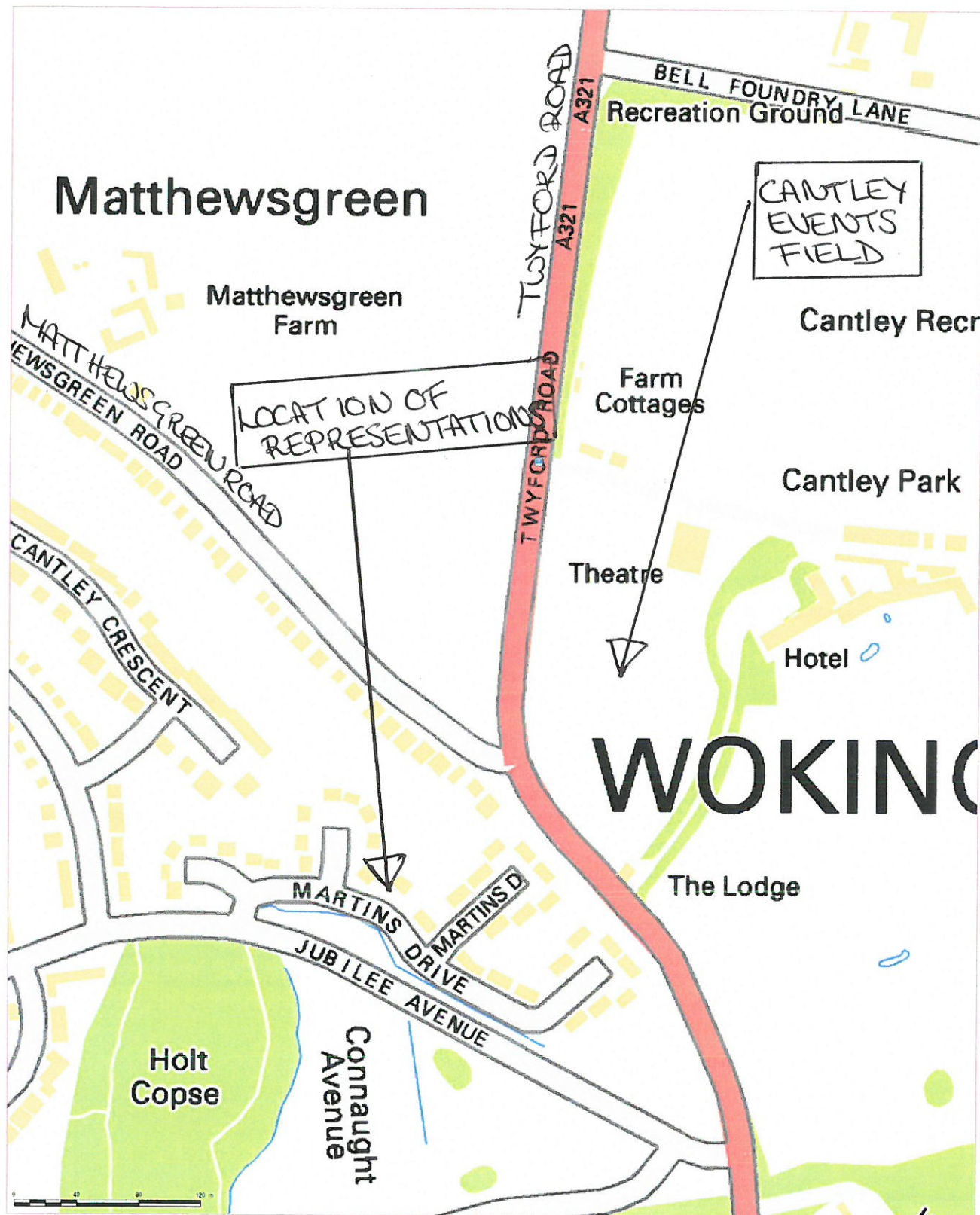


Site Plan shows area bounded by: 480611.33, 169492.27 480911.33, 169792.27 (at a scale of 1:1250), OSGridRef: SU80766964. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

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# Matthewsgreen



LOCATION OF CANTLEY EVENTS FIELD & REPRESENTATIONS

Environmental Health

1:3500

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**WOKINGHAM**  
**BOROUGH COUNCIL**



### Appendix Three

## WOKINGHAM FESTIVAL • 25 - 27th AUGUST



WOW! What a fabulous Festival we had for our 10th Anniversary. Thank you to everyone who attended and made it such a special year. See photos in Gallery. 2017 here we come





*Food & Drink*



*Family  
Activities*



*Live Music*

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## *Festival Opening Times*

Get the opening times & timing of events for each day of the festival here:

Festival Timeline

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# WOKINGHAM FESTIVAL • 25 - 27<sup>th</sup> AUGUST

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## *Friday*

6pm – 10.30pm

### *Festival Opens*

Festival opens with live music, street food, beer bar, cocktail bar

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## *Saturday*

10am – 12 noon

### *FREE ENTRY for everyone before midday (no free re-entry before 2pm)*

Food & Drink Exhibitor Marquee, street food, beer bar, cocktail bar, live music, craft stalls, children's entertainment

12 noon – 10.30pm

### *Normal entry.*

Paid entry for adults. Accompanied children under the age of 18 are FREE. Purchase discounted tickets here. Food & Drink Exhibitor Marquee (until 6pm), street food, beer bar, cocktail bar, live music, craft stalls (until 6pm), children's entertainment (until 5pm)



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## *Sunday*

**10am – 12 noon**

***FREE ENTRY for everyone before midday (no free re-entry before 2pm)***

Food & Drink Exhibitor Marquee, street food, beer bar, cocktail bar, live music, chef demonstrations, craft stalls, children's entertainment

**11.30am – 6.30pm**

### ***Demonstrations***

A range of FREE entry demonstrations and sampling sessions. See Demonstration page for all the details.

**12 noon – 10.30pm**

### ***Normal entry.***

Paid entry for adults. Accompanied children under the age of 18 are FREE. Purchase discounted tickets here. Food & Drink Exhibitor Marquee (until 6pm), street food, beer bar, cocktail bar, live music, craft stalls (until 6pm), children's entertainment (until 5pm)

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## Karen Court

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**From:** Michael Heslehurst <Michael.Heslehurst@westberks.gov.uk>  
**Sent:** 16 May 2017 13:32  
**To:** Joe Dray  
**Cc:** Karen Court  
**Subject:** RE: Wokingham Festival 2017 - Cantley Park

**From:** Stan Hetherington [mailto:stan@wokinghamfestival.co.uk]

**Sent:** 15 May 2017 15:57

**To:** Michael Heslehurst

**Subject:** RE: Wokingham Festival 2017 - Cantley Park

**This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.**

Michael

I can give you a list of acts and their musical styles but from experience I know that things will change.

The audience I aim for is "Radio 2". I keep things light in the afternoons as to allow the traders some time to sell.

When we are doing the turn around on the main stage we might have some solo singers on a second stage in the bar area.

The current line up for the main stage is as follows

<b>Friday</b>			
<b>25th August</b>			
	6.15 to 6.55pm	4	Eric Street Band
	7.15 pm to 7.55pm	3	Deep Sin Official
	8.15 pm to 8.55 pm	2	The Bronsons
	9.15 pm to 10.30 pm	1	The Transmitters
<b>Saturday</b>			
<b>26th August</b>			
	12.00 to 12.25	10	TBC
	12.30 to 1.00	9	Reading Barberettes
	1.15 to 1.45	8	Simon Williams
	2.05 to 2.45	7	All things considered
	3.05 to 3.50	6	Ollie West Band
	4.15 to 5.00pm	5	Apache Kites
	5.45 to 6.30pm	4	TBC
	6.55 to 7.40	3	Selina and The Howling Dogs
	8.00 pm to 9.00pm	2	Steve Summers Band
	9.30 pm to 10.45 pm	1	Average Chalky White Band
<b>Sunday</b>			
<b>27th August</b>			

	12.00 to 12.25	10	TBC but will be a folk or country act
	12.30 to 1.00	9	TBC but will be a folk or country act
	1.15 to 1.45	8	The Southern
	2.05 to 2.45	7	John Cee Stanard
	3.05 to 3.50	6	Tinderbox
	4.15 to 5.00pm	5	Spriggan Mist
	5.45 to 6.30pm	4	Get Ready
	6.55 to 7.40	3	Blackheart Orchestra
	8.00 pm to 9.00pm	2	Jive Aces
	9.30 pm to 10.45 pm	1	The Police Academy

I hope this helps  
Stan

Stan Hetherington  
07831 130610  
Wokingham Festival Ltd  
17 Tanners Row  
Wokingham, RG41 4EL  
[www.wokinghamfestival.co.uk](http://www.wokinghamfestival.co.uk)





### Rock Choir Summer Sing

This event is a fully ticketed event and tickets are only available to Rock Choir members and their families from their local choir leader. Rock Choir is the pioneering contemporary choir of the UK and remains unique with over 20,000, members enjoying it across the UK.

It is estimated that between 1,500 and 2,000 members will attend from the South East Regional Choirs. The majority of attendees will travel by coach which will be arranged by each separate Rock Choir. Car parking will be provided on site for those with mobility difficulties

Rock Choir membership is over 95% female and the majority of the ladies are aged 40 to 60

There will be singing classes as well as their choir leaders performing on the main stage

It will be a fun and upbeat event.

## Appendix Four

### Karen Court

---

**From:** Events  
**Sent:** 17 May 2017 16:56  
**To:** Karen Court  
**Subject:** FW: August Events Cantley Field ~[OFFICIAL]~

Hi Karen

Please see Pete's response below regarding the Wokingham Festival Event at Cantley Event Field in August.

If you have any further questions or concerns please do not hesitate to contact me.

Kind regards

**Stephanie Harris**

**Technical Officer**


*Cleaner & Greener Services*

*Wokingham Borough Council | PO Box 153 | Shute End | Wokingham | Berkshire | RG40 1WL*

*Tel: 01189 746 000*

[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

***This Council introduced Community Infrastructure Levy (CIL) charging on 6<sup>th</sup> April 2015. Planning applications decided on or after 6<sup>th</sup> April 2015 may be liable to pay the levy. For more information please visit our website at <http://www.wokingham.gov.uk/planning/developers/cil/>***

 ***Consider the environment. Please don't print this e-mail unless you really need to.***

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**From:** Peter Baveystock  
**Sent:** 17 May 2017 16:09  
**To:** Beverlie Warman; Stephanie Harris  
**Subject:** August Events Cantley Field ~[UNCLASSIFIED]~

Karen,

As discussed yesterday, Cleaner & Greener support both events currently being planned on Cantley Events Field and as always this is subject to review through Licensing and SAG. However, specifically in relation to parking, the site has 124 parking spaces which are required for the normal weekend sporting and social activities on the park and possibly some limited spaces for event organisers/service vehicles. Therefore, any parking for the event visitors would need to be facilitated off site and that plans and contingencies should be included in any "event plan".

**Peter Baveystock (Assoc MCIWM)**

**Service Manager**

*Cleaner & Greener Services*

*Wokingham Borough Council*

*Tel: 0118 974 6338*

[peter.baveystock@wokingham.gov.uk](mailto:peter.baveystock@wokingham.gov.uk)

[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

*This Council introduced Community Infrastructure Levy (CIL) charging on 6<sup>th</sup> April 2015. Planning applications decided on or after 6<sup>th</sup> April 2015 may be liable to pay the levy. For more information please visit our website at <http://www.wokingham.gov.uk/planning/developers/cil/>*

## Karen Court

---

**From:** Web Site Feedback  
**Sent:** 11 April 2017 16:19  
**To:** SAG  
**Subject:** Safety advisory group event notification form - Safety advisory group event notification form

Entry ID: 649990

Submitted On: 11/04/2017

Submitted From: <https://www.wokingham.gov.uk/news-and-consultation/news-and-events/notify-us-about-your-event-safety-needs/>

Submitted By:

**Event details::** Wokingham Festival

**Name of event::** Wokingham festival

**Event location::** Cantley Field Cantley Park Wokingham

**Brief description of event::** This will be the 11th Wokingham Festival which has previously been held at Elms Field.

**Event start date::** 23/08/2017

**Event finish date::** 29/08/2017

**Estimated maximum number of public attending at any point in time::** 3,000

**Estimated maximum number of public attending throughout the event::** 8000

**Estimated maximum number of staff attending at any point in time::** 20

**Estimated maximum number of staff attending throughout the event::** 40

**Estimated maximum number of performers attending at any point in time::** 10

**Estimated maximum number of performers attending throughout the event::** 50

**Name of organisation::** Wokingham Festival Ltd

**Name of person in overall control of event::** Stan Hetherington

**Email address::** [stan@wokinghamfestival.co.uk](mailto:stan@wokinghamfestival.co.uk)

**Are any footpaths, bridleways or roads that are normally open to the public affected or used as part of the event::** No

**Are you proposing any directional signing on the highway to direct the public to the event::** Yes

**Do you anticipate the need for any road closures and traffic diversions::** No

**Have you considered the need to restrict or control parking on the highway in the vicinity of your event::** Yes

**Are there any car parks to be closed in order to hold the event::** No

**How many parking spaces will be available for persons working at the event::** 30

**How many dedicated parking spaces will be available for the public attending the event::** 300 but the public will be encouraged to park in town centre car parks and walk down to Cantley Park

**Select the appropriate boxes below to show the activities you intend to utilise or permit at the event - some of these may not be permitted at all sites::** Alcohol, Barbeque, Barrier / fencing, Drinking water, Fairground equipment, First aid, Food / drink concessions, Live entertainment, Live music, Lost children point, Mains power supply, Market stalls, Marquees, On-site communications, P.A. system, Portable generator, Stewarding / security, Temporary rigid structure / staging, Toilets

**Other::** Set up dates are Wednesday 23rd and 24th Public day Friday 25th from 6pm and then Saturday 26th, Sun

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## Appendix Five

### Analysis of Responses – Wokingham Festival New Premises Licence Application Closing Date for Responses: 18 May 2017

Repn No	Name	Address	Date Recd	Issues Raised Relating to the Licensing Objectives
1	Llewellyn Austen	17 Martins Drive Wokingham RG41 1NY	30 April 2017	Live music noise until 11pm with stage very close to local residents Parking problems in surrounding roads
2	Douglas Bain	18 Martins Drive Wokingham RG41 1NY	1 May 2017	Noise from bands and audience Stage too close to his rear fence Overflow parking in neighbouring roads
3 4	Robin Cole	21 Martins Drive Wokingham RG41 1NY	5 May 2017	Noise concerns, request specific sound level limits and that noise consultant should be appointed and available over the whole weekend
4	Jeff & Glenda Beard	24 Martins Drive Wokingham RG41 1NY	4 May 2017	Inadequate parking at location, people will use local roads. Traffic disruption over several days. Noise and antisocial behaviour
5	David Nobbs	25 Martins Drive Wokingham RG41 1NY	16 May 2017	Residential area, disturbance to residents for four days. Traffic, parking and noise from sound systems during day and evening Four days of disruption is excessive. Noise disturbance after 11pm

6	Cyril & Doreen Renham	26 Martins Drive Wokingham RG41 1NY	3 May 2017	<p>Too close to residential area</p> <p>Noise up to 11pm will be antisocial for residents</p> <p>Parking at location inadequate, parking in local roads will cause disruption</p> <p>Antisocial behaviour from overconsumption of alcohol</p>
7	Chris & David Brasier	33 Martins Drive Wokingham RG41 1NY	5 May 2017	<p>Too close to residential areas</p> <p>Excessive noise from music over five days</p> <p>Bank holiday weekend will have to keep windows closed</p> <p>Insufficient parking at Cantley, people will use local roads</p> <p>Antisocial behaviour after event finishes at 11pm</p>
8 45	Paul Gallagher	Emmbrook Residents Association	17 May 2017	<p>Public nuisance &amp; protection of children from harm:</p> <p>Disturbance to local residents - impact from noise until 11pm (live &amp; recorded music), vehicle traffic in nearby roads.</p> <p>Litter from food &amp; drinks sales. Potential sale of alcohol to underage/drunk</p> <p>Antisocial behaviour and policing of this (police &amp; council officers)</p> <p>Concerns at first event of this type at this location</p>
9	Cllr Imogen Shepherd-DuBey	Emmbrook ward member	17 May 2017	<p>Crime &amp; disorder:</p> <p>issues from people leaving the event, parking management</p> <p>Prevention of public nuisance:</p> <p>close to residential, music noise, light disturbance, ensuring people leave quietly to avoid excessive noise in neighbourhood, parking issues in surrounding roads</p> <p>No precedent for event of this type at this location</p>

By Karen Court 24 May 2017

## Representation One

**Karen Court**

---

**From:** Lyn Austen <lyn@theaustens.net>  
**Sent:** 30 April 2017 13:16  
**To:** Licensing  
**Subject:** PROPOSED WOKINGHAM FESTIVAL AT CANTLEY  
**Categories:** Representations

17 Martins Drive  
Wokingham  
RG41 1NY

Dear Sirs

I have recently had brought to my attention the site layout for the Festival and in particular the proposed location of the stage.

Whilst in principle I have no objection to the event taking place at Cantley I believe the stage should be sited at the opposite (eastern) side of the field. The proposed location is extremely insensitive so far as residents of Martins Drive are concerned who, in a number of cases (including myself), will be only a matter of yards away from the source of live music until 11.00pm each night. Indeed the decision to locate the stage seems to have been taken with no regard whatsoever to the local residents.

Secondly I am concerned that the event will cause considerable parking problems in and around Holt Lane, Jubilee Avenue and Martins Drive, and I do wonder whether you as a Council have fully thought through this aspect of the planning?

I should be grateful if you would comment on my objections and, specifically agree to move the location of the stage?

Yours faithfully

Llewellyn Austen  
17 Martins Drive  
Wokingham



## Representation Two

**Karen Court**

---

<b>From:</b>	douglasbain@gmail.com	18 Martins Drive
<b>Sent:</b>	01 May 2017 23:28	Wokingham
<b>To:</b>	Licensing	RG41 1NY
<b>Subject:</b>	Live Music Festival in Cantley Park	
<b>Categories:</b>	Representations	

Your proposal for a live music festival in Cantley Park for three evenings in August causes me much concern:

- 1) The stage will be close to my rear fence which backs onto Milton Road and will give rise to much noise from both the bands and the audience. The location should be reconsidered.
- 2) With high numbers of people expected, it is likely that there will be extensive "overflow" parking along Jubilee Avenue and into Martin's Drive.

Regards,  
Douglas Bain (18 Martins Drive)

## Representation Three

**Karen Court**

---

**From:** r.cole5@ntlworld.com  
**Sent:** 05 May 2017 08:56  
**To:** Licensing  
**Subject:** FW: Wokingham Festival 2017  
**Attachments:** image001.png

21 Martins Drive  
Wokingham  
RG41 1NY

Sent from Mail for Windows 10

---

**From:** [r.cole5@ntlworld.com](mailto:r.cole5@ntlworld.com)  
**Sent:** 04 May 2017 20:27  
**To:** [licencing@wokingham.gov.uk](mailto:licencing@wokingham.gov.uk)  
**Subject:** FW: Wokingham Festival 2017

Dear Sir,

As a resident of Martins Drive, I am writing with regard to the application for a Premises License for a 4 day event Wokingham Festival/Rock Choir proposed for Cantley Park over the August Bank Holiday.

This event has for many years been held at Elm Fields and I feel some sympathy for the organisers who have been forced to vacate that venue due to the insistence by Wokingham Borough Council (WBC) that this public amenity space be developed. Obviously a new site must be found but the field close to the houses in Martins Drive is far from suitable for this purpose. It amazes me that, given all the acres of open space available in Cantley, it should be proposed to hold a noisy festival in the field closest to peoples' homes. This especially over a summer holiday period when residents can reasonably expect to be out enjoying their gardens, entertaining guests etc.

I have been in correspondence with the festival organiser (see below) and whilst Mr Hetherington is obviously an experienced, well intentioned event organiser, he makes no undertaking with regard to noise limitation and specifically he does not undertake to comply with the Noise Council Code of Practice. It is possible that he already realises that the recommended sound levels at the relevant properties will be exceeded.

My response to this proposal therefore is that WBC should grant the licence only if Noise Council Guidelines are fully adhered to and the following safeguards are in place;

1. The sound levels will not be allowed to exceed 15db. over background noise levels outdoors at the nearby residences on the equivalent days (ie. August Bank holiday) and times when no events are taking place, in accordance with the guidelines.
2. That WBC appoints an expert noise consultant with appropriate equipment to measure and monitor sound levels at the affected properties and who has the authority to implement changes to the sound level.
3. That consultant will be available over the whole holiday weekend and a contact telephone number given to residents.

In the event that WBC cannot enforce the above safeguards, then I object most strongly to this proposal.

Yours faithfully,

Robin Cole  
21 Martins Drive

Sent from Mail for Windows 10

**From:** Stan Hetherington  
**Sent:** 19 April 2017 09:50  
**To:** 'Robin Cole'  
**Subject:** RE: Wokingham Festival 2017

Dear Mr Cole

Thank you for making contact.

In the 10 years that Wokingham Festival has been in Elms Field Wokingham Borough Council received no complaints what so ever.

Being in a town centre we had a lot of houses and flats which were much closer to us than we will have here at Cantley Park

In regard to the future location of the Festival I personally would like to see the Festival return to Elms Field but that decision is only in part mine so as to Cantley being a long or short term home I can give you no assurances. It is just too early to say

I take my responsibilities as organiser most seriously. I have a track record of delivering good quality events. I always work with residents and not against them but as you can imagine it is impossible to please all the people all the time.

In regard to sound monitoring we have sound meters at our sound desk and we make regular patrols of the off site area to monitor sound levels. One of the biggest factor in outside events is the wind direction and speed.

I am sure you will have sometimes been in your garden and heard the motorway at a much louder volume than at other times. I know that happens to me with the railway and I live over a mile from the tracks.

If it would be of assistance to you I am more than happy to come and met with you

Stan

Stan Hetherington 07831 130610 Wokingham Festival Ltd 17 Tanners Row Wokingham, RG41 4EL <a href="http://www.wokinghamfestival.co.uk">www.wokinghamfestival.co.uk</a>		
--	---	--

**From:** Robin Cole [mailto:r.cole5@ntlworld.com]  
**Sent:** 12 April 2017 17:35  
**To:** stan@wokinghamfestival.co.uk  
**Subject:** Wokingham Festival 2017

Dear Mr Hetherington,

Thank you for your letter of 12th April, advising us of your plans to hold the 2017 festival on Cantley Park.

I live in Martins Drive, which is immediately opposite the event field on the other side of Milton Road. It would appear from your letter that you may be considering this site as a permanent home for the event. There have been numerous events at this site over the years, mostly one day or evening (fireworks) events and the vast majority cause no problems to the residents. I can only think of one event which was banned because of unacceptable noise levels.

However your event is proposed to extend over three whole days and evenings plus set-up time etc. and will be held at a time of year when most of us hope to be outside enjoying our gardens, entertaining guests etc.. Based on your previous experience at Elm Fields, are you able to offer any information to the residents of Martins Drive about noise levels to be expected and assurances about the controls which will be imposed? Will you, for example, be complying with Noise Council recommendations and, as part of your testing for sound, will you be measuring/monitoring the effect on Martins Drive properties?

I appreciate that your proposals have yet to be considered by Wokingham Borough Council so you may not yet be aware of all of their requirements but I am concerned that without noise restrictions this event could prove to be an extremely uncomfortable time for us.

Yours sincerely,

Robin Cole

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## Representation Four

### Karen Court

---

**From:** Glenda Beard <geejee@virginmedia.com>  
**Sent:** 04 May 2017 11:00  
**To:** Licensing  
**Cc:** igerbil@yahoo.com  
**Subject:** Wokingham Festival, Cantley Events Field

24 Martins Drive  
Wokingham  
RG41 1NY

We would like to voice our concerns regarding the possible granting of a licence to hold the Wokingham Festival on the Cantley Events Field in Cantley Park.

Our main concern is that the parking for this event over the Bank Holiday period will be inadequate for the numbers of people who would be expected to attend. This would result in the residential areas surrounding the park being swamped with vehicles as we have already experienced when the annual Town firework display is held at Cantley in November. During this event, in Martins Drive, where we live, and in Jubilee Avenue and Holt Lane, people park their vehicles inconsiderately on both sides of the roads, on corners and the pavements, often causing a 'tunnel' effect which makes it difficult and dangerous for other road users, and impossible for the emergency services to attend the Emmbrook area, should there be a need. This problem only lasts for a few hours during the evening of the firework display, but as the Festival is scheduled to take place over several days and evenings this can only cause more problems for local residents.

Obviously there is also going to be a lot of noise to endure and possible anti-social behaviour.

Unless the Council has adequate plans in partnership with the police to control parking and anti-social behaviour, we feel this licence should not be granted in this residential area.

Jeff and Glenda Beard

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## Representation Five

25 Martins Drive  
Wokingham  
RG41 1NY

**Karen Court**

---

**From:** DAVID NOBBS <davidwnobbs@hotmail.com>  
**Sent:** 16 May 2017 08:31  
**To:** Licensing  
**Subject:** S17 Application for Premises Licence - Wokingham Festival Ltd. of Cantley Event Field, Cantley Park

Dear Sirs,

I note that a licence has been requested for "Regulated entertainment and supply of alcohol at Wokingham Festival from 25th - 28th August in 2017 and for a maximum of four days each year in subsequent years".

It is disappointing to learn that, following all the time, effort and money spent on the regeneration of Elms Field, where one of the prime objectives was to create "Spaces designed so they are large enough to expand the existing markets and fayres, accommodate special events and provide outdoor seating for cafes and restaurants opening out onto the park" (Ref. <http://www.regenerationcompany.co.uk/assets/file/Elms%20field%202015.pdf> ), one of the major "special events" in the Wokingham calendar has now apparently got to move into a far more residential area of the town because Elms Field is unsuitable.

I would first ask the question "why can't the festival be designed and operated so that it can be held on Elms Field as previously, taking advantage of the licensed premises, restaurants and coffee bars that are already available in that area?"

If the answer to that question is that it can only go ahead at Cantley Park then full consideration has to be given to the potential disturbance to the residents who live in the neighbourhoods around this new venue. Four days of disruption due to traffic, parking and particularly noise from the entertainment's sound systems, not just in the evening but throughout the day, will not be welcomed by a majority of the large number of residents affected.

My second question is "can it be restricted to two or three days?"; four days of continuous disruption seems excessive.

However, my main concern is that the bars will be open and the entertainment will continue until 11:00 p.m. each evening, which will inevitably mean there will be noise disturbance until well after this time, when most residents will be trying to get to sleep. There are a large number of families with children living in properties within the area that will be affected. In addition, there are a significant number of older people living at the Glebelands Residential Home, the retirement and sheltered housing in Acorn Drive (which are immediately adjacent to the event venue) and in other retirement properties nearby. I would therefore request that, if a licence is to be granted, it is limited until 10:00 p.m. each evening.

Yours sincerely  
David Nobbs

## Representation Six

**Karen Court**

---

**From:** Doreen Renham <renham@tiscali.co.uk>  
**Sent:** 03 May 2017 12:28  
**To:** Licensing  
**Subject:** Wokingham Festival, Cantley Events Field

26 Martins Drive  
Wokingham  
RG41 1NY

We are writing to express our objection to the application for a licence to hold the Wokingham Festival at Cantley on the following grounds:

This venue is too close to a residential area.

The noise produced by the Festival up to 11pm. will be extremely anti-social for local residents.

Parking at the location is inadequate for the numbers expected to attend and consequently parking in roads adjacent to Cantley will cause disruption and danger for other drivers and pedestrians living in the area.

There will no doubt be some anti-social behaviour due to the usual overconsumption of alcohol normally experienced at such events.

We therefore hope that in this instance a licence will not be granted and a more suitable venue will be found well away from residential areas with better parking facilities.

Cyril and Doreen Renham  
Martins Drive

Sent from my iPad

## Representation Seven

**Karen Court**

---

<b>From:</b>	Chris Brasier <chrissy.brasier@virginmedia.com>	33 Martins Drive
<b>Sent:</b>	05 May 2017 16:34	Wokingham
<b>To:</b>	Licensing	RG41 1NY
<b>Subject:</b>	Wokingham Festival, Cantley Events Field	

Following the application for a licence to hold the Wokingham Festival at Cantley, we would like to express our objection on the following grounds:

- 1). The venue is too close to residential areas.
- 2). We know from previous years when the event was held on Elms field that the noise from the music to be excessive. Bearing in mind that this event is to be held in August when hopefully there will be hot weather, the local residents will have to keep windows closed and the noise will be unbearable. This will continue for five days (testing and performance) and is not acceptable for local residents. It will be extremely difficult for residents to enjoy a quiet holiday weekend.
- 3). We know from previous events i.e. fireworks display, that there is insufficient parking at Cantley. Local roads are packed with cars including our drive. This is also unacceptable bearing in mind the length of the festival.
- 4). The granting of the licence until 11pm will lead to unsociable behaviour from some festival goers creating noise after the event has finished.

Sent from my iPad

Although we are used to having events at Cantley, the disruption is only for an evening or maybe a day in the case of the marathon. The council cannot expect the residents to endure five days and should find a suitable venue well away from residential areas with better parking facilities.

Chris and David Brasier  
Martins Drive



## Representation Eight

**Karen Court**

---

**From:** Chairman of the Emmbrook Residents Association  
<chairman@emmbrookresidents.org>  
**Sent:** 17 May 2017 09:06  
**To:** Licensing  
**Cc:** Philip Mirfin; Imogen Shepherd-Dubey; Ullakarin Clark; Steve Sansom  
**Subject:** Comments re Wokingham Festivals application to hold an event on Cantley Fields in August 2017

Dear sirs

I am the Chairman of Emmbrook Residents Association and I wish to register a number of concerns about the holding of the above event, which I would request the panel to consider.

I understand I must register my concerns against one or more of a number of criteria, so I choose "public nuisance and protection of children from harm". If any of my concerns do not fit appropriately under this heading, I request that they are considered under such other of the stated criteria as may be appropriate.

Cantley Park is an area mainly for use for amateur sporting activities, which are usually relatively quiet and attended by small numbers of people and most are confined to the hours of daylight. As such, usage of the park does not present any nuisance to local residents. My concerns are, in the main, with the control of the event to ensure that no significant public nuisance is created, in particular for nearby residents, as follows:

(1) there will be noise created until 11pm at night, in the main by live and recorded music. Can this be capped at a decibel level which is considerate to residents and particularly children asleep?

(2) such an event may lead to large amounts of vehicle traffic. Can steps be taken to cone off nearby roads as with the annual fireworks display, and other traffic control measures put in place?

(3) such a well attended event with sale of food and drink over a period of days will create a significant amount of litter. Will actions be put in place to ensure the parkland is returned to its former pristine state after the event?

(4) alcoholic drinks will be on sale for many hours consecutively on each day. Will self-policing be put in place to ensure no sale of alcohol to minors and that no person is served when they have clearly "had enough"?

(5) in any large crowd, there will be an element of anti-social behaviour . Will sufficient numbers of police officers be in attendance within the park and in the surrounding neighbourhood to deal with anti-social behaviour?

With regard to all of the above, will Council Officers be present "on the day" to ensure compliance with the necessary controls and be able to step in with the necessary authority should there be a need to correct activity to ensure compliance?

Our concern is not that such an event should not happen, it is that such practical measures be put in place that it does not create an unacceptable and unreasonable level of disturbance to local residents. I understand that some of this information is available in advance to your Safety Advisory Group, but I do not have access to that information, such is your consultation process.

I have one last point. I am not aware that the park has hosted events of this type and scale before. As such, I believe that it would be prudent to just hold one this year, and learn from it. If it is well-controlled and considered acceptable to local residents then by all means host other similar events in the future. However, two events of this kind are planned within a matter of a few weeks - the other at the beginning of August, the so-called "Big Berkshire Weekend". Is this wise? Our preference, should it be decided to hold just one of these events, is that it be given to Wokingham Festivals. They need an alternative venue while the Elms Field changes take place, have a good track

record of holding well-managed events appreciated by Wokingham residents, and are non profit making. The organisers of the "Big Berkshire Weekend" are an unknown quantity.

We are also aware of the Ollie Young Foundation event taking place in August but have no details of this. However, as it is for a fantastic cause and is likely to be on a smaller scale we do not foresee registering any objections.

Thank you for your consideration

regards

Paul Gallagher  
Chairman  
Emmbrook Residents Association

Olly Young Foundation

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## Representation Nine

**Karen Court**

---

**From:** Imogen Shepherd-Dubey  
**Sent:** 17 May 2017 23:46  
**To:** Licensing  
**Subject:** Response to the Licensing Application for Wokingham Festival at Cantley Field - August Bank Holiday 2017  
**Attachments:** Wokingham Festival 2017.docx

Dear licensing team,

Please see my attached response to the licence application for Wokingham Festival on August Bank holiday 2017

Many thanks,

Cllr Imogen Shepherd-DuBey

--

Councillor for the Emmbrook Ward of Wokingham Borough Council

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## **Application by Wokingham Festival Ltd - 2017**

While we wish to support the Wokingham Festival, but this event at this location is causing some concern for the local people in what is very much a residential area. **There is NO precedent within memory for events of this type at this location.** As an example,

Wokingham Fireworks do use the field annually, but normally the fireworks are let off at 7:30 and the event does not go on beyond 9pm. It does not usually involve amplified live music and they do not serve alcohol.

The hotel has occasionally used the space for weddings, but these tends to be kept close to the hotel in the middle of the park, away from the housing and are not this large.

These events are also usually only for a few hours on one day.

In this instance, the Wokingham Festival event seems to be much larger that their usual type of event that is normally held on Elms Field.

It will also make this part of the park inaccessible for nearby residents for 4 days, during the very busy August bank holiday period i.e Friday 25<sup>th</sup> to Monday 28<sup>th</sup> August.

It is also in the same month as the proposed Berkshire Events music event, which seek occupy the same park for two days in the same month. The clash of these two events means this part of the park will be unusable by families who enjoy this location during a large part of the busiest month of the year.

Below are the licensing objectives that are of concern:

### **Licensing Objective 1 – Prevention of Crime and Disorder**

1. When residents are leaving the event or are removed for excessive alcohol consumption, what efforts are being made to prevent problems occurring in the neighbourhood?
2. How is the parking going to be managed and how is bad parking to be prevented in the neighbourhood? This is a common problem at the annual fireworks event.

### **Licensing Objective 3 – Prevention of Public Nuisance**

3. The event is extremely close to nearby housing and the stage is just across the road from the homes in Martins Drive and Matthewsgreen Road. Even if the music was directed away from the homes, there is still likely to be significant noise and there is nothing to protect residents from crowd noise.
4. I also don't see what is being done to prevent the lights disturbing the residents in nearby housing?
5. When residents are leaving the event or are removed for excessive alcohol consumption, what efforts are being made to ensure they leave quietly and what is in place to prevent event goers from making excessive noise in the neighbourhood?

6. While we welcome the extra parking that seems to be being offered on the field, what measures are being taken to stop visitors parking on the streets around the neighbourhood?

If these kinds of events are to be carried out at Cantley Park, I cannot understand why they cannot be moved further into the park, away from the housing?

It is also worth noting, that there will be a considerable amount of new housing built alongside the park as part of the Matthewsgreen development and in future years the use of this area for late night noisy events is going to become much more of a problem.

Cllr Imogen Shepherd-DuBey

Councillor for the Emmbrook Ward

## Appendix Six

### Karen Court

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**From:** Stan Hetherington <stan@wokinghamfestival.co.uk>  
**Sent:** 30 May 2017 18:38  
**To:** Karen Court  
**Subject:** Wokingham Festival Premises Licence  
**Attachments:** Residents reps.docx; Draft Residents Letter.doc; Draft Event-Management.doc; Draft Wokingham Festival Risk Assessment.doc

Karen

Further to our conversation I have been over the documents and removed contractor's names from the following documents. I am happy for you to submit these to the Hearing

- 1 Wokingham Festival's response to the nine representations that you have received
  - 2 Our draft letter to local residents. I will need to agree with the council the delivery area
  - 3 Our draft Event Plan. The Final version will be submitted to the council prior to the event
  - 4 Our Draft Risk Assessment. The Final version will be submitted to the council prior to the event
- The Event Plan and Risk assessment for Rock Choir Summer Sing will follow the small format but will have information specific to that event. I have not included them for clarity  
I understand that the hearing has been set for Friday 16th June at 2pm  
If you require any further information please do not hesitate to contact me

Stan

Stan Hetherington  
07831 130610  
Wokingham Festival Ltd  
17 Tanners Row  
Wokingham, RG41 4EL  
[www.wokinghamfestival.co.uk](http://www.wokinghamfestival.co.uk)



Click [here](#) to report this email as spam.

Please note the hand written circled numbers have been added by Karen Court. These cross reference to the representation numbers used in the Analysis of Responses and representations

<p><b>First Representati on:</b></p> <p>2</p> <p>&gt; Your proposal for a live music festival in Cantley Park for three evenings in August causes me much concern:</p> <p>&gt; 1) The stage will be close to my rear fence which backs onto Milton Road and will give rise to much noise from both the bands and the audience. The location should be reconsidered.</p> <p>&gt; 2) With high numbers of people expected, it is likely that there will be extensive "overflow" parking along Jubilee Avenue and into Martin's Drive.</p>	<p>1)The location of the stage has been considered in great detail and having the stage facing away from the local housing was considered to be the best solution but we are happy to consider alternative layouts</p> <p>2) All attendees will be asked to park in Wokingham Town Centre and walk. In our 10 years' experience of running Wokingham Festival the majority of Festival attendees walk. The event is very much a local event.</p>
<p><b>Second Representation:</b></p> <p>1</p> <p>I have recently had brought to my attention the site layout for the Festival and in particular the proposed location of the stage.</p> <p>1 Whilst in principle I have no objection to the event taking place at Cantley I believe the stage should be sited at the opposite (eastern) side of the field. The proposed location is extremely insensitive so far as residents of Martins Drive are concerned who, in a number of cases (including myself), will be only a matter of yards away from the source of live music until 11.00pm each night. Indeed the decision to locate the stage seems to have been taken with no regard whatsoever to the local residents.</p> <p>Secondly I am concerned that the event will cause considerable parking problems in and around Holt Lane, Jubilee Avenue and Martins Drive, and I do wonder whether you as a Council have fully thought through this aspect of the planning?</p> <p>I should be grateful if you would</p>	<p>1) The location of stage was chosen after a great deal of thought. If the stage was located on the Eastern side of Cantley Events Field the speakers would face directly at Matthews Green Road. By positioning the stage where we have the speakers will face away from the housing areas</p> <p>2) Please see answer 2 above in the first representation</p>



comment on my objections and, specifically agree to move the location of the stage?	
<p>6</p> <p><b>Third Representation:</b> We are writing to express our objection to the application for a licence to hold the Wokingham Festival at Cantley on the following grounds: This venue is too close to a residential area. The noise produced by the Festival up to 11pm. will be extremely anti-social for local residents</p> <p>Parking at the location is inadequate for the numbers expected to attend and consequently parking in roads adjacent to Cantley will cause disruption and danger for other drivers and pedestrians living in the area. There will no doubt be some anti-social behaviour due to the usual overconsumption of alcohol normally experienced at such events. We therefore hope that in this instance a licence will not be granted and a more suitable venue will be found well away from residential areas with better parking facilities.</p>	<p>1) The Festival has been held in Wokingham Town Centre for 10 years and has residential areas much closer than we will have at Cantley Events Field. In these 10 years the council have not received any noise complaints</p> <p>2) Parking. The majority of Festival attendees will walk and we will encourage them not to bring their car to site. The Festival is very much for local people. In the 10 years we have run Wokingham Festival we have not had any anti-social behaviour. The Festival does not attract many under 30's. The majority of our audience are in the 40 – 60 age bracket.</p>
<p>4</p> <p><b>Fourth Representation</b> We would like to voice our concerns regarding the possible granting of a licence to hold the Wokingham Festival on the Cantley Events Field in Cantley Park.</p> <p>1 Our main concern is that the parking for this event over the Bank Holiday period will be inadequate for the numbers of people who would be expected to attend. This would result in the residential areas surrounding the park being swamped with vehicles as we have already experienced when the annual Town firework display is held at Cantley in November. During this event, in Martins Drive, where we live, and in Jubilee Avenue and Holt Lane, people park their vehicles inconsiderately on both sides of the roads, on corners and the pavements,</p>	<p>1) Please see comments on Parking above. The Fireworks attracts 20,000 people. Wokingham Festival will have approx. 3,000 visitors a day with approx 2,000 at its peak</p> <p>2) In the 10 years of the Festival neither the council nor the Police have had any complaints or anti-social behaviour.</p>



<p>often causing a 'tunnel' effect which makes it difficult and dangerous for other road users, and impossible for the emergency services to attend the Emmbrook area, should there be a need. This problem only lasts for a few hours during the evening of the firework display, but as the Festival is scheduled to take place over several days and evenings this can only cause more problems for local residents.</p> <p>2 Obviously there is also going to be a lot of noise to endure and possible anti-social behaviour.</p> <p>Unless the Council has adequate plans in partnership with the police to control parking and anti-social behaviour, we feel this licence should not be granted in this residential area.</p>	
<p>3</p> <p><b>Representation Five</b></p> <p>As a resident of Martins Drive, I am writing with regard to the application for a Premises License for a 4 day event Wokingham Festival/Rock Choir proposed for Cantley Park over the August Bank Holiday.</p> <p>This event has for many years been held at Elm Fields and I feel some sympathy for the organisers who have been forced to vacate that venue due to the insistence by Wokingham Borough Council (WBC) that this public amenity space be developed. Obviously a new site must be found but the field close to the houses in Martins Drive is far from suitable for this purpose. It amazes me that, given all the acres of open space available in Cantley, it should be proposed to hold a noisy festival in the field closest to peoples' homes. This especially over a summer holiday period when residents can reasonably expect to be out enjoying their gardens, entertaining guests etc.</p> <p>I have been in correspondence with the festival organiser (see below) and whilst</p>	

<p>Mr Hetherington is obviously an experienced, well intentioned event organiser, he makes no undertaking with regard to noise limitation and specifically he does not undertake to comply with the Noise Council Code of Practice. It is possible that he already realises that the recommended sound levels at the relevant properties will be exceeded.</p> <p>My response to this proposal therefore is that WBC should grant the licence only if Noise Council Guidelines are fully adhered to and the following safeguards are in place;</p> <ol style="list-style-type: none"> <li>1. The sound levels will not be allowed to exceed 15db. over background noise levels outdoors at the nearby residences on the equivalent days (i.e. August Bank holiday) and times when no events are taking place, in accordance with the guidelines.</li> <li>2. That WBC appoints an expert noise consultant with appropriate equipment to measure and monitor sound levels at the affected properties and who has the authority to implement changes to the sound level.</li> <li>3. That consultant will be available over the whole holiday weekend and a contact telephone number given to residents.</li> </ol> <p>In the event that WBC cannot enforce the above safeguards, then I object most strongly to this proposal.</p>	<ol style="list-style-type: none"> <li>1 Wokingham Festival is run as a Not for Profit organisation and on most of its 10 years it has just managed to break even. This year it will have considerable extra cost to the new location. In the 10 years the Festival has been in Elms Field the council have not received a single noise complaint. It is not possible to comply with the recommendation of the Noise Council Code of Practice as it requires us to take measurements over an August Bank Holiday weekend to establish background noise levels. We believe that the system which has worked at both Wokingham Festival and Under The Sky Concerts should be allowed to continue as this procedure has a proven track record of success.</li> <li>2 Not a question for Wokingham Festival</li> <li>3 What has been done in the past at Elms Field is that letters have delivered to local residents setting out details of the times of the Festival and a contact number is in that letter. I have attached a draft of the letter that I suggest is used for Cantley Event Field</li> </ol>
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<p><b>Representation Six</b></p> <p>Following the application for a licence to hold the Wokingham Festival at Cantley, we would like to express our objection on the following grounds:</p> <p>1). The venue is too close to residential areas.</p> <p>2). We know from previous years when the event was held on Elms field that the noise from the music to be excessive. Bearing in mind that this event is to be held in August when hopefully there will be hot weather, the local residents will have to keep windows closed and the noise will be unbearable. This will continue for five days (testing and performance) and is not acceptable for local residents. It will be extremely difficult for residents to enjoy a quiet holiday weekend.</p> <p>3). We know from previous events i.e. fireworks display, that there is insufficient parking at Cantley. Local roads are packed with cars including our drive. This is also unacceptable bearing in mind the length of the festival.</p> <p>4). The granting of the licence until 11pm will lead to unsociable behaviour from some festival goers creating noise after the event has finished.</p> <p>Sent from my iPad</p>	<p>1 We are used to having residential areas close to our Festival and in the 10 years of the Festival we have established a very good relationship with local residents</p> <p>2 We have never had any complaints about noise levels</p> <p>3 See previous comments about Parking. Festival goers will be encouraged to walk to the Festival</p> <p>4 We programme the event to finish at 10.45pm but request a licence until 11pm just in case we have technical issues. In our 10 year history we have had no complaints about noise either during or after the Festival.</p>

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<p>Although we are used to having events at Cantley , the disruption is only for an evening or maybe a day in the case of the marathon. The council cannot expect the residents to endure five days and should find a suitable venue well away from residential areas with better parking facilities.</p>	
<p><b>Representation Seven</b></p>	
<p>Cantley Park is an area mainly for use for amateur sporting activities, which are usually relatively quiet and attended by small numbers of people and most are confined to the hours of daylight. As such, usage of the park does not present any nuisance to local residents. My concerns are, in the main, with the control of the event to ensure that no significant public nuisance is created, in particular for nearby residents, as follows:</p> <p>(1) there will be noise created until 11pm at night, in the main by live and recorded music. Can this be capped at a decibel level which is considerate to residents and particularly children asleep?</p> <p>(2) such an event may lead to large amounts of vehicle traffic. Can steps be taken to cone off nearby roads as with the annual fireworks display, and other traffic control measures put in place?</p> <p>(3) such a well attended event with sale of food and drink over a period of days will create a significant amount of litter. Will actions be put in place to ensure the parkland is returned to its former pristine state after the event?</p> <p>(4) alcoholic drinks will be on sale for many hours consecutively on each day. Will self-policing be put in place to ensure no sale of alcohol to minors and that no person is served when they have clearly "had enough"?</p> <p>(5) in any large crowd, there will be an element of anti-social behaviour . Will</p>	<p>1 The music is programmed to finish at 10.45pm. We ask for a licence to 11pm to ensure that we do not over run even if we have technical problems</p> <p>2 We will encourage all Festival attendees to walk to the Festival. The Fireworks attracts over 20,000 visitors. Wokingham Festival attracts approximately 3,000 per day with a maximum attendance of 2,000</p> <p>3 We litter pick during the day and at the end of the evening. We pride ourselves in returning Elms Field every year in a cleaner condition than we received it. We will do the same at Cantley Event Field</p> <p>4 Our staff operate a Challenge 25 policy. The Festival has very few attendees aged between 18 and 25. Our staff are trained not to serve people who appear drunk.</p> <p>5 The police will be invited to attend but we provide our own security staff in accordance with our event management plan</p>

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<p>sufficient numbers of police officers be in attendance within the park and in the surrounding neighbourhood to deal with anti-social behaviour?</p> <p>With regard to all of the above, will Council Officers be present "on the day" to ensure compliance with the necessary controls and be able to step in with the necessary authority should there be a need to correct activity to ensure compliance?</p>	
<p><b>Representation Eight</b></p> <p>I note that a licence has been requested for "Regulated entertainment and supply of alcohol at Wokingham Festival from 25th - 28th August in 2017 and for a maximum of four days each year in subsequent years".</p> <p>It is disappointing to learn that, following all the time, effort and money spent on the regeneration of Elms Field, where one of the prime objectives was to create "Spaces designed so they are large enough to expand the existing markets and fayres, accommodate <u>special events</u> and provide outdoor seating for cafes and restaurants opening out onto the park" (Ref. <a href="http://www.regenerationcompany.co.uk/assets/file/Elms%20field%202015.pdf">http://www.regenerationcompany.co.uk/assets/file/Elms%20field%202015.pdf</a>), one of the major "special events" in the Wokingham calendar has now apparently got to move into a far more residential area of the town because Elms Field is unsuitable.</p> <p>I would first ask the question "why can't the festival be designed and operated so that <u>it can be held on Elms Field</u> as previously, taking advantage of the licensed premises, restaurants and coffee bars that are already available in that area?"</p> <p>If the answer to that question is that it can only go ahead at Cantley Park then full consideration has to be given to the potential disturbance to the residents who live in the neighbourhoods around</p>	<p>Elms Field will be unavailable for several years. The organisers of Wokingham Festival would like to return to Elms Field but that decision is not theirs alone hence the application asks for future years. The earliest we could return to Elms Field is 2020</p> <p>Elms Field is not available to us or any other organisations during its redevelopment. Both the May Fayre and the Open Air Cinema are having to find new homes during the course of the works</p> <p>We have planned the event to finish at 10.45pm. The</p>

<p>this new venue. Four days of disruption due to traffic, parking and particularly noise from the entertainment's sound systems, not just in the evening but throughout the day, will not be welcomed by a majority of the large number of residents affected.</p> <p>My second question is "can it be restricted to two or three days?"; four days of continuous disruption seems excessive.</p> <p>However, my main concern is that the bars will be open and the entertainment will continue until 11:00 p.m. each evening, which will inevitably mean there will be noise disturbance until well after this time, when most residents will be trying to get to sleep. There are a large number of families with children living in properties within the area that will be affected. In addition, there are a significant number of older people living at the Glebelands Residential Home, the retirement and sheltered housing in Acorn Drive (which are immediately adjacent to the event venue) and in other retirement properties nearby. I would therefore request that, if a licence is to be granted, it is limited until 10:00 p.m. each evening.</p>	<p>licence is for a close time of 11pm so as to allow a maximum of 15 minutes over run just in case we have any technical problems. The layout has been designed so that the speakers will not only face in the line of the prevailing wind but also away from and not towards the main residential areas</p>
<p><b>Representation Nine</b>  <b>Licensing Objective 1 – Prevention of Crime and Disorder</b></p> <ol style="list-style-type: none"> <li>1. When residents are leaving the event or are removed for excessive alcohol consumption, what efforts are being made to prevent problems occurring in the neighbourhood?</li> <li>2. How is the parking going to be managed and how is bad parking to be prevented in the neighbourhood? This is a common problem at the annual fireworks event.</li> </ol>	<ol style="list-style-type: none"> <li>1 Our staff try very hard to make sure that firstly nobody has excessive alcohol consumption. If this does happen they will be removed from the bar and taken to our First aid area to "sober up". At an appropriate time our staff will make sure that they are either put into a taxi or that there sober friends are responsible for getting them home.</li> <li>2 We will encourage our attendees to walk to the Festival. If they do decide to drive they will be encouraged to park in the town centre car parks. Our visitor onsite car park will accommodate approx. 350 cars which at 3 people per car is 50% of the peak audience we have had at Elms Field. We believe this will be sufficient</li> <li>3. We had homes just as close when the Festival was in</li> </ol>

<p><b>Licensing Objective 3 – Prevention of Public Nuisance</b></p> <p>3. The event is extremely close to nearby housing and the stage is just across the road from the homes in Martins Drive and Matthews Green Road. Even if the music was directed away from the homes, there is still likely to be significant noise and there is nothing to protect residents from crowd noise.</p> <p>4. I also don't see what is being done to prevent the lights disturbing the residents in nearby housing?</p> <p>5. When residents are leaving the event or are removed for excessive alcohol consumption, what efforts are being made to ensure they leave quietly and what is in place to prevent event goers from making excessive noise in the neighbourhood?</p> <p>6. While we welcome the extra parking that seems to be being offered on the field, what measures are being taken to stop visitors parking on the streets around the neighbourhood?</p> <p>If these kinds of events are to be carried out at Cantley Park, I cannot understand why they cannot be moved further into the park, away from the housing?</p> <p>It is also worth noting, that there will be a considerable amount of new housing built alongside the park as part of the Matthews Green development and in future years the use of this area for late night noisy events is going to become much more of a problem.</p>	<p>Elms Field and in our 10 year history we have had no complaints</p> <p>4 The stage lights will face away from Matthews Green Road and Martins Close. The site will be illuminated throughout the night (for security) but only at the same levels as street lights</p> <p>5 Please see answer 1 above</p> <p>6 Please see answer 2 above</p>

	<p>17 Tanners Row Wokingham Berkshire RG41 4EL <a href="mailto:stan@wokinghamfestival.co.uk">stan@wokinghamfestival.co.uk</a></p> <p>Date 1st August 2017</p>
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DRAFT

Dear Local Resident

**11th Annual Wokingham Festival, Cantley Event Field, Wokingham**

The Wokingham Festival will be taking place on Friday 26th August until Sunday 27th August.

The works of establishing the Festival will begin on Wednesday 23rd August and the Festival will be dismantled on Tuesday 29<sup>th</sup> August.

The Public will be admitted to the site during the following hours: -

Friday 27 <sup>th</sup> August	6.00 pm until 11.00 pm
Saturday 28 <sup>th</sup> August	10.00 am until 11.00 pm
Sunday 29 <sup>th</sup> August	10.00 am until 11.00 pm

We will have performers playing on the stage from approximately 4.30 pm until 10.45 pm on Friday.  
On Saturday the performers will start at noon am and continue until 10.45 pm.  
On Sunday the performers will start at noon and finish at 10.45 pm

There is free admission between 10 am and noon on Saturday and Sunday

Should you have any questions now or whilst the Festival is in progress please do not hesitate to contact me on 07831 130610.

*Stan Hetherington*

Stan Hetherington  
Festival Organiser  
07831 130610  
[www.wokinghamfestival.co.uk](http://www.wokinghamfestival.co.uk)



## Key event contacts – other

Suppliers (marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
TBC		Marquees		Also provide tables and chairs
TBC		Stage, Sound and Lighting		
TBC		Generators		CWE maintain and refuel over the weekend.
TBC		First Aid		
TBC		Toilets		
TBC		Site Fencing		Office hours only
Authorities (fire, police,)				
Organisation	Contact	Service	Contact details	Notes
Police		On call	Email and mobile 999 or 101	URN Number to be issued in August
Contact details for the weekend are still to be provided				

Staffing				
Wokingham Festival Volunteers will be listed here together with their contact details and roles				

## Programme

See separate spreadsheet for running order of Main Stage, Acoustic tent and Demonstration Theatre.

Stage running orders are displayed in all the main tents and around the Festival Site

## Health and safety

### Risk assessments and management

Please see separate Risk Assessment

### Risk assessments – contractors

Each Contractor is required to provide his Risk Assessment 5 day before the event

## Security

The whole site is secured with Heras fencing.

On Site security is provided by “Company TBC”. They are responsible for ensuring that only those persons with back stage passes are allowed in via the back gate. Everyone else must use the front gate. No pass no entry

“Company TBC” run random checks including searches at both main gate and across the event field. The purpose of these checks is to ensure full compliance with our licence conditions

## Stewarding

Our Steward work in conjunction with “Company TBC”. Our Stewards manage the back-stage area

## Emergency procedures

In the event of an emergency the Event Manager will decide if the event needs to be evacuated or not. When an incident is found the first call will be to security who will evaluate. Most incidents will only need people to be moved away. If full evacuation is required, the two main fire escapes will be opened and the appropriate emergency service called. Customers will only be allowed back onto site when the Event Manager in consultation with the emergency services deem it safe

## **First aid and medical cover**

Beyond First Aid have a dedicated area adjacent to the main entrance.

## **Electricity**

The electrical installation will comply with the Electricity at Work Regulations 1989.

## **Fire safety**

AS agreed with the Fire Brigade 2 fire extinguishers will be located at the rear of the stage. Each stallholder who has naked flames will be required to provide their own extinguisher

## **Temporary structures**

All temporary structures will be inspected daily by the duty Events Manager

## **Animals at events**

Animals except registered assistance animals are not allowed at the Festival

## **Communications**

The event is well known locally and all residents close to the event field have a hand delivered letter before the event giving them details of times and who to contact in the event of a problem or concern

## **Event day communications – internal**

Site Radios are given to the following location/people

Front Gate, Stage Manager, Bar Manager, Demonstration Area, Event Manager, Back gate.

The Front gate radio holder also has a radio which connects the security officers. Radios are only used in emergency

## **Event day communications – audience**

If communication with the audience is required, this is done by the MC directly from the stage

## **Lost children**

Lost Children Post is the front gate. From there an assessment is made by the Front gate manager as to what is required to be done. The procedure is to inform all stewards that a child is lost and they then pass the word through the audience. If the child has not been claimed within 20 minutes or earlier if the child is distressed the MC will make an announcement every 5 minutes from the main stage until the child is found

## **Licensing**

The event will be licenced by Wokingham Borough Council

## **LPG Cylinder Locations**

Plan to be inserted

## **Insurance**

Details to follow

## **Site plan**

To be insert following grant of licence

## **Toilets**

"Company TBC" will provide and fully service the toilets. Toilets delivered on Thursday 24<sup>th</sup> and collected Tuesday 29th August

## **Vehicles on site**

Vehicles are only allowed inside the security fencing with the consent of the Event Manager. Stallholders load in from the perimeter fence. If their vehicle is allowed on site it must be removed a minimum 30 minutes before the gates are open to the public

## **Traffic, transport and parking**

The event is a short walk from Wokingham Town Centre and as most visitors are Wokingham Residents they will be asked to walk and leave their cars at home. Those who feel that they need to bring their cars will be asked to park in the Town Centre Car parks and walk to the Festival. Parking on site will be provided for approx. 350 cars. This figure will allow for approx. 50% of the audience to drive. Artists have access to a dedicated parking at the rear of the stage. Both the public and artists are asked to remove their cars at the end of each day.

## **Waste management**

All refuse is kept out of sight of the public behind the Restaurant marquee and taken away by our contractor every day


## **Noise**

The sound engineers install a directional sound system. All local residents have a letter before the event giving them the Event Managers contact details. They should contact him in the event of any noise issues. The event sound engineer is in control of sound levels and not the sound engineer of any of the acts.

## **Weather**

In the event of extreme weather the event will be cancelled. The stage is fitted with a wind gauge and if the wind is too high then the acts will be required to leave the stage for their own safety

## EVENT RISK ASSESSMENT

	<p><b>Build:</b> Wednesday 23rd August, Thursday 24<sup>th</sup> and morning of Friday 25<sup>th</sup> August 2017t</p> <p><b>Open to public:</b> Friday 25<sup>th</sup> 6pm until 11pm, Saturday 26<sup>th</sup> 10 am until 11pm and Sunday 27<sup>th</sup> 10am until 11pm</p> <p><b>Break Down:</b> Tuesday 29<sup>th</sup> August</p>	<p><b>Venue:</b> Elms Field, Wokingham</p>
<p><b>Risk assessment undertaken by:</b> Stan Hetherington</p> <p><b>Signed:</b></p> <p><b>Date:</b></p>	<p><b>Head of Event:</b> Stan Hetherington</p> <p><b>Signed:</b></p> <p><b>Date:</b></p>	
<p><b>Distribution:</b></p> <ul style="list-style-type: none"> <li>• Stan Hetherington</li> <li>• Empire Security</li> <li>• Pat Hart Head of Production</li> <li>• Wokingham Borough Council</li> <li>• Paul Barrie Doodson</li> </ul>		



### Scope of Risk Assessment:

This assessment covers the Wokingham Festival on Cantley Event Field August Bank Holiday Weekend 2017

### Visitor Profile

Age ranges: The event will attract visitors of all age ranges, mostly in family groups.

Age Range	Approx % of Visitors	Cum %
Under 5	3	3
5 – 9	3	6
9 – 14	5	11
14 – 18	8	19
18 – 23	8	22
23 – 50	45	72
50 +	28	100

Disabled and elderly: There is no reason why proportions of disabled people, expectant mothers or the frail will be any different to national averages.

Alcohol & drugs: With a licensed bar on site there is likely to be moderate alcohol consumption. No drug use is expected.

Busiest times: The busiest times are expected to be between 1100h and 1330h and between 1730h and 2230h.

Average attendance: We expect a maximum of 2,000 people attending at any one time with 3,000 in total per day.

### Event Profile

Capacity: Due to the nature of the site capacity is potentially 5,000, however we will work to a nominal capacity of 2,000.

After show events: There are no planned after show events.

Attack / Protest risk: The event has a local profile and has no controversial elements. There is an extremely low risk of terrorist attack or a protest taking place.

### General Controls

There will always be a member of the event management team and event security team on site when the public are being admitted. They will perform dynamic risk assessments throughout the event and deal with hazards if and when they occur.

There will be a suitably qualified first aider on site at all times. They will be available by telephone on a number given to all stall holders and event management staff. Staff will also be in radio contact with each other

Hazards	Consequences	Who is at risk	P x S = R	Controls	P x S = R	Action Level
Hazards arising from activities carried out on exhibitors stands.	Various	<ul style="list-style-type: none"> <li>Members of the public.</li> <li>Organisers</li> <li>Exhibitors</li> </ul>	Assessed on an individual basis using Stallholder Risk Assessment forms.	General controls applied.		
Electricity	Serious injury	<ul style="list-style-type: none"> <li>Members of the public.</li> <li>Organisers</li> <li>Exhibitors</li> </ul>	2 x 3 = 6	<p>All electrical installations to be checked daily for integrity.</p> <p>All sockets tested at start of event by the site manager using a standard socket tester which checks polarity and earth conductivity as well as a visual inspection.</p> <p>Mains distribution to be kept out of public areas where possible and suitably protected if not.</p>	1 x 3 = 3	Low
Falling structures	Multi death or very serious injury	<ul style="list-style-type: none"> <li>Members of the public.</li> <li>Organisers</li> <li>Exhibitors</li> </ul>	1 x 5 = 5	<p>All temporary structures to be assembled and installed according to guidelines.</p> <p>Handover forms completed by contractors.</p> <p>Site management to check structures each day.</p>	1 x 5 = 5	Medium

Vehicle movements	Single death or very serious injury	<ul style="list-style-type: none"> <li>Members of the public.</li> <li>Organisers</li> <li>Exhibitors</li> </ul>	2 x 4 = 8	<p>Vehicle curfew in place 30 mins before event opens to public</p> <p>No vehicles allowed in any area of crowd whilst event is happening.</p> <p>Emergency vehicles escorted through the event footprint by a banksman. All movements approved by site management.</p>	1 x 4 = 4	Low
Illness (including intoxication)	Single death or very serious injury.	<ul style="list-style-type: none"> <li>Members of the public.</li> <li>Organisers</li> <li>Exhibitors</li> </ul>	2 x 4 = 8	General controls include first aid cover.	2 x 2 = 4	Low
Severe Overcrowding	Multi death or very serious injury.	<ul style="list-style-type: none"> <li>Members of the public.</li> </ul>	1 x 6 = 6	<p>Event management staff use basic crowd density measurements:</p> <ol style="list-style-type: none"> <li>1. Legs and feet visible = safe</li> <li>2. Upper legs visible = safe</li> <li>3. Torsos visible = warn</li> <li>4. Heads only visible = overcrowded.</li> </ol> <p>If the crowd density reaches level 4 then event management will perform a dynamic risk assessment and take appropriate action which can include:</p> <ul style="list-style-type: none"> <li>• Stopping music and making announcements.</li> <li>• Directing new comers away from event site.</li> <li>• Using PA system to make announcements to the crowd.</li> </ul>	1 x 5 = 5	Medium

Exposed cables leading to trips and falls	First aid injury	<ul style="list-style-type: none"> <li>Members of the public.</li> <li>Organisers</li> <li>Exhibitors</li> </ul>	2 x 3 = 6	All cables in public areas to be covered with matting.	1 x 3 = 3	Low
Fire risks	Multi death or serious injury	<ul style="list-style-type: none"> <li>Members of the public.</li> <li>Organisers</li> <li>Exhibitors</li> </ul>	2 x 5 = 10	<p>All stall holders to have included a fire assessment in their risk assessment and to have fire extinguishers if needed.</p> <p>Both Marquees are flame retardant.</p> <p>At least three exits to be open in the main marquee whenever it is open to the public.</p> <p>Site management to have access to an extra all-purpose fire extinguisher.</p>	1 x 5 = 5	Medium
Noise levels from stage	Single death or serious injury.	<ul style="list-style-type: none"> <li>Members of the public.</li> <li>Organisers</li> <li>Exhibitors</li> </ul>	1 x 4 = 4	Noise levels monitored by sound technicians.	1 x 4 = 4	Low
Slips trips and falls.	First aid injury	<ul style="list-style-type: none"> <li>Members of the public.</li> <li>Organisers</li> <li>Exhibitors</li> </ul>	3 x 2 = 6	<p>All areas where public allowed will be well lit by flood lighting at the end of the show when most movement is expected. During the event ambient light from the stage should suffice.</p> <p>General controls.</p>	2 x 2 = 4	Low
Violence	Single death or	<ul style="list-style-type: none"> <li>Members of</li> </ul>	2 x 3 = 6	SIA Security staff to be present	1 x 3 = 3	Low

	serious injury.	<p>the public.</p> <ul style="list-style-type: none"> <li>• Organisers</li> <li>• Exhibitors</li> </ul>		<p>during evening times.</p> <p>Event management team to monitor crowd for trouble makers / flash points.</p> <p>Share information with Police and other licensed premises.</p>		
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