

From: licensing <licensing@lewes-eastbourne.gov.uk>

To: Clare Burch <Clare.Burch@lewes-eastbourne.gov.uk>

CC:

Sent: 21/09/2022 09:25:21

Subject:FW: Premises License Application - Stanley Turner Recreation Ground, Lewes.

Attachments:

- (1) image001.png (15 B)
- (2) image003.jpg (4 B)
- (3) image002.jpg (7 B)
- (4) image004.jpg (4 B)
- (5) image001.png (22 B)

From: Benjamin.Deacon@sussex.police.uk <Benjamin.Deacon@sussex.police.uk> **On Behalf Of** EastSussex.Licensing@sussex.police.uk
Sent: 20 September 2022 13:36
To: licensing <licensing@lewes-eastbourne.gov.uk>
Subject: FW: Premises License Application - Stanley Turner Recreation Ground, Lewes.

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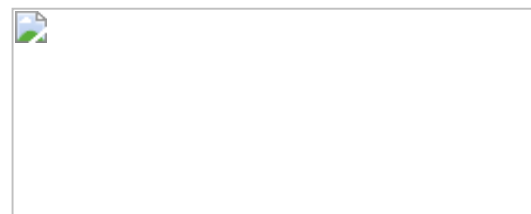
Dear Team

On behalf of the Chief Officer of Police for Sussex, the East Sussex Licensing team raise no objections for the above premises licence provided the agreed conditions are placed on the licence, if granted, please see below conditions that have been agreed below by the applicant.

Kind regards

Ben

Ben Deacon
Sussex Police Licensing Officer for Hastings & Rother District
Neighbourhood Policing Team
Battle Police Station | East Sussex
Telephone: 01273 404535 **Followed by ext:**565202
Mobile:07776117094
EastSussex.Licensing@sussex.police.uk



From: Lewes music Festival <lewesmusicfestival@gmail.com>
Sent: 20 September 2022 11:40
To: East Sussex Licensing <EastSussex.Licensing@sussex.police.uk>
Subject: Re: Premises License Application - Stanley Turner Recreation Ground, Lewes. sent to MB for advice. BD dealing

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Dear Phil

We accept and comply with all conditions listed below.
Thank you for your time and consideration.

Kind regards
Becky

On Fri, 16 Sep 2022 at 14:41, <EastSussex.Licensing@sussex.police.uk> wrote:

Hi Becky,

In light of your response, please see our proposed conditions and please send us your acceptance or otherwise to EastSussex.Licensing@sussex.police.uk by 20/09/2022.

Events per year

- a. There shall be no more than 2 events held per any calendar year.

Training/Authorisation:

- a. The Premises Licence Holder shall ensure that all staff members engaged, or to be engaged, in selling alcohol at the premises shall receive the following induction training. This training will take place prior to the selling of such products: *The lawful selling of age restricted products *Refusing the sale of alcohol to a person who is drunk
- b. Further verbal reinforcement/refresher training covering the above will be carried out each time before a new event takes place, with the date and time of the verbal reinforcement/refresher training documented.
- c. All such training undertaken by staff members shall be fully documented and recorded and signed by both the employee and the DPS. All training records shall be kept on the premises and made available to Sussex Police, officers of the local authority and officers from the Trading Standards team upon request.
- d. A list of staff members who are authorised to sell alcohol on the premises shall be kept. This shall be endorsed by the DPS with the date such authorisation commences.

Challenge 25:

- a. The premises will operate an **age verification** policy set at a minimum of 25 years (e.g. "Challenge 25") whereby any person attempting to buy alcohol who appears to be under the specified age e.g. 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, official Photographic Identity Cards issued by EU states bearing a hologram or ultraviolet feature, driving licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
- b. Signage advertising the age verification or 'Challenge 25' policy will be displayed in prominent locations in the premises.

Incident/Refusal Log:

- a. An incident/refusal log will be maintained by the premises showing a detailed note of incidents that occur in the premises. The log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a day per event.
- b. The log book should be kept on the premises and be available for inspection at all times the premises are open by authorised officers of the Licensing Authority or the police. An incident will be defined as being one which involves an allegation of a criminal offence.
- c. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises.
- d. Any refusals made for alcohol service e.g. underage, will also be recorded (either in electronic or written form) and feedback given to staff as relevant. The log will be kept at the premises for a minimum of twenty four (24) months.

Personal Licence holder

- a. personal licence holder must be on the premises at all times licensable activities are taking place.

Festival licences

- a. The Premises Licence Holder shall produce an Event Management Plan (EMP) and shall submitted it to the Licensing Authority and the Safety Advisory Group not less than 3 months prior to the proposed event. If any changes are made after this time, notification to be sent to the responsible authorities in writing (this can be by email). A final agreed draft of the Event Management Plan and Risk Assessment must be submitted to the responsible authorities not less than one month prior to the event.

The EMP will include:

- Names, addresses and telephone numbers of persons/organisations responsible for:
- Overall event safety control
- Production
- Medical and first aid provision
- Site management and the structural integrity of all temporary structures
- Crowd management, steward and security
- Fire safety and control
- Configuration and control of sound systems
- Management of any on-site car parking
- Management of concessions and franchises
- Provision and maintenance of water supplies
- Welfare and provision of information
- Lost & found persons and property
- Provision and maintenance of sanitary facilities
- Reception collection and removal of litter and other waste
- Detail full ingress & egress plans for the pedestrians at the immediate site and for dispersal/impact on the local infrastructure
- The agreed EMP shall then become the operating condition for the event and a condition of the premises licence for the duration of the event.
- Conditions of entry shall be fully advertised including reference to any search policy and zero tolerance to drugs & all other prohibited items as applicable.
- All staff will be trained as identified in the Event Management Plan (EMP)
- There will be SIA qualified staff designated to be specifically responsible for the areas of the Alcohol outlets (these shall be shown on the site plan).
- No glass containers will be used to serve liquids to members of the public.
- Children will be admitted to the premises where the event has been properly assessed as suitable and the entertainment appropriate.

b. These plans and requirements must be agreed in writing by the Licensing Authority and Sussex Police at least 30 day before the event takes place.

Prevention of Crime and Disorder

1. A notice will be displayed in and at the entrance of the premises and each area where alcohol is sold where it can be clearly seen and read and shall indicate that it is unlawful for persons under 18 to purchase alcohol.
2. The event organiser will provide a list of names and addresses of all event wardens and marshals days to Sussex Police 45 days before the event. A list of SIA security persons must be provided to Sussex Police 45 days before the event. (The SIA provider details must be confirmed in the Event Management Plan)
3. No illegal substances or nitrous oxide will be allowed into the event. Anyone found with these substances in their possession will be refused entry.
4. There will be a zero tolerance policy of illegal drug use at the event. Anyone caught in possession of illegal drugs at the event will be held by the security staff and the police will be called. Any confiscated items will be put into a locked box the description recorded and the entry signed. These items shall be handed over to the Sussex Police upon request during the event or at the end of the event.
 - e) No alcohol will be brought into the event. All alcohol must be purchased inside the event.
 - f) There shall be regular (at least once during every hour) patrols of the customer trading areas, smoking area and WCs to ensure that customer behaviour is not in breach of the law or venue policies or harming the licensing objectives. These patrols will be recorded in writing in the incident book. Door supervisors will be instructed to have particular regard to the care of vulnerable persons particularly anyone who appears to be drunk, incapacitated and potentially vulnerable due to excessive alcohol consumption and/or drug misuse. If it is necessary to eject them, they will be peaceably ejected from the premises so long as an on the spot risk assessment is clear that the person will not be vulnerable and at risk when placed outside. If necessary a taxi will be called and the person escorted to and put into the taxi to be taken home. Door supervisors will be aware of the need to call the emergency services if necessary.

Protection of Children from Harm

- 1) The premises shall operate a “Challenge 25” proof of age scheme. All customers who attempt to purchase alcohol who look under the age of 25 years are to be required to produce an acceptable form of photo identification, whereby the only forms of acceptable identification shall be either a photographic driving licence, a valid passport, military identification or any other recognised form of photographic identification incorporating the PASS logo, or any other form of identification from time to time approved by the secretary of the state.
- 2) All Children under the age of 12 will be issued with a wristband on which they can write parent/guardian's mobile phone number.
- 3) No person under 18 will be allowed in the licensed area if not accompanied by an adult over 21 years during the licensed activity hours.
- 4) All persons supervising lost children, child crèche and child play facilities (where their parent or guardian is not present) must have an enhanced DBS certificate (dated within 3 months of the event).

Outside Areas

- a. No open vessels shall be allowed off the premises.

Polycarbonates:

- a. All alcohol will be dispensed into plastic or other shatterproof type glasses such as polycarbonate, or sold in plastic bottles with the lid removed. No glass receptacles will be in use at the premises.
- b. A documented risk assessment must be produced. This must also be agreed by Sussex Police. The assessment will identify all licensable activities undertaken at the premises and the controls necessary to promote the licensing objectives. The assessment will include when polycarbonate drinking vessels will be employed if such a requirement is identified by the licence holder or requested by Sussex Police. It will also document what considerations have been made by the licence holder regarding any additional special events which may arise in the city during the year. This document shall be immediately available for inspection by the Police and the Licensing Authority, upon request.

Kind regards,

Phil Joseph, 38856
Police Licensing Officer

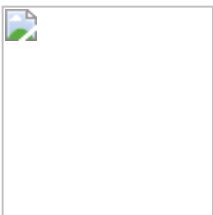
Licensing Officer for Eastbourne, Lewes and Wealden

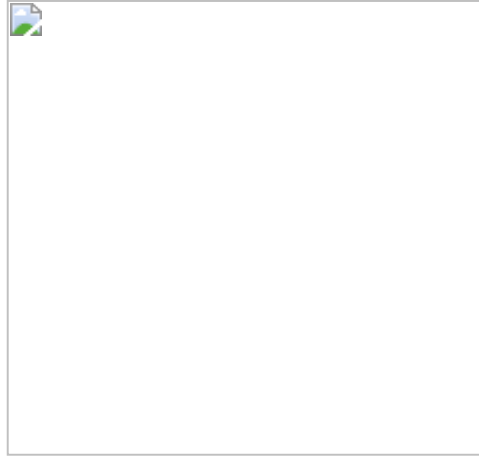
Sussex Police, Hailsham Police Station | George Street | BN27 1AB

Extension 568310

Email: Phil.joseph@sussex.police.uk

Twitter: @wealdenpolice





From: Lewes music Festival <lewesmusicfestival@gmail.com>

Sent: 15 September 2022 18:37

To: East Sussex Licensing <EastSussex.Licensing@sussex.police.uk>

Subject: Re: Premises License Application - Stanley Turner Recreation Ground, Lewes. sent to MB for advice

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Dear Phil

- No mention of numbers or capacity – you have suggested that security numbers will increase as tickets increase, we need to know how many to expect to help us decide on if this is likely to be a drain on emergency service resources.
- Numbers anticipated for this year maximum 1500. This year the numbers were 450 as with any ticketed event it's difficult to say but with the numbers last year I would say 1500 maximum. The arena has more than enough capacity to hold this amount. Audiences are quite fluid and you end up with a day time visitor, some stay and then evening visitors. So at no point do we have the 1500 in one hit.
- The numbers for the event are/will constantly change. But through experience of events such as this and the marketing budget available i don't anticipate more than 1500 throughout the day/days. We will increase our security/stewarding according to numbers.

Tickets are sold via an online ticket agency and therefore numbers are monitored constantly. As with this years event we stopped sales so as not to exceed our TENS allocation. The same will apply for 2023 with anticipated numbers mentioned above.

We employ a professional ticket office team who register everyone as they come into the arena. If the numbers from walk ups exceed the safety allowance of our security teams/marshalls then a one in one out system would apply. Our security team also use clickers for crowd control at the gate as they conduct their stop and search.

The site map attached shows there is only one entrance and exit in use unless an emergency occurs then a second exit is in place.

- Security company – Asgard, it appears that they have been operating less than a month? Are they already contracted by yourselves? I have asked them to hold the date but if you are not satisfied with them as a company I will source another security firm. I think they have been established since June last year.
- The event is open to public from 0900 music from 1200 – what are the customers doing from 0900? From 0900 we will be holding the rugby tournament that everyone is encouraged to come and support. The arena will allow access to festival ticket holders for all supporters but there will only be the coffee and breakfast stall open. Numbers into the arena are more than minimal at this point as rugby is the focus. Numbers are low into the arena until the rugby has finished around 13.00hrs
- Mention of stalls, retail etc – what type of stalls and retail would we expect? – site plan is not clear RE space – e.g. toilets – is one dot a block of toilets or one single toilet?
- The retail stalls are bric a bac, jewellery, festival goods, vintage clothes.
- Toilets - We had 6 single units, 1 disabled and 9 urinals this year. To accommodate 1500 we would double this amount
- Food vans – what sort of vans would we expect, will they be selling alcohol from their vans too?

- No alcohol served by anything other than the licenced bar. Stalls range from Fish and Chips, Burgers, Italian, Mexican a variety of street food is what we will be looking for. We would only increase the number of food stalls by one for 2023 to ensure they trade well.
- Paramedic company, can we confirm that this is 'Lone Med' ? Yes I have asked them to cover next year.
- Need to be specific on dates, rather than just a possible event happening within a month in the year. I was advised I could put a date range in and then come back to you nearer the time but if I have to make that decision now I would say the first weekend in June 2023
- Traffic management plan needs to be within the EMP if not already. We don't envisage a traffic management problem as most visitors arrive by local transport. Festival visitors tend to arrive throughout the day and therefore not usually cause a deadlock because of time restraints. Egress will be managed through the stewards. The rugby teams arrive by car and leave their vehicles in the designated parking which is the local farmers field at the back of the rugby club. I will put a section into the EMP to manage traffic. We do allocate stewards at the main entrance to the rugby club and at the entrance to the parking field to manage traffic flow. As there is no parking fee traffic would move freely and ticket evidence wouldn't be necessary until entry into the arena.
- Type of music? This is for a music event but does not specify what type of music? Popular music such as disco, pop, rock, performed by a variety of artists. Locally recognised bands to more well known national names...this year we had the Beat as our headline act. Not many people remember the name but many remembered the songs.
- Type of alcohol? The licenced bar will be serving beer, lager, spirits, wine, soft drinks, water.
- ***'Initially the Rugby club and I were looking to put two events on to raise the profile of the club but were advised that when applying for the licence it may make it too complex. If that is the case we will put something smaller on and apply for a tens'***- Please be specific on what it is you want to apply for and we will deal with the application as such. **Can we simply apply for the premises licence to be granted for Lewes Music & 7's rugby Festival in May/June**

I have attached 2022 EMP . With the time allocated I haven't had time to amend for 2023 but I hope that this is OK and gives you a bigger understanding of the event. The EMP unless required by yourselves will only change in numbers of attendees/security/stewards and dates plus traffic management. I can deliver a new one given time as early as you require it.

Kind Regards
Becky

On Thu, Sep 15, 2022 at 12:58 PM <EastSussex.Licensing@sussex.police.uk> wrote:

Hi Becky,

Sorry it's taken me a little while to get back to you, I've been getting some guidance on your application from my team, We've had a read through the additional information you supplied me with and am still no further forward what exactly you want, other than a licence to hold an event at some point next year, possibly twice next year.

I would like to highlight that the application is incomplete as the DPS consent form is signed yet not dated ?

I would suggest that you please send us your EMP as soon as possible, we need to understand what the exact details are. Please consider these points (not limited to these) below.

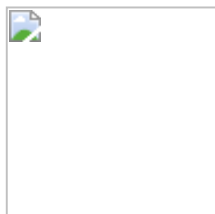
- No mention of numbers or capacity – you have suggested that security numbers will increase as tickets increase, we need to know how many to expect to help us decide on if this is likely to be a drain on emergency service resources.
- Security company – Asgard, it appears that they have been operating less than a month? Are they already contracted by yourselves?
- The event is open to public from 0900 music from 1200 – what are the customers doing from 0900?
- Mention of stalls, retail etc – what type of stalls and retail would we expect? – site plan is not clear RE space – e.g. toilets – is one dot a block of toilets or one single toilet?
- Food vans – what sort of vans would we expect, will they be selling alcohol from their vans too?
- Paramedic company, can we confirm that this is 'Lone Med' ?
- Need to be specific on dates, rather than just a possible event happening within a month in the year.
- Traffic management plan needs to be within the EMP if not already
- Type of music? This is for a music event but does not specify what type of music?
- Type of alcohol?

- *'Initially the Rugby club and I were looking to put two events on to raise the profile of the club but were advised that when applying for the licence it may make it too complex. If that is the case we will put something smaller on and apply for a tens'*- Please be specific on what it is you want to apply for and we will deal with the application as such.

Please try to come back to me with an answer by tomorrow (16/09/22) so that we can get the ball rolling on making a decision.

Kind regards,

Phil.



Phil Joseph, 38856

Police Licensing Officer

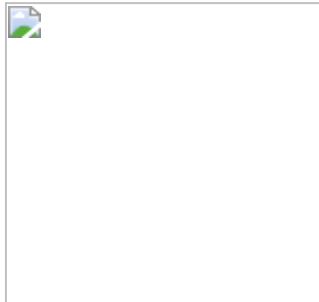
Licensing Officer for Eastbourne, Lewes and Wealden

Sussex Police, Hailsham Police Station | George Street | BN27 1AB

Extension 568310

Email: Phil.joseph@sussex.police.uk

Twitter: @wealdenpolice



From: Lewes music Festival <lewesmusicfestival@gmail.com>

Sent: 12 September 2022 11:59

To: East Sussex Licensing <EastSussex.Licensing@sussex.police.uk>

Subject: Re: Premises License Application - Stanley Turner Recreation Ground, Lewes. PJ replied please leave in box

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Dear Phil

I discussed the dates with the licencing team and they advised that I could let them know the final dates of the event 3 months prior. The only reason I have asked for this flexibility is to potentially avoid too much competition over the bank holiday weekend. Our intention is late May or first weekend in June. If you feel I need to make this decision now then please let me know.

Initially the Rugby club and I were looking to put two events on to raise the profile of the club but were advised that when applying for the licence it may make it too complex. If that is the case we will put something smaller on and apply for a tens. The September event will be a smaller and less complicated event probably more along the lines of a food/street food market/vintage with a music stage but on a smaller scale.

Event egress will be monitored by our security team who will be deployed to manage the exit of all festival goers. At exit we will be advising all to use the upper rugby club fields as a way into town thus reducing crowd management on the lower pavements close to the entrance of the rugby club.

I've also attached the site map which shows the ticket office at least 100m from the road and on the first rugby pitch. As we don't expect any more than 1500 to attend throughout the day and from last years experience queue management was not an issue to the public highways. Any queues were in front of the rugby club and quickly managed by the on site ticket team.

I can supply the full RA and EMP at any point. But would aim to do this no later than 4 months before the event. At this stage if you require I can forward the individual RA's for:

Fire
Lost Child
Security
Noise and pollution
Bomb and Suspicious packages
Bar management.

Numbers of security and stewarding will alter as the ticket sales increase.

Attached the site plan and a generic RA for the event not including the specific RA's mentioned above.

Many thanks
Kind Regards
Becky Taylor

On Tue, Sep 6, 2022 at 12:04 PM <EastSussex.Licensing@sussex.police.uk> wrote:

Good afternoon,

I am the licensing officer for Sussex Police who is reviewing your Premises License Application for **Stanley Turner Recreation Ground, Lewes**.

Upon reviewing your application I would like to ask for some further information and clarification on certain points, please.

- The application refers to the event taking place in May or June and then later on mentions having another event in September. There needs to be clarification on whether you are applying for specific dates for this event each year or whether you are applying for a license for the land to exist all year round and then select dates on which to use it.
- How would crowds be managed in respect of the adjoining road? Particularly on egress, i.e.: to avoid crowds spilling across road?
- The application states "*A full RA for the event will be submitted to the SAG team for review*", Please can you confirm when this will be submitted?
- *To note - This application reads as a mixture of an EMP and a premises licence application – the 2 should be distinct from each other.*

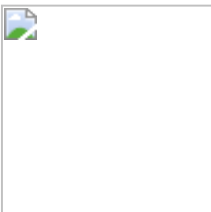
As the application was received 23/09/2022 we, as the police now have 28 days to make a decision. If you could please try to come back to me with a **response no later than 09/09/2022** that would be ideal. If you think you will struggle with then then please make me aware. Please note that end of consultation date is **20/09/2022**.

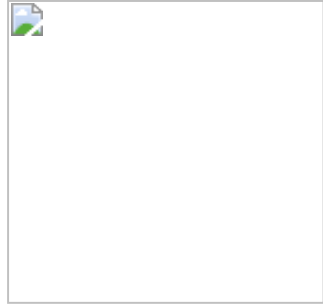
Kind regards,
Phil.

Phil Joseph, 38856
Police Licensing Officer

Licensing Officer for Eastbourne, Lewes and Wealden

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Extension 568310
Email: Phil.joseph@sussex.police.uk
Twitter: @wealdenpolice





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Becky Taylor
07711528038
Gus Taylor
07507633632

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07711528038
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07507633632

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07711528038
Gus Taylor
07507633632