

# Cockermouth Town Council

14 August 2019

Dear Councillor,

You are summoned to a meeting of Cockermouth Town Council to be held in the Council Chamber, Town Hall, Cockermouth **Wednesday 21 August 2019 at 7.00 pm** for the purpose of the under-mentioned business.

Please let me know if you are unable to attend.

All welcome.

Yours sincerely



Sheila Brown

1. **Apologies for absence**
2. **To authorise the Mayor to sign as a correct record the minutes of the last meeting held on 18 July 2019 (pages 1-7)**
3. **To authorise the Mayor to sign as a correct record the minutes of the Special Planning Meeting held on 1 August 2019 (pages 8-9)**
4. **Declaration of Interest** – Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the code of conduct.
5. **Mayors Announcements** – The Mayor will announce the events he has attended since the last meeting.
6. **Police Report** – To receive a report from Cumbria Constabulary
7. **Public Participation**
  - a) To answer any questions from members of the public in accordance with the Summary of Public Rights
  - b) To receive a petition from a member of the public in accordance with the Summary of Public Rights
8. **Planning Matters**
  - a) To make recommendations upon the planning applications outlined on the schedule (**page 10**)
9. **Financial Matters**



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Town Clerk  
Sheila Brown



Joint Winners  
Council of Europe Year 2000  
Europe Prize

Previous Awards  
Plaque of Honour, Flag of Honour  
European Diploma



Twin Town  
Marvejols, France



A Fairtrade Town

- a) To agree the attached schedule of payments (**pages 11-12**)

**10. Correspondence**

- a) To note the content of the July/August 2019 Calc Newsletter (**pages 13-17**)
- b) To consider a request from the Chamber of Trade to keep the tree lights on until the end of February (**page 18**)

**11. Clerks Report** – To consider the content of the Clerk's report (**pages 19-20**)

**12. Youth Exchange** – To receive a presentation regarding the recent youth exchange to Marvejols from some of the participants

**13. CCTV** – To discuss a letter from the Police and Crime Commissioner regarding Phase 2 of CCTV (**pages 21-27**)

**14. Use of the Memorial Gardens** – To consider additional information for the use of the Memorial Gardens for Taste Cumbria on 27-29 September 2019 (**pages 28-87**)

**Press and Public Welcome**

Minutes of a Meeting of Cockermouth Town Council held in the Council Chamber, Town Hall, Cockermouth on Thursday 18 July 2019 at 7.00 pm

Present: Councillor J Laidlow (Mayor)  
Councillor S Barnes  
Councillor G Bennion  
Councillor I Burns  
Councillor A Kennon  
Councillor D Malloy  
Councillor S Nicholson  
Councillor A Semple  
Councillor A Smith  
Councillor A Tyson  
Councillor R Watson

An apology for absence was received from Councillor C Smith.

Also Present: 7 members of the public & a member of the Press

### **32 Minutes**

Resolved – That the Mayor be authorised to sign as a correct record the minutes of the last meeting held on 19 June 2019.

### **33 Declaration of Interest**

Councillors A Smith, A Tyson and A Semple declared a personal interest in all planning applications due to being either a member of the Development Panel or a substitute member of the Development Panel.

Councillor S Nicholson declared a prejudicial interest in item 14 due to being related to the contractor.

### **34 Mayor's Announcements**

The Mayor had attended the following events since the last meeting:-

- Civic Reception for the Chernobyl Children
- Civic Reception for Marvejols visitors to Woolfest
- Cockermouth Harmonic Society Summer concert
- Chernobyl children's farewell concert
- Castlegate Singers Summer Concert
- Civic Service

### **35 Police Report**

The police report was circulated to members prior to the meeting.

The format of the report had altered and there was less detail about individual crimes. More detail requested.

### **36 Public Participation**

Len Davies asked the following question:

'Will Cockermouth Town Council explore the installation of solar panels on its buildings and the installation of electrical charging points in Town'

The Mayor thanked Mr Davies for his question and replied that we would look into the installation of solar panels on our buildings and the installation of electrical charging points in Town. Mr Davies to be informed that there is an electrical charging point at the Euro Garage.

An elector asked the following question:

'Is the Town Council aware (a) that 2/2018/0537 has gone to appeal and that (b) views are required on OUT/2019/0028 at the Fitz'.

The Mayor answered yes and yes. OUT/2019/0028 would be considered at our Special Planning Meeting on 1 August 2019.

An elector asked the following question:

'What can the Cockermouth Vision Group do to help with the development of a Neighbourhood Plan'

The Mayor replied that the development of a Neighbourhood Plan would be discussed further on in the agenda and that she had noted their offer of assistance.

### **37a Planning Matters**

**These planning applications had to be circulated due to time constraints:-**

LBC/2019/0017

Listed building consent to regularise the replacement of x1 rear kitchen window and door from Crittal to UPVC

21 Kirkgate

Recommended – Approval



HOU/2019/0123

Two storey side extension amended to incorporate rear single storey offshoot  
(re-submission of HOU/2018/0191)

17 Dale View

Recommended – Approval

HOU/2019/0130

Demolition of existing rear extensions and rebuild new two storey rear  
extension

76 Brigham Road

Recommended – Approval

HOU/2019/0126

Installation of new door and replacement window dining room

42 Mountain View

Recommended – No objections

LBC/2019/0018

To replace front door with identical designed door

2, Castlegate

Recommended – No objections

HOU/2019/0134

Demolition of attached flat roofed single garage and replace with proposed  
sitting room and vestibule

14 Brackenhill Lane

Recommended – No objections

CAT/2019/0017

Remove oak

Wyndham Hall Caravan Park, Castlegate Drive

Recommended – prefer to see Oak crown reduced rather than removal

CAT/2019/0016

Various tree works

Bridge House, Gote Road

Recommended – Approval

WTPO/2019/0022

Reduce the size of seven trees

5, South Lodge, Simonscales Lane

Recommended – approval

**The following planning applications were considered at the meeting:-**

HOU/2019/0145

Laying of driveway via existing drop kerb and erection of garage

49 Fitz Road, Cockermouth

Recommended – Approval

FUL/2019/0115

Five new detached dwellings and garaging facilities utilising existing access on site with extant permission

Land to the North East Side of Lorton Road, Cockermouth

Recommended – Refusal design out of character

VAR/2019/0021

Non-compliance with condition 2 of application 2/2017/0161 for an increased roof height and new dormer window.

29a Fitz Road

Recommended - Approval

### **37b Tree Works**

Recommended – That the ash and conifer in the garden of 55a Kirkgate be removed.

### **38 Schedule of Payments**

Resolved – That the schedule of payments in the sum of £7,019.01 be formally approved for payment.

### **39 Correspondence**

#### **39a Domestic Abuse Training**

The Rotary were arranging Domestic Abuse Training and inviting town councillors and staff to attend in the hope that 60 community champions would be able to advise those experiencing domestic abuse within our area.

Agreed – That the free training sessions on offer be noted.

#### **39b TES Awards**

Those present were delighted to find out that Fairfield Primary School were successful in the 'Healthy School of the Year' category. Judges were impressed with their innovative whole school approach to mental and physical wellbeing.

Agreed – That the letter of thanks from Fairfield Primary School for our financial support allowing attendance at the recent TES Awards for Education in London be noted.

#### **39c Nalc Legal Update**

Those present considered the contents of a Nalc Legal update.

Resolved – (a) That it be noted that the model accessibility statement has been issued.

(b) That individuals speaking at Council meetings should be named in the minutes subject to the Town Clerk obtaining their agreement.

#### **39d New Community Cancer Nurse Service for North Cumbria**

A new community cancer nurse service will be launching in the near future, with

Support from Macmillan, and clinicians and health leaders would like input to make sure it provides the support that is needed.

Drop in sessions were taking place to allow a unique opportunity to shape the future of community health care and cancer services for North Cumbria.

Agreed – That the opportunity be welcomed and the drop-in sessions be noted.

### **39e Use of the Memorial Gardens**

Taste Cumbria had submitted an application to use part of the Memorial Gardens for Taste Cumbria between 27-29 September 2019.

Resolved – That consideration of this application be deferred pending more information.

### **40 Clerks Report**

Resolved – (a) That the content of the report be noted.

(b) That eviction proceedings commence regarding Plot 16, the Gote due to the non-payment of rent despite several reminders.

### **41 Tarn Close Sports Ground – Update**

Tarn Close continues to be well used.

Significant investment has been made to date, over £2,500 per annum on pitch maintenance, £10,000 on goals and equipment and £10,000 installing a tarmac entrance and water line. However, the site still has no toilet or changing facilities.

An architect has been engaged and the concept design and specification for the changing facilities is complete. The Football Association is supportive and engaged. Costs have been estimated between £200-£250k.

Agreed – That the update be noted.

### **42 Library Services – Looking to the Future**

Councillor Bennion suggested the setting up of a sub-committee/advisory Committee to give users of the library a greater input, work with the Friends of the library, make small purchases, improve community engagement and try out volunteer activities. She also expressed her frustration at the lack of events in the library during the holiday period and how they were promoted.

Councillor Watson supported this idea and suggested that the sub-

committee/advisory committee could also look at what services could be provided and at extending opening hours.

The Town Clerk explained for the benefit of new councillors that that the hub was a partnership and that each partner had a distinct role. The Town Council owned and staffed the building and operated the Tourist Information Centre, Cumbria County Council ran the library service and that Allerdale operated their area office from the library. Mechanisms were in place to allow users to contact the relevant body direct.

Cumbria County Council were currently conducting a survey in all libraries about what services users would like to see in their local library. They had promised to share the findings.

Those present agreed to defer further discussion until the results of Cumbria County Council's survey were known.

Resolved – (a) That the Town Clerk contacts Cumbria County Council regarding the number of holiday activities being held in the library in Cockermouth and details of how these events are promoted by Cumbria County Council.

(b) That Cumbria County Council be asked when the results of the survey would be announced.

#### **43 Neighbourhood Plan**

Councillor A Smith suggested that Simon Sharpe from the Planning Department at Allerdale Borough Council be invited to a future meeting of the Town Council to discuss Neighbourhood Planning.

Those present, particularly our newer members, welcomed this idea.

Resolved – That Simon Sharpe be invited to attend a future meeting of the Town Council.

#### **44 Use of Depot**

Those present reviewed the use of Tarn Close Depot.

Resolved – That we continue to use Tarn Close Depot until the current Christmas lights contract ends in 4 years' time.

The meeting closed at 8.29 pm

Minutes of a special planning meeting of Cockermouth Town Council held in the Upstairs Council Chamber, Town Hall, Cockermouth on Thursday 1 August 2019 at 7.00pm

Members

J Laidlow (Mayor)

I Burns  
A Semple  
S Nicholson  
C Smith  
R Watson

A Kennon  
D Malloy  
A Smith  
A Tyson

Apologies: S Barnes & G Bennion

**45 Declaration of Interest**

Councillors A Smith, Tyson & Semple declared a personal interest in all planning applications due to being either a member of the Development Panel or a substitute member of the Development Panel.

**46 Public Participation**

Mrs Telford presented a petition of 300 signatures objecting to OUT/2019/0028.

**47 Planning Applications**

The following planning applications were considered at the meeting:-

FUL/2019/0167

Change of use to A1 and D1 for use as a hearing clinic

76 Main Street

Recommended – Approval

HOU/2019/0147

To replace two wooden doors with composite doors

Foundry House, Brewery Lane

Recommended – Approval

FUL/2019/0175

Erection of a new dwelling and removal of garage to allow alteration to access

11 Oaktree Crescent

Recommended – Refusal, overdevelopment

FUL/2019/0128

Partial change of use from squash courts to changing facilities and new function rooms at first floor incorporating a balcony

Highfield Community Centre, Highfield Road

Recommended – Approval

HOU/2019/0152

Single storey extension to side/rear and solid roof on existing conservatory

9 Allerdale Grove

Recommended – Approval

OUT/2019/0028

Re-submission of application 2/2018/0537 for the outline application for residential development of 27 dwellings including access junction, layout and appearance of plots 2-6 inclusive and landscaping of the buffer zone only.

Recommended – Refusal overdevelopment of site, detrimental to the setting of a listed building, oversupply contrary to Policy S3 of ALP Part 1 and no housing identified in part 2 of ALP.

HOU/2019/0163

Two storey and single storey extensions

53 Castlegate

Recommended – approval

The meeting closed at 7.12 pm

FUL/2019/0183

Change of use and alterations to create 4 no. residential units at upper level plus new build extension over existing car park to create a further 3 no. residential units

1 HSBC Bank, Main Street, Cockermouth

Recommended -

ADV/2019/0013

Advertisement consent to install 2 new window name signs, new shop fascia sign & services provided sign

50 Main Street

Recommended –

HOU/2019/0169

Single storey rear extension

11 Kirkfell Avenue

Recommended –

FUL/2019/0189

Re-submission of applications 2/2018/0472 for the replacement of 6 no. softwood external doors and frames

Horsman Court, Horsman Street

Recommended -

FUL/2019/0186

Sub-division of the unit and part change of use from bank to A2 hot food takeaway including external alterations

23, Station Street

Recommended –

ADV/2019/0012

Advertisement consent for 4 x flags, 1 x fascia, 1 x visitor sign, 1 x show home sign, 3 x V boards including splash signs and 1 set of stainless steel effect letters

Land off Strawberry How Road, Cockermouth

Recommended –



Asunda Item 9a

# Cockermouth Town Council

## Expenditure transactions - approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
2276	112320	£4,640.00	£0.00	£4,640.00	01/08/19	Reays Coaches Ltd - Oct Twinning Bus Hire	£4,640.00
2277	112321	£35.00	£0.00	£35.00	01/08/19	S P Martin Electricals Limited - First Floor Repairs to Light Circuit	£35.00
2278	112322	£50.00	£0.00	£50.00	01/08/19	S Brown - Petty Cash	£50.00
2279	112323	£166.40	£0.00	£166.40	01/08/19	Allerdale Borough Council - Waste Collection	£166.40
1		£83.20	£0.00	£83.20		TIC Waste Collection	
2		£83.20	£0.00	£83.20		TH Waste Collection	
2280	112324	£121.33	£0.00	£121.33	01/08/19	Water Plus - Library Water Bill	£121.33
2281	112325	£93.92	£15.65	£78.27	01/08/19	Viking - Stationary	£93.92
2282	112326	£70.39	£11.73	£58.66	01/08/19	Viking - Stationary	£70.39
2283	112327	£20.00	£0.00	£20.00	01/08/19	Waugh & Musgrave - Land Registry Fees	£20.00
2284	112328	£355.33	£44.49	£310.84	01/08/19	Npower Ltd - Electricity Invoice	£355.33
1		£22.50	£3.75	£18.75		toile Electricity Bitterbeck To	
2		£71.22	£3.39	£67.83		toile Electricity Bitterbeck Toi	
3		£186.58	£31.10	£155.48		TIC Electricity Library	
4		£22.50	£3.75	£18.75		toile Electricity Main Street T	
5		£52.53	£2.50	£50.03		toile Electricity Main Street T	
2285	112329	£21.00	£0.00	£21.00	01/08/19	Allerdale Borough Council - Temp Events Notice	£21.00
2286	112330	£156.37	£13.81	£142.56	01/08/19	Water Plus -	£156.37
1		£16.37	£2.73	£13.64		toile Water Bill Mem Garden Block	
2		£43.95	£0.00	£43.95		toile Water Bill Mem Garden Block	
3		£66.50	£11.08	£55.42		toile Water Bill Main Street T	
4		£29.55	£0.00	£29.55		toile Water Bill Main Street T	
2287	112331	£39.78	£1.89	£37.89	01/08/19	Npower Ltd - Electricity Bill Mem Gardens	£39.78
2288	112332	£242.42	£40.40	£202.02	01/08/19	Tech 4 Office Equipment Ltd - Service Charge Photocopier @ Library	£242.42
2289	112333	£1,084.75	£180.79	£903.96	01/08/19	Npower Ltd - Electricity Invoice	£1,084.75

Signature

Signature

Date

# Cockermouth Town Council

## Expenditure transactions - approval list

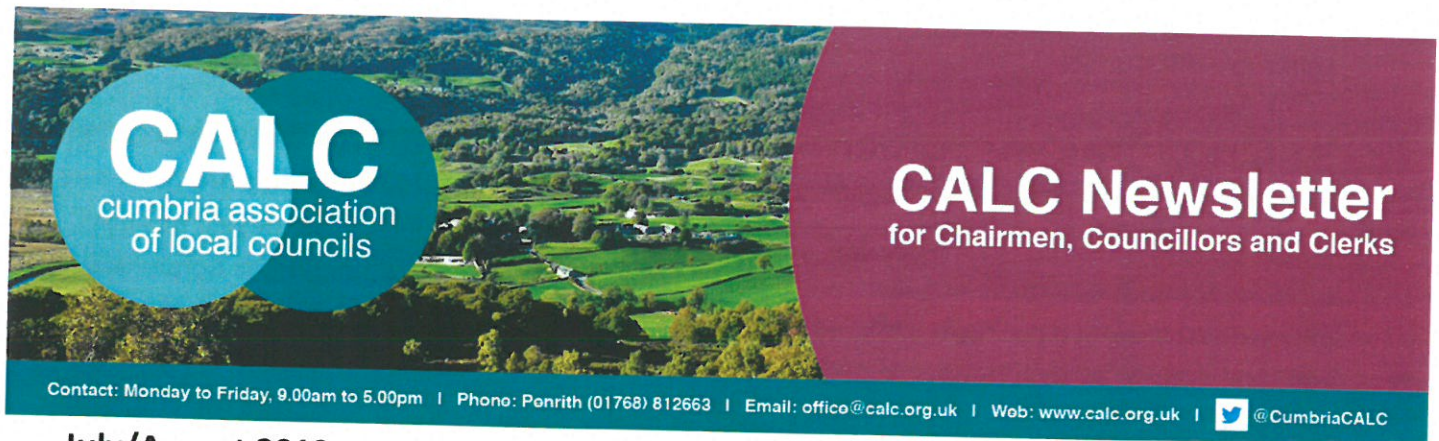
Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
2290	112334	£22.09	£3.68	£18.41 01/08/19	WF Hygiene & Cleaning Services - Cleaning Supplies	£22.09
2291	112335	£76.60	£0.00	£76.60 01/08/19	Cockermouth Paper Shop - Newspapers	£76.60
2292	112336	£2,199.42	£366.57	£1,832.85 01/08/19	Tivoli Services Ltd -	£2,199.42
1		£1,839.42	£306.57	£1,532.85	MG Memorial Gardens Conl	
2		£360.00	£60.00	£300.00	OP Grass Cutting	
2293	112337	£45.14	£7.52	£37.62 01/08/19	Firns Home Hardware -	£45.14
1		£23.16	£4.63	£18.53	MG Fuel Cans	
2		£21.98	£2.89	£19.09	TH Cleaning Supplies	
2294	112338	£30.96	£5.16	£25.80 01/08/19	WF Hygiene & Cleaning Services - Cleaning Supplies	£30.96
2295	112339	£36.08	£0.00	£36.08 01/08/19	Pamela Scurr - Cleaning of Town Hall	£36.08
2296	112340	£121.00	£0.00	£121.00 01/08/19	Allerdale Borough Council - Fireworks Road Closure Fee	£121.00
2297	2297	£717.84	£0.00	£717.84 01/08/19	Cockermouth Travel - Euros Twinning Oct (TekBag Ltd)	£717.84
2298	112341	£337.05	£56.18	£280.87 01/08/19	e Slip Ltd - Payroll for Apr - Sep	£337.05
1		£189.77	£31.63	£158.14	EST Payroll	
2		£147.28	£24.55	£122.73	EST Payroll	
2299	112342	£993.36	£165.56	£827.80 12/08/19	Edge Designs Ltd - lap top/ set up - TIC	£993.36
2300	112343	£94.38	£15.73	£78.65 12/08/19	Cumbria Pest Services - washroom services	£94.38
2301	112344	£100.00	£0.00	£100.00 12/08/19	Lenny Steal Services - clesn outside of Town Hall	£100.00
<b>Total</b>		£11,870.61	£929.16	£10,941.45		

Signature

Date

Signature



## July/August 2019

Thank you to all of you who attended the CALC Summer Conference and helped make it an enjoyable and stimulating day. Over 80 councillors and clerks came from all over the county to listen to a range of speakers – it was good to see so many new faces too. The day covered a range of topics such as tree maintenance, green spaces, neighbourhood planning, village halls, chairmanship and writing minutes and agendas. Members also had a the chance to listen to a talk on Code of Conduct and the recommendations from the Committee on Standards in Public Life plus an inspiring briefing from Philippa Groves and Libby Graham from the Northern Fells Group on what communities can achieve by working together. Last but not least, it was a great opportunity to chat to fellow councillors and clerks. We are keen to do more of these so if there are any topics that you would like to hear more about in the coming months, please drop us a line at [office@calc.org.uk](mailto:office@calc.org.uk)

Enjoy your summer break and look out for the next edition in September.



CALC Summer Conference 2019



## **NALC Updates**

### **Toilet Tax Bill Update**

The National Association of Local Councils informs us that the legislation to end the toilet tax entered Parliament in June, which, when enacted will save the sector millions of pounds. This has been a key campaign over the last few years to exempt local (parish and town) councils from paying business rates on toilets they own or manage. The snappily titled [Non-Domestic Rating \(Public Conveniences\) Bill](#) received its First Reading in the House of Lords on 18 June and NALC will be working with Parliamentarians in both Houses, including Scott Mann MP, who chairs the All Party Parliamentary Group on Local Democracy and has been championing this issue, along with Liz Truss MP and local government minister Rishi Sunak MP.

We'll update you when it finally becomes law.

### **Query to CALC : Parish Councils and Secret Ballots**

One of the regular queries that get asked of CALC staff is around the use of secret ballots. After May's elections, many councils have been co-opting councillors to fill vacancies on their councils and this has been asked a lot. And clearly this has not just been in Cumbria as NALC have recently sent out this advice regarding the issue,

'We have recently advised on the use of secret ballots in decision making. Paragraph 13 (1) of Schedule 12 to the Local Government Act 1972 for England states "unless otherwise provided by the council's standing orders the manner of voting at meetings of a community council shall be by a show of hands". NALC's Model Standing Orders confirm this requirement. Councils cannot just decide to do a vote by secret ballot unless permitted to do so by their Standing Orders and to change standing orders to permit the use of a secret ballot requires written notice.

NALC Legal Topic Note 5 also gives NALC's view that it is difficult to envisage the circumstances which warrant a secret ballot, which would invariably attract scrutiny as to its purpose and validity. LTN 5 also makes the point that a secret ballot will not eliminate a risk of legal challenge to a resolution on the basis of predetermination or bias by councillors.'

### **Better Internet Access in Cumbria**

As you will all be aware, Connecting Cumbria is a partnership between Cumbria County Council and Openreach to deliver better internet access to homes and businesses via superfast broadband.

The programme has been extremely successful and delivered better internet access to the vast majority of communities, homes and businesses in Cumbria. Currently, superfast broadband availability across Cumbria stands at 93% of all premises, including commercial provision and local initiatives such as B4RN, Solway Communications, LonsdaleNET and Kencomp.

Connecting Cumbria delivery continues with the final phase until 2020 and we now have a good idea of the outcome, with final coverage being projected to be circa 94%. That will potentially leave around 6% of households and business with slow broadband. That's up to 16000 properties.

Coverage is not evenly spread; there are 56 parishes where superfast broadband will be available to less than half of premises and a further 44 where 30% or more won't be able to get superfast speeds.

The Cumbria Hub Coordinators forum was originally formed by parish council volunteers to work with Connecting Cumbria in the delivery of superfast broadband for the benefit of their parishes. As the programme moves towards its end, we are focusing on the next steps for the "missing" 6%.

There are a number of viable options for the communities that currently miss out, but all require those communities to look at self help. A number of government funds are available to support community led schemes, but all must be claimed and committed before March 2021

If you believe that your parish or community needs better internet access and you have a volunteer who is prepared to lead a local project, the Hub Coordinators forum is available for help and advice. Many Hub Coordinators have already led local broadband community projects.

Please contact Phil Ruston on [philtirril@gmail.com](mailto:philtirril@gmail.com) or call 07484384211 for more information.

### **CALC AGM, Wigton Market Hall, 10.30am Saturday 9<sup>th</sup> November 2019**

**The next meeting of the CALC Executive Committee will be on Saturday 9<sup>th</sup> October 2019 at 10.00am at Penrith Community Fire Station.**

**Copeland District Association meeting: 24th July 2019 at 6.30 pm at Waberthwaite Village Hall  
South Lakeland District Association: Thursday 19<sup>th</sup> September from 7pm at Gilpin Bridge Inn, near Levens. It is the AGM.**

**Eden District Association AGM will take place on 25<sup>th</sup> September, venue tbc**

**Carlisle PCA meeting: The AGM will take place on 11<sup>th</sup> September, Downergate Community Centre, Warwick Bridge, Carlisle**

## **CUMBRIA HEALTHY WEIGHT DECLARATION**

Earlier in the year, the CALC Executive received a presentation from Cumbria's Public Health Managers on the issue of obesity across the Cumbria. The figures are stark and there was much discussion about how to bring them down. One of the ways of tackling it is by getting a wide range of organisations to make a public statement of their support to encouraging healthier lifestyles across the county - the Healthy Weight Declaration,

Last week CALC signed up along with the principal authorities, the NHS and a number of third sector organisations.

The Healthy Weight Declaration is a set of commitments and principles to support employees and local communities to make healthier lifestyle choices by being more active and endeavour to reach and maintain a healthy weight.

The idea behind it is to promote more active lifestyles and healthier options for food and drink.

Rick Petecki, CALC's Chairman said, "This is a great initiative to encourage and support our communities to be active and to lead healthier lives.

"Parish and town councils can play an important role locally by raising awareness and by helping their town or village to improve their overall health."

## **VACANCIES**

### **ARNSIDE PARISH COUNCIL CLERK**

Salary: From £6,702 per annum + pension for 10 hours per week

Starting Date: 19th August, 2019

Arnside Parish Council is seeking a well-organised person with excellent communication skills and a keen interest in the local community. Previous experience is desirable but not essential as training will be provided.

Reporting into the Council, the Clerk is responsible for managing its day to day business and implementing decisions made by the Council on behalf of its residents. The post holder will also oversee a small team that includes a Finance Officer, Cemetery Officer and a Contractor for various works.

Applicants will need to be computer literate with the ability to prepare Council Agendas, record minutes and correspond with the public and external organisations on behalf of the Council.



The post holder will be expected to work mainly from home and will be provided with a computer. The Council has an office at the Cemetery Chapel where the Council meetings take place, currently on the second Monday evening of each month at 7.15pm.

Formal training and plenty of advice and help will be available. This is a friendly and approachable group of Councillors who all get on with one another and are motivated by wanting to serve the Community.

For an application form, job description and person specification, please contact the Clerk via email [clerk@arnsidepc.org.uk](mailto:clerk@arnsidepc.org.uk).

ends

## Clerk - Cockermouth TC

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**From:** Broomfield, Joe <joe.broomfield@allerdale.gov.uk>  
**Sent:** 09 August 2019 16:11  
**To:** Clerk - Cockermouth TC  
**Cc:** Julie Laidlow; Andrew Marshall  
**Subject:** White LED tree lights

Hi Sheila,

Cockermouth Chamber of Trade are keen to explore the feasibility and cost of keeping the white LED tree lights on in January and February as we did a few years ago. If it's not too expensive they would fund this.

I was with Cllr. Laidlow on a town centre walk-round earlier today and she's supportive of the idea. Please can you put the item on the next Town Council meeting for discussion?

They would also be keen to have the tree lights on for a single night in November for the late-night shopping event (Date TBC) assuming it's before switch-on day.

Thanks.

Joe

**Joe Broomfield | Tourism Development Manager**

Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ

T: 01900 702568 | M: 07879626856 | E: [joe.broomfield@allerdale.gov.uk](mailto:joe.broomfield@allerdale.gov.uk) | W: [www.allerdale.gov.uk](http://www.allerdale.gov.uk)

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Allerdale Borough Council  
Allerdale House, Workington, Cumbria, CA14 3YJ

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TOWN COUNCIL MEETING – August 2019

CLERK'S REPORT

**Tourism and Publicity**

Visitor numbers for July 2019 – 599

**Town Hall**

The outside of the Town Hall will be tidied.

**Library**

The Community Development Worker (Allerdale) from CCC conducted initial assessments for those interested in studying Maths and English in September on 29 July between 10.30am – 3.30pm.

Councillors Malloy and Kennon kindly cleaned up the area up the side and round the back of the library.

**Allotments**

Plot 1a Gote has tidied up her plot.

The Gote allotments were inspected on 21/6/19. Four required improvement. Improvement letters have been sent to the tenants. One of the tenants has given up his allotment. One of the tenants is being evicted.

Works will be carried out on Plot 16 to make it more lettable.

**Memorial Gardens**

The play area was closed on 11 June 2019 for refurbishment of the safety surfacing.

Refurbishment works will commence on 28 August 2019.

**Twinning**

**36<sup>th</sup> Anniversary Visit to Marvejols**

50 places have been confirmed on the trip. All the arrangements will now be finalised.

A gift for the October exchange has been purchased.

I have ordered 2 x 25kg of daffodils for the October Trip.

**War Memorial Trust**

I am still awaiting payment.

**Harris Park Toilets**

I have arranged for these to be open daily from Saturday 20 July – Tuesday 3 September

2019. Arrangements have been made to have the moss removed from the roof.

**Social Evening at the Fitz**

The Mayor will be holding a social evening at the Fitz on 4 September 2019.

**Allotments & Private Gardens Awards Evening**

The awards evening will be held on 23 September 2019.

**Fireworks**

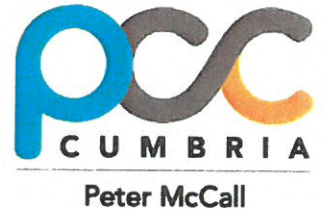
I have applied to Allerdale for the road closure.

**Switch on Day**

All the requisite road closures, market licence & TEN have been obtained.

S Brown, Town Clerk

Peter McCall  
Police and Crime Commissioner for Cumbria  
Carleton Hall  
Penrith CA10 2AU



Clerk to the Council  
Cockermouth Town Council  
Town Hall  
Market Street  
Cockermouth  
CA13 9NP

In case of enquiry please  
contact: Paula Coulter  
Tel: 01768 217734  
Email: [paula.coulter@cumbria.police.uk](mailto:paula.coulter@cumbria.police.uk)  
[www.cumbria-pcc.gov.uk](http://www.cumbria-pcc.gov.uk)

30<sup>th</sup> July 2019

Dear Councillor,

Many of you have made contact expressing an interest in developing CCTV cameras in to your local area. As Police and Crime Commissioner I have listened intently together with feedback from the Constabulary and local people who are generally supportive and welcome further investment in CCTV, in the interests of reducing crime and continued economic prosperity within our communities.

I am delighted to now be in the position to move to Phase 2 of CCTV system in the county.

In 2015, the Office of the Police and Crime Commissioner invested in a number of CCTV cameras across the county to replace the existing district council network which had become obsolete. We now have 57 cameras across the county all of which are monitored by a Dedicated Monitoring Unit within the Cumbria Constabulary Command and Control Room.

The existing infrastructure is able to host up to 80 cameras in total, therefore allowing us to expand the system by 23 cameras, feeding into the existing Constabulary network and allowing capacity within the Dedicated Monitoring Unit (DMU). The DMU will monitor cameras but it is important to be clear that resources don't allow this to be monitored full-time although the camera footage will be available for evidential purposes if required.

Discussions around the potential addition of further CCTV cameras to the existing network have now taken place between myself and the Constabulary. I have identified some grant funding which I intend to make available to assist with expanding the current CCTV network in some of those towns with no current CCTV provision. The funding would be in the form of a one-off grant of up to £3,000 per camera, to assist with the initial capital purchase of the camera. As there is a limited number of cameras there may be a need to identify priority areas and this will be completed by the Constabulary when completed forms have been submitted.

The cameras themselves will be owned in their entirety by the Local Council, who will be solely responsible for the remainder of the purchase costs as well as the following costs; the cost of connecting the camera to the existing network, any necessary licenses, all maintenance costs for the lifetime of the camera and any other associated costs.

It is important to note that the existing Constabulary CCTV contract expires in December 2022. The Constabulary will have to at that time review the contract and future proof the technology delivering the CCTV system. At this time we are unable to guarantee continuation of the CCTV system past the contract date of December 2022, but we will of course ensure that we will do everything possible to extend the life of the system beyond that date. In addition, it is suggested that this element is factored into any future maintenance contracts and that these are aligned to the Constabulary contract term of December 2022.

Local Councils should also be aware that grants will only be awarded for new camera systems which integrate with the Constabulary monitoring network and will not cover the linking up of existing cameras to the Constabulary network.

Telemachus, the supplier of the current Constabulary CCTV network, are the chosen supplier for these additional grant-funded cameras. There are several camera options available and you must make your own enquiries with Telemachus to identify the different options available at your proposed site.



The Office of the Police and Crime Commissioner now invites applications from Local Councils for a one-off grant towards the purchase of CCTV cameras. Prior to submitting the application, Local Councils must identify the specific location(s) in which they would like to site cameras and provide material to support the necessity for CCTV at this particular location. Each camera should be subject to a separate application form. Following the application deadline, a decision will be made on a case-by-case basis about whether grant funding will be awarded.

As well as outlining the identified requirement for CCTV at the specified location, applications must also be compliant with the Surveillance Commissioner's Toolkit. Further details of which can be found at:

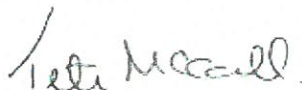
<https://www.gov.uk/government/publications/passport-to-compliance>

You may wish to refer to crime statistics to support your application. Detailed information on crime statistics can be found at [www.police.uk](http://www.police.uk) as well as on the Cumbria Intelligence Observatory website <https://www.cumbriaobservatory.org.uk/crime-community-safety/>

The deadline for receipt of completed applications by the Office of the Police and Crime Commissioner is Monday 30<sup>th</sup> September 2019.

Should you have any further questions regarding the Constabulary monitoring network or the application process, please direct these via email to Andy Petty, CCTV manager: [andy.petty@cumbria.pnn.police.uk](mailto:andy.petty@cumbria.pnn.police.uk)

Yours faithfully



Peter McCall  
Police and Crime Commissioner

Attached – required application form

23

# Office of the Police & Crime Commissioner

## CCTV Grant Funding Application

### Details of applicant:

Name of Applicant:

Local Council:

Address:

Telephone Number:

E-mail Address:

In order for the placement of CCTV cameras to be legal and justified, the Constabulary must ensure that any application to expand the existing network conforms with the Surveillance Commissioners Code of Conduct and the justification for placement of any additional cameras is both open and transparent. You are therefore required to complete the following questions in order for an assessment to be made as to whether your request for additional CCTV coverage is both justified and necessary.

You can use the *Passport to Compliance Stage 1 Planning and Feasibility Guidance* Notes to help you complete this questionnaire

<https://www.gov.uk/government/publications/passport-to-compliance>

### 1. REQUEST

**Please state the preferred location of the camera\***

**\*Please note that a separate form should be completed for each individual camera**

An attached plan or image of the location may be useful. It must be stressed however that cameras will only be placed where there is a **clear and identified policing need**, so some discussion may take place on the ultimate location of any camera.

## 2. JUSTIFICATION

**Define the scope, scale, nature and extent of the problem that justifies the use of a CCTV camera.**

State, in the box below, the **problem, or problems**, that the proposed surveillance camera system is seeking to address, along with the **nature** and **extent** of the problem. Reference should be made to Crime Statistics, Crime patterns, Anti-Social Behaviour, annual public events, local concerns or issues. You may wish to address the following:

- *How big is the problem?*
- *Does the problem occur across a broad area or is it location specific?*
- *Does the problem occur at particular times or days?*
- *How long has the problem existed?*
- *Has the extent of the problem changed over time?*
- *Does the problem give rise to further problems?*

## 3. OUTCOME

**Objectives of the required solution**

In the box below, outline the objectives for the intervention that you are seeking to implement to address the identified problem. Potential objectives may be as follows:

- *Preventing theft or damage*
- *Reducing in anti-social behaviour*

- *Deterring violence*
- *Reducing the fear of crime*
- *Increasing public perceptions of safety*
- *Increasing successful convictions of offenders*

**Outline the alternative provision(s) which have been implemented or considered in order to address the identified issue(s)**

This could include, for example:

- *Addition of locks, gates or fencing at a particular location*
- *Changes to policies, processes and practices*
- *Improving the lighting in a particular area*

**What are the views of the local community regarding implementation of a CCTV camera at the proposed location?**

**Have CCTV cameras ever been placed at this location previously?**



*If the answer is yes, please explain when they were in place and why they are no longer present/ utilised*

--

Please return completed application forms to: [commissioner@cumbria-pcc.gov.uk](mailto:commissioner@cumbria-pcc.gov.uk)

<b>Event Name</b>	<b>Taste Cumbria</b>
<b>Event Location</b>	<b>Memorial Gardens, Cockermouth, Cumbria</b>
<b>Event Date</b>	<b>27 – 29 September 2019</b>
<b>Organisation</b>	<b>Allerdale Borough Council</b>
<b>Document Name</b>	<b>Alcohol Management Plan</b>
<b>Document last updated and version number</b>	<b>12/08/19 V1</b>

---

## **Information**

A bar tent management by Tractor Shed Brewing will be placed on Memorial Gardens as per the site plan.

The DPS will be Graeme Mitchell

Event Times:

Friday 27 Sept 17:00 – 21:00

Saturday 28 Sept 10:00 – 21:00 (Bar open from 11am)

Sunday 29 Sept 10:00 – 16:00 (Bar open from 12noon)

We have applied for a premises licence for 4999 people.

The event has been designed to appeal to family groups with an emphasis on children's activities. The acts on stages are also unlikely to appeal to trouble makers.

Our security team have an excellent knowledge of potential trouble makers and will be vigilant at all times.

In the event of disorder from crowds or individuals, we have robust show stop procedure which can be found in the major incident section of the event management plan. Crowd spotters will communicate any intelligence to the event management team and a co-ordinated response, including a show stop initiated by the stage manager will come into effect. The bar will stop serving and all entertainment activity will cease until the incident comes to a safe conclusion.

A zone will be created around the bar area to ensure licensing conditions are met.

Access and egress points will be manned by SIA security. No alcohol that is bought at our bar will be allowed to be brought out of the event zone area and security and stewards will be vigilant about this.

The on-site bar will close half an hour before the last act finishes at 9pm at which time events will take place in various bars and clubs around the town. This will reduce the chance of people remaining on the gardens.

### **1. Basic Operating Structure**

1.1. Tractor Shed Brewing Company will be responsible for the sale of alcohol at the event in order to assist the event manager in compliance with the four licensing objectives in line with the Licensing Act 2003.

1.2. Tractor Shed Brewing will report to event control and will work in conjunction with the event management team to ensure a co-ordinated response to any incident.

### **2. Control of the Sale of Alcohol**

2.1. Allerdale Borough Council will use a variety of well tested methods of operation to ensure that the retail of alcohol at this event is professionally managed and that the consumption of retailed alcohol will be maintained at an acceptable level for the public in attendance to enhance their

- enjoyment of the event whilst still minimising the contribution to crime and disorder that may be caused by excessive consumption.
- 2.2. There will be one bar tent and this is denoted on the site plan.
  - 2.3. The DPS is conversant with the requirements and responsibilities for the sale of alcohol. They will directly instruct, monitor and support their staff in ensuring that the requirements of the Licensing Act and specific requirements relating to the premises license are adhered to at all times.
  - 2.4. All staff are experienced in bar work or are volunteers who have been interviewed and assessed and given training on site.
  - 2.5. No persons under the age of 18 are ever used behind the bar in any capacity.
  - 2.6. The bar manager is highly experienced in the requisite for numbers of bar staff required for this kind of event and actively manage the staff numbers present at any one time so as to ensure a smooth bar operation and relaxed and focused staff.
  - 2.7. All bar staff are made aware of the health and safety issues and sale of alcohol requirements. They are informed that if any member of the public seems to be highly intoxicated through the consumption of alcohol, to refuse them sale and inform security.
  - 2.8. All staff will be instructed about the acceptable forms of ID for proof of age at this site as this varies around the UK. Only a valid passport, driving licence or proof of age card will be accepted for this event. We would also consider any local photographic initiatives suggested by the police force responsible for this event.
  - 2.9. Refusal logs will be kept behind the bar and made available for licensing or police on request.
  - 2.10 To reduce the likelihood of drunkenness, the staff are briefed in detail in their training about refusing service to persons they believe to be intoxicated.
  - 2.11 All staff are further briefed before each shift by their bar manager about any other conditions or requirements to their specific role or place of work and about any changes to the event conditions that may have occurred.

### **3. Bar/Cash Operations**

- 4.1 There will be one bar in operation for this event.
- 4.2 The bar will operate a cash system whereby members of the public purchase drinks for cash directly at the counter. A card payment system may also be used.
- 4.3 We have a well tested and managed cash handling system from the point of sale through to the removal of cash from the event site.
- 4.4 In line with the event management plan for this event, all drinks will be served in either paper or reusable plastic cups, cans or plastic bottles only.

### **4. Signage**

- 5.1 All our signage at every bar includes challenge 25 logos and the strap line "If you look under 25, you will need photo ID to buy a drink. It is an offence to buy alcohol for any person under 18".
- 5.2 We hang further signage facing the staff on the inside of the tent that is large and visible and states "THINK! Challenge 25". This is a constant reminder to staff of their responsibility not to serve to persons under age.
- 5.3 There will be signage on each bar that clearly states the bar closing time.
- 5.4 Behind each bar will be a further notice that states "TO BE 18YEARS OF AGE TODAY, THE PERSON MUST HAVE BEEN BORN ON OR BEFORE (DATE)". This further aids the staff when looking at ID and verifying the correct age.

<b>Event Name</b>	<b>Taste Cumbria</b>
<b>Event Location</b>	<b>Memorial Gardens, Cockermouth, Cumbria</b>
<b>Event Date</b>	<b>27 – 29 September 2019</b>
<b>Organisation</b>	<b>Allerdale Borough Council</b>
<b>Document Name</b>	<b>General Risk Assessment</b>
<b>Document last updated and version number</b>	<b>12/08/19 V1</b>

Subject Area	Hazards	To whom	Severity Rating X Likelihood= Primary risk based on no controls	Control Measures	Severity Rating X Likelihood= Residual Risk	Action required where risks are not adequately controlled	Identified risk level
			S X L = R		S X L = R		
Vehicle Movements – Build and Break periods	Collision, loss of control, RTA	Staff, Public, contractors, visitors	4	<p>Competent site manager to oversee contractors.</p> <p>Site speed limit set at 8mph.</p> <p>Designated vehicle routes</p> <p>Site and vehicle rules sent to all contractors and other relevant parties prior to arrival on site.</p> <p>All persons using site vehicles must be competent.</p> <p>Only qualified staff to use plant equipment. All licences checked and kept on file.</p> <p>Site vehicle keys to be signed in and out.</p> <p>All equipment to be used in accordance with manufacturers instructions.</p> <p>Competent member of staff in high vis to walk in front of any vehicle coming onto site.</p>	3	Only accredited vehicles will be allowed access to site.	Low Risk Factor
			3		3		
			12		6		



Storage of materials	Falls, trips, fire, smoke	Staff, public, contractors	4	3	12	<p>Use of 110v battery operated tools where appropriate.</p> <p>Contactor H &amp; S information to be checked in advance.</p> <p>Metal structures to be earthed and bonded as appropriate.</p> <p>Good housekeeping – remove flammable materials</p> <p>All generators sited in non-public areas or in secure, fenced compounds.</p> <p>Appropriate fire extinguishers located as required.</p>	4	1	4			Low Risk Factor
						<p>Site storage locations to be identified in advance and sited away from busy areas</p> <p>Daily site inspection from event manager.</p> <p>Safety barriers such as cones or fencing to be used as necessary.</p> <p>Combustible materials to be kept at a minimum and stored in accordance with fire risk assessment.</p>						



									Waste combustibles to be collected regularly. Extinguishers to be kept easily accessible at pre-identified locations. Fire team on site.										
Manual Handling	Back injuries, strains, sprains, crush injuries to limbs	Staff, contractors	3	2	6	3	1	3	Sufficient Security Staff to control event. Response teams for emergencies. Event is unlikely to attract anyone consuming large amounts of alcohol										Low Risk Factor
Use of plant equipment	Falls from height, crushing, trapping, RTA	Staff, contractors	4	3	12	4	2	8	Anyone operating MEWP must have current ticket or licence Copies of relevant certificates of competency must be provided to event managers. All such work must be addressed in contractor risk assessment Harnesses to be worn at all times. Equipment must have been inspected in accordance with										medium Risk Factor











									Staff at high risk to be given frequent breaks. Ear plugs to be kept in site office for staff who require them.								
Lighting	Insufficient visibility for crowds	Staff, public, contractors	3	3	9				Site and emergency lighting to be provided and installed Lighting inspection prior to hours of darkness. Main pedestrian routes within site to be lit by a combination of tower. Identified areas to be lit using tower lights.	3	2	6				Low Risk Factor	
Water hazards	Falls into river	Staff, public, contractors	3	2	6				Crowd barrier placed along pathway. Stewards and security to fence line. Tower lights to light all paths during hours of darkness. Buoyancy aids available.	3	1	3				Low Risk Factor	
Glass	Cuts and wounds from broken glass	Public, staff, contractors	2	2	4				Glass free site. Security on gates to conduct random and targeted searches	2	1	2				Low Risk Factor	
Overcrowding	Crush, trips, falls	Public, contractors, staff	5	2	10				Site constructed in open arena.	5	1	5			Site, content and venues have been designed to minimise risk of areas reaching capacity.	Low Risk Factor	





Table 1 - Classification of Risk  
Risk Analysis/ Priority of Action Matrix

	1 Negligible (freak event – no known history)	2 Unlikely (unlikely sequential events)	3 Likely (easily foreseeable under the usual circumstances)	4 Very Likely (easily foreseeable – odd incident may have occurred)	5 Almost Inevitable (common occurrence – aware of incidents)
1 Negligible / Slight (minor cuts, bruises, sprains – no long term effects)	Low 1	Low 2	Low 3	Low 4	Low 5
2 Moderate (3 day injury – broken fingers, toes, sprained tendons or muscles, illness)	Low 2	Low 4	Low 6	Medium 8	Medium 10
3 Severe (head injury, loss of consciousness, broken bones, dislocations, respiratory problems)	Low 3	Low 6	Medium 9	High 12	High 15
4 Very Severe (death / serious injury)	Low 4	Medium 8	High 12	High 16	High 20
5 Very Severe (multiple deaths / multiple serious injuries)	Low 5	Medium 10	High 15	High 20	High 25

SEVERITY

## Hand Over of Control Form

This form should be used in the event that a major incident occurs and the emergency services take control of the event.

Date:

Time:

Signed on behalf of Allerdale Borough Council:

Print Name:

Signed on behalf of the emergency services:

Print Name:

Please give details of the incident below:



NOISE COMPLAINTS LOG

Event.....

Date	Time	Name of Complainant	Address of Complainant	Details of complaint	Time Reported to EHO	Action	Recorded by


Signed.....

<b>Event Name</b>	<b>Taste Cumbria</b>
<b>Event Location</b>	<b>Memorial Gardens, Cockermouth, Cumbria</b>
<b>Event Date</b>	<b>27 – 29 September 2019</b>
<b>Organisation</b>	<b>Allerdale Borough Council</b>
<b>Document Name</b>	<b>Noise Management</b>
<b>Document last updated and version number</b>	<b>12/08/19 V1</b>

## **1. Introduction**

TBC will provide noise monitoring for the Northbound stage at Taste Cumbria in Memorial Gardens in Cockermouth.

The purpose of this noise management plan is to outline how noise disturbance or annoyance can be minimised using the guidelines set out in the Code of Practice on Environmental Noise Controls at Concerts (1995) and to comply with any license requirements set out by Allerdale Borough Council EHO.

## **2. The Site**

2.1 The event is held on Memorial Gardens in Cockermouth

2.2 A premises licence has been applied for, for 4999 persons.

## **3 Noise Assessment**

3.1 A music noise level of an average of no more than 65dB over a 15min period between the hours of 11:00 and 21:00 should not be exceeded.

## **4 Noise Management Plan**

4.1 Careful attention will be given to exercising a noise control programme during the sound checks and the event itself.

4.2 The sound control procedures that will be adopted are as follows:

### (i) Pre Event

Two weeks prior to the event, a letter will be sent to local residents for all residencies and businesses informing them of the details of the event including start, finish and sound check times. The letter will also contain a dedicated number for noise complaints.

A notice will also be placed in the local newspaper containing the information above for all other local residents and outlying villages.

The site will be ready for inspection at a time as agreed at the EAG.

### (ii) Sound Checking

A sound check will be carried out before the start of the event. This involves playing music through the main PA system and measuring sound levels at the front of house mixing desk. This test will take into account all of the physical factors so that the sound level can be adjusted to meet reasonable external noise limits. The test will last a few minutes and is unlikely to cause annoyance.

### (iii) Sound Monitoring and Control

Noise will be monitored and controlled at the front of house mixing position continuously throughout the event. If the sound approaches the levels set, the sound engineer will be advised and when necessary, told to reduce the levels.

The sound engineers will be in communication with the event manager at all times via two way radio.

(v) Telephone Complaints Line

A telephone complaints line will be made available for the duration of the event. If sound levels are above the agreed limit, action will be taken immediately to reduce the levels on site.

The complaints will be recorded in the complaints log including the address, telephone number and the time of the complaint and submitted to the council within 7 days of the event.

In the event that there are several complaints at once, the management team will provide competent staff to assist with the management of these complaints so they are able to be dealt with in an effective and timely manner.

(v) Sound Management During The Event

The stage will be monitored for sound levels from the desk at all times throughout the event. Stages will not operate at the same time.

The stage operating times are:

Friday 27 Sept 2019 17:00 to 21:00  
Saturday 28 Sept 2019 11:00 to 21:00  
Sunday 29 Sept 2019 12:00 to 16:00

The sound engineer will have complete control over the volume levels throughout the event. If at any stage environmental health believe that the audible levels outside the premises are unacceptable then the sound engineer will adjust the volume accordingly.

4.3 Careful attention will be given to ensuring that the noise management plan is adhered to. Good lines of communication will be set up between event management and environmental health (if necessary) to provide a fast and effective response to any issues. The sound teams and event managers will work together closely throughout the event to ensure the noise is reduced to acceptable levels.

4.4 The stage manager is also asked to take out some of the 63hz from the main desk. This will reduce low level noise and further assist with the reduction of noise pollution.



## **5 Post Event**

A copy of complaints sheets will be sent to Allerdale Borough Council no later than 7 days after the festival.

# **Event Management Plan**

**Taste Cumbria/Northbound  
To be held on  
27 -29 September 2019  
In the  
Memorial Gardens  
Cockermouth**

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## INTRODUCTION

The Taste Cumbria event was developed in 2010 as part of the flood recovery initiative and has become an important part of the events calendar in the area.

Following the acquisition of the event by Allerdale Borough Council, the event has been merged with Northbound to create an enhanced event in 2019.

This plan relates specifically to the activity proposed for Memorial Gardens which includes a hot food and picnic area, beer tent, stage and children's activities.

Security will be present throughout the duration of the event and through the night to safeguard structures and property.

## GENERAL INFORMATION

Name of Event	Taste Cumbria	
Date of Event	Friday 27 <sup>th</sup> September – Sunday 29 <sup>th</sup> September	
Venue	Memorial Gardens, Wakefield Road, Cockermouth	
Event Times	Friday 27	17:00 – 21:00
	Saturday 28	10:00 – 21:00
	Sunday 29	10:00 – 16:00
Cost	Entry Free	
Est. Attendance	Up to 5000 in mixed family groups although it is highly unlikely that this will be at any one time and is likely to be transient over each day of the festival.	

### The Site (see site plan)

In 2010 and 2011, Memorial Gardens was used for Taste Cumbria including a bar, music stage, demonstration area, stalls and children's activities however following heavy rain, the event was moved in 2012 to various other locations around Cockermouth and has not been used since.

It is proposed that in 2019, the event will again take place on Memorial Gardens to amalgamate two events recently acquired by Allerdale Borough Council, Northbound and Taste Cumbria.

In the past, the two events have been held over two separate weekends. Taste Cumbria has a positive impact on the daytime economy and Northbound has benefitted the Night time economy. By amalgamating the two events, we can benefit both in one event whilst only closing the road once.

The Taste Cumbria hot food area has been located on Market Place. By relocating the hot food area, Market Place businesses (which are mainly food and drink related) can hold their own event to further benefit their businesses.

The bar at Taste has previously been located in a marquee at Jennings Brewery and in the Maltings and has run from Friday 4pm - 10pm, Saturday 11am - 10pm and Sunday 12 – 4pm and bands have played throughout.



To summarise, the main changes to this year's festival are the re-location of the hot food, children's activities and bar to Memorial Gardens, the stage usually at the beer festival rebranded to the Northbound Stage and the opening times cut short by one hour on Friday and Saturday until 9pm.

### **Pedestrian Access**

The Taste Cumbria Park and Ride will drop off at Wakefield Road Car Park. Pedestrians will also be able to access the park via any of the usual access points and no roads will be closed.

### **Car Parking**

Car parking will be available at all of the usual town centre car parks and the park and ride service will be in operation at Mitchell's Livestock Auction.

### **License type**

A premises licence has been applied for to Allerdale Borough Council to include live music, recorded music and sale of alcohol.

### **Personal license holder**

Graeme Mitchell, Tractor Shed Brewing.

### **STAFFING**

#### **Event Manager/Safety Manager**

Anna Chippendale, Events Manager, Allerdale Borough Council 07483029065

Qualifications:

NEBOSH General Certificate  
IOSH Managing Safely  
Capita Symonds – Event Safety Certificate

Recent Experience:

Event Manager and Group Health and Safety Manager: Newsquest (Formerly CN Group)  
2012 – 2019  
Event and Health and Safety Manager: Blissfields Music Festival (2010 – Present)

An example of events managed include:

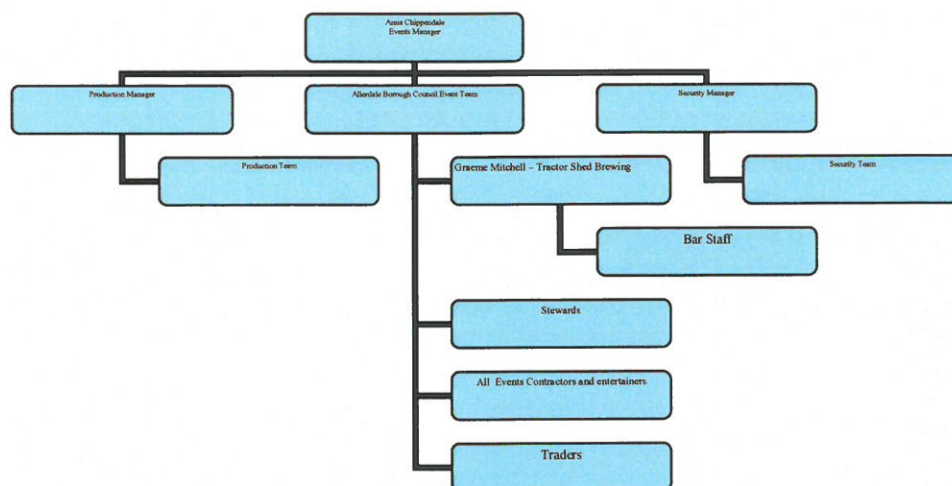
- Taste Cumbria (2012 – Present)
- Carlisle Fire Show
- Blissfields Music Festival
- CN Motorshow
- Cockermouth Rock Festival
- Northbound Festival
- Northbound Street Party
- Cumbria Life Culture Awards
- Allerdale Days in Manchester
- Carlisle Christmas Lights
- Workington Christmas Lights
- Pulse Festival

The Lakesman (H & S Manager)  
 Festival of Sport  
 Taste Cumbria Christmas  
 Radio One's Big Weekend  
 Carlisle Jubilee Celebrations

Name	Role	Responsibility	Contact Details
Anna Chippendale	Event Manager	Overall responsibility	<a href="mailto:Anna.chippendale@allerdale.gov.uk">Anna.chippendale@allerdale.gov.uk</a> 07483029065
TBC	Stalls Manager	Responsibility for all operations relating to stall management	
TBC	Steward Manager	Management of all event steward personnel	
Graeme Mitchell	Bar Manager for Tractor Shed Brewing	Personal license holder, DPS (memorial gardens) and responsibility for the bar and compliance with alcohol policy.	<a href="mailto:graeme@tractor-shedbrewing.co.uk">graeme@tractor-shedbrewing.co.uk</a>
TBC	Security Manager –	Management of all security personnel and their operations	
TBC	Production Manager	Management of all AV operations at the stage at the beer festival	
Jennifer Notman	Rainbow Jelly Productions	Management of Children's Activities and Lost Child Point	<a href="mailto:Info@rainbowjellyproductions.co.uk">Info@rainbowjellyproductions.co.uk</a> 07515415102

### Organisational structure

The chart below shows the chain of command.



## Security and stewarding

All security, stewards and staff will be trained, briefed and equipped to a standard that reflects their responsibilities. All SIA front-line security staff shall wear their badges in accordance with legislation.

Stewards will be made aware that they are NOT security and must not enter into any situation that is confrontational and their own safety is paramount. Stewards are to act as the eyes and ears for the festival and are there for general safety and information for the public.

**The site security team** TBC will be responsible for the correct management and deployment of security on site. They are specifically trained and experienced in dealing with events. The security supervisor will be responsible for passing information to event control, co-ordinating assistance between the security team and making tactical decisions with regard to security matters.

The event manager will have authority to direct any member of the security staff to perform a duty in the interest of event safety.

The security contractor will provide enough staff to cover the event during its opening times and overnight to ensure security of the traders, the attendees, the structures and the site.

**The event management team** will be responsible for the correct management and deployment of stewards around the Taste Cumbria site. They will provide training for stewards on site prior to the event where all stewards will be briefed on their areas of responsibility, expectations of the festival, hierarchy of the team, emergency procedures and communication methods. It is the responsibility of the event management team to ensure that all stewards are given the information required to maintain a safe environment for both attendees and members of their staff.

## **Site**

Staff will be positioned at key areas to protect equipment, maintain exit routes, maintain emergency routes and monitor and control public flow. Stewards will also give general information to the public regarding the event where necessary.

The security supervisor will maintain communication with the event management team throughout the event and will liaise directly with the event managers as to the deployment of their resources in response to intelligence received by event control.

## **HEALTH AND SAFETY**

It is the policy of the management team to achieve high standards of health and safety across the event. The team will ensure the maintenance and monitoring of safe systems and processes of work which will comply with or exceed current legislation for the protection of employees, contractors and customers and clients alike.

Arrangements for the planning and organising of this event and the standards for the provision of services are, where reasonably practicable, in accordance with the purple guide second edition and current good practice.

The event managers recognise that a number of activities which are undertaken at the event are undertaken on their behalf and could potentially involve risk to health, safety and welfare of others. It is the policy of the event managers to seek, as far as is reasonably practicable, safe working conditions for employees and all other personnel working on their behalf and to ensure that any activity undertaken does not adversely affect the health and safety of others.

All contractors will be required to demonstrate their competence and present relevant method statements, risk assessments, structural calculations and insurance details relating to the work they are contracted to carry out prior to work commencing on site.

Regulations which may cover areas of activity include:

- Control of Noise at work regulations 2005
- COSHH – Control of Substances Hazardous to Health
- Manual Handling Regulations 1992
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences
- Health and Safety at Work Act 1974
- PPE – Personal Protective Equipment Regulations 1998
- Health and Safety (First Aid) Regulations
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- LOLER – Lifting Operations and Lifting Equipment Regulations 1998
- Civil Contingencies Act 2004
- CDM – Construction, Design and Management Regulations 2015

### **Risk assessments and management**

Risk assessments have been carried out and are attached as an appendix with this document.

Dynamic risk assessments will take place on site throughout the course of the event.

Any action to be taken arising from these assessments will be recorded and acted upon immediately where necessary.

### **Risk assessments – contractors**

All contractors must provide a method statement, copy of public liability insurance, risk assessment and sign off certificate (where necessary).

In addition, all contractors must read, understand and sign our contractor health and safety rules prior to their arrival on site.

### **BARRIERS AND FENCING**

Crowd barrier will be placed along the path along the river.

It will also be used to denote the licensable area and will form access and egress points on both sides of the event zone which will be manned by SIA security.

#### **Front of stage Barriers**

Safety barriers will be certified 'front of stage barriers for use at indoor or outdoor music events. They are fully calculated and certified to 5Kn. The barriers are designed for the safety and comfort of the audience and comply fully with the requirements outlined in both the Pop Code and the institute of structural engineers guidelines.

Front of stage barriers will be erected by a competent person and will be signed off prior to the start of the event and will be located at the front of the main stage.

#### **Heras Fencing**

Heras fencing will be used to segregate generators and areas which are not to be accessed by the general public.

#### **Temporary Structures**

All stages and large structures will be supplied by competent contractors who will retain responsibility for them throughout the event.

Insurance certificates will be provided and risk assessments carried out by each contractor erecting a structure and available for review.

Checks on the structures will be carried out by the contractors erecting those structures and they will supply completion certificates following erection. These checks will be recorded and available for review.

During the build and dismantling of the structures, the area will be cordoned off with hazard tape in order to deter the general public from entering the area.

Full safety checks will be carried out by the event management team and will continue throughout the duration of the event.

In the event of any changes to structures, the contractor will be called to the site and if necessary, the structure will be removed.



Sign off certificates will be provided by the contractor.

Fire calculations will be carried out for all structures over 100m<sup>2</sup>.

All large structures will have at least two exits of at least 3m each which allows the safe passage of 300 people and will be placed no more than 18m apart. Fire calculations always take into account the removal of one exit.

Standing room only allows for 0.5m<sup>2</sup> per person.

Smaller temporary structures will be erected by individual traders. All traders must provide a copy of their public liability insurance certificates prior to arrival on site. Adequate weights must also be used and this will be checked by the event management team.

### **Event Control**

This will be located near the stage in a 3m x 3m structure.

## **ELECTRICAL INSTALLATIONS**

A qualified electrician will install all electrics for the festival and will ensure that the following are met:

- All site electrical installations and generators are installed and checked by the qualified site electrician for compliance with the current edition of the regulations for electrical installations issued by the institution of electrical engineers, relevant British standards and HSE guidance notes GS50 (second edition 1997) and HSG195 'the event safety guide'. Any defects will be properly corrected and an electrical certificate in the form of prescribed institution of electrical wiring regulations shall be submitted to the event owner before any member of the public is admitted to the site. All electrical cables run to areas where public have access shall be matted or flown and otherwise protected against physical damage including precautions to stop them from being damaged or presenting a trip hazard.
- Electrical completion certificates will be provided to the event managers prior to the commencement of the event. The certificate must confirm that all electrical installations are in safe working order and have been installed in compliance with the current electrical safety regulations. Separate certificates shall be provided for each electrical installation on site.
- The event managers will request that PAT testing has been carried out by all contractors and subcontractors bringing any electrical equipment onto site. Evidence of PAT testing should be present on each appliance with a sticker. Visual checks will be carried out by the health and safety manager.

### **Temporary lighting**

Four tower lights will be installed at various points around the site to ensure that there is adequate lighting at all times, particularly around access and egress points and by the riverside path.

## **SPECIAL EFFECTS AND PYROTECHNICS**

### **Strobe lights**

It is not anticipated that any strobe lighting or special effects will be in operation however if they are, they will be carried out by a competent contractor.

Strobe lighting if requested by the artist will not exceed a flicker rate of more than four flashes per second. When in use they shall be synchronised.

Use of strobes is to be limited and only to be used on the stages by trained operatives.

Signs will advise that strobe lighting effects may be used.

Any security working in front of the stage areas are experienced in these environments and will be trained to deal with people suffering from epileptic fits.

Any operator of the effects shall be a competent and trained member of staff only.

### **Ultraviolet light**

All ultraviolet lighting effects if used, will be carried out by a competent member of staff only.

### **Lasers, fireworks and pyrotechnic displays**

No lasers, fireworks or pyrotechnic displays will be used.

### **Smoke and fog effects**

All effects of this nature will be carried out by a competent contractor.

Effects of this nature are likely to be minimal on the main stage and where an artist requests them, they will be positioned away from crew, crowd and performer to reduce the risks of asphyxiation or reduced vision leading to accidental injury.

The effects will be positioned on the stage only and not near exit routes.

Any operator of these effects will be a competent and trained individual.

## **ALCOHOL**

We have lots of experience running small bars at events of this nature and have had no trouble as a result in the past. As a responsible event organiser, we recognise that although unlikely, there is the potential for people to consume amounts of alcohol that render them intoxicated.

We have therefore taken steps to ensure that the potential for this is limited and managed correctly.

Members of SIA registered door staff who are specifically trained in dealing with people under the influence of alcohol and will be there to diffuse any situation arising as well as to ensure that nobody leaves the licensable area with alcohol.

Our full alcohol management plan is available as an appendix.



## **MAJOR INCIDENT AND EMERGENCY PLAN**

### **Purpose of emergency Plan**

It is recognised that whilst the potential for a major incident to develop at a well-managed event is low, the consequences of such an incident are high. With this in mind, the event management team recognise that pre event planning will need to take into account such an eventuality.

All relevant authorities will be advised of the event's opening hours and informed of the sterile route onto the site and given a site plan. The Safety Advisory Group (SAG) will assist in the pre event planning if faced with a major incident.

All staff will be made aware of the plan prior to the event and stewards and other team members will be advised and trained accordingly.

A clear print out of the evacuation procedures will be available in event control on site and will be made available to all staff prior to the event.

### **Operation of emergency plan and transfer of command**

In the event of an emergency, the following people will contact the local authorities:

Anna Chippendale (Allerdale Borough Council) – Event Manager

Should a situation develop into a major incident or emergency, responsibility will pass from the event management team to the statutory authority or police officer in command. The event management team will place at the disposal of the statutory authority, all the resources available onsite in consultation event managers. An event handover will be completed and signed by all parties.

### **Definition of a major incident**

Paragraph 192 of HSG 195 – A guide to health, safety and welfare at music and similar events states:

"A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- The treatment, rescue and transport of large number of casualties.
- The involvement either directly or indirectly of large numbers of people

The handling of a large number of enquiries likely to be generated both from the public and the news media, usually the police

- The need for large scale combined resources of two or more of the emergency services
- The mobilisation and organisation of the emergency services and supporting organisations, e.g local authority, to cater for the threat of death, serious injury or homelessness to a large number of people"

In addition to the above, the major incident plan also recognises that external major incidents, beyond the control of the event management team, may result in special arrangements being implemented within the event site by the event team. Examples of these types of incidents could be:

- Off site chemical incident
- Major transport disruption
- Extremes of weather
- Crowd disturbance not attributed to the event

### **Declaration of major incident**

The statutory authorities are the only parties who have the authority to declare a major incident. The aims of the event management team in a major incident are as follows:

- Preservation of life
- Protection of property
- Safeguarding the wider environment
- Ensuring the safety of all staff and attendees
- Responding effectively to any given emergency
- Reducing the impact on the local community
- Ensuring a high degree of public confidence through professional conduct of staff
- Restoration of normality

### **Communication procedures**

In the event of an incident, the procedure will be carried out by the event managers as follows:

- Ascertain the level of the incident
- Make an appropriate decision regarding the action to take
- Contact the relevant local authorities with the following information:

The address of the site and the correct entrance for emergency access.

The nature of the emergency, accident or incident.

Any relevant information as to the nature of the incident or any hazards that may be present.

Contact all members of the team to co-ordinate a response:

The nature of the emergency, accident or incident.

The location of the incident on site.

Any relevant information as to the nature of the incident or any hazard that may be present.

If evacuation is necessary

Lead the response to the situation and ensure all is carried out effectively

### **Emergency Codes**

In the event of an emergency, the following codes will be announced over two way radios to all staff:

#### **Code green**

There are no problems reported or following an incident, all personnel may stand down and resume normal duties.

#### **Code Amber**

All staff must be on alert and standby. All staff must maintain radio silence unless the information relates to the incident.

In the event that code amber is declared, the following plan will be activated:

- The event managers will confirm with police that they are aware of the situation
- The management team will inform the relevant staff of the situation
- The event managers will go immediately to the location and co-ordinate the incident if it is safe to do so and resources will be deployed as requested.
- All radio holders must operate radio silence until contacted by event control and await instruction
- All parties will be advised of the exact area of the threat
- All staff will prepare for evacuation of the site and arrange for any obstacles to be removed. At this stage and dependant on circumstances, the public will not be informed of any preparations unless absolutely necessary.
- Any vehicles parked on site must be prevented from blocking public access where possible
- If the incident is contained, code green will be declared and all parties will be advised to stand down. Where the situation could become serious, a stand by for condition red will be issued.

## Code Red

On advice from the event managers in consultation with the police, the incident will be escalated to a code red. All staff must be on standby and maintain **absolute radio silence**.

In the event that a code red is declared, command will be transferred to the police and will direct the management team appropriately. All event staff will assist the emergency services as requested whilst the situation exists. The following procedures will be followed:

- All exit and entry routes will be cleared of obstruction (barriers, vehicles, members of the public, waste etc)
- All emergency routes to be cleared
- Cordon to be established around the affected area if necessary and decided by the emergency service in command
- Attendees to be directed away from the affected area and decisions made on available access routes.
- Designated stewards to be positioned in evacuation control areas to inform and manage attendees.
- Designated person to call show stop
- All staff to maintain radio silence until further notice

**DUE TO THE NATURE OF THE INCIDENT, THERE MAY BE A NEED TO AMEND THE ABOVE LIST OF ACTIONS. UNDER SUCH CIRCUMSTANCES, THIS WILL BE CARRIED OUT UNDER THE GUIDANCE OR LEADERSHIP OF THE POLICE.**

The following codes **MUST** be used to convey serious incidents:

**VIOLET** – A violent incident

**MR SMOKE** – A large fire i.e "MR SMOKE IS IN THE MEMORIAL GARDENS"

**MR SANDS** – A small fire

**MR ASH** – A small fire that has been dealt with but is smoking

**MOSES** – Flood warning

**MR BRIEFCASE** – Suspicious unattended package or device

**TEDDY BEAR** – Lost child i.e "I have found a teddy bear on Main Street"

**This information is confidential and should not be shared with the public.**

## Emergency Announcements



In order for all staff to effectively carry out their duties in the event of a major incident it is essential that all parties are aware when the state is raised. The following messages will be broadcast over two way radios, following confirmation from event control.

**"STAFF ANNOUNCEMENT: CAN THE AMBER TEAM LEADER REPORT TO EVENT CONTROL"**

This is a warning that the alert state has been raised to **AMBER**. If the situation or incident is likely to result in a part or full evacuation of the site, the following message will be broadcast upon confirmation from event control of if the situation is such that life will be at risk awaiting the transfer of command.

**"STAFF ANNOUNCEMENT: CAN THE RED TEAM LEADER REPORT TO EVENT CONTROL"**

This is a warning that the alert state has been upgraded to **RED**. All personnel should stand by for further instructions on an evacuation of the site.

If a full evacuation is to be carried out, the following message will be made over PA systems or using a loud haler:

**"LADIES AND GENTLEMEN, THIS IS A SAFETY ANNOUNCEMENT. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL, WILL YOU PLEASE VACATE THE AREA USING (SPECIFIC EXIT OR ROUTE) AS QUICKLY AND QUIETLY AS POSSIBLE"**

If the evacuation is to be contained to a specific area of the site, a local evacuation of the site will take place under the control of the head of security.

Once the situation is contained, the following message will be broadcast:

**"STAFF ANNOUNCEMENT: THE GREEN TEAM LEADER HAS ARRIVED AT EVENT CONTROL"**

All personnel may then stand down unless otherwise instructed.

## **Staff**

In the event of an amber or red code declaration, staff must follow these procedures:

- Calmly understand the situation
- Advise all staff in their team who are affected
- Advise all staff to remain calm and on standby
- If required, take steps to shut down all activities in their area of responsibility

- Calmly exit their area and assist with the incident if necessary

Depending on the nature of the incident, certain crew and contractors may start to take preliminary action to assist should they be needed. If there is an amber alert due to a structural problem, the contractor or supplier of that structure may assemble in the area and must be wearing PPE where applicable.

### **Assembly Point**

**Memorial Gardens Car Park (If memorial gardens car park is used due to inclement weather, Memorial Gardens will be the assembly point)**

The nature and location of the incident may dictate the location of the fire assembly point. In the event that it is deemed unsafe to use the designated fire assembly points, the event management team will make a dynamic decision as to the location of a safe meeting point which will be communicated via PA or loud haler.

### **Evacuation**

Depending on the size and nature of the incident, it may be necessary to evacuate all or part of the site. Staff will work with security and stewards to clear the area to the evacuation points as directed by the police.

Once it has been decided that an evacuation must take place, further instructions will be given to the staff members as follows:

- Decide on appropriate evacuation routes
- Place all radios and operators under the direction of the event control
- Advise site medical staff
- Set up information points to advise public
- Direct any enquiries for casualty information to emergency services
- Direct any press or media to police
- Staff to be deployed to sweep the site in one direction to the assembly point and evacuation routes

All communication with the public will remain polite, firm and calm at all times so as not to induce panic.

Following evacuation, all areas will be checked by stewards and security to ensure no-one remains on site.

Attendees will be advised if the event is likely to be reopened when appropriate.

### **Re-Opening the event**

In consultation with the authorities, the event manager has authority to re-open the event.

The event will only re-open if it is absolutely safe to do so. All teams will then return to their positions to restart the festival.

Security will assist with the smooth re-entering of people and assess the likelihood of flash points and be deployed by their manager accordingly.

### **Cancellation**

In the event of the festival being cancelled as a result of the incident, members of the public will be notified.

### **Show stop procedure**

If an incident occurs in a localised area or a major incident is declared, it may be necessary to perform a show stop. Artists will discontinue performing and all bars and traders will be asked to cease activity.

If a situation or incident develops to the point where the operational condition for the event is changed to amber and the event management team feel that the festival should stop, they have the authority to do so. This is unlikely to mean that the entire event is to be evacuated as the incident may only be contained to one area. If any part of the event is placed on a show stop however, the whole site must be placed on amber alert until the incident is resolved.

### **Temporary Mortuary/Body Holding area**

If a body holding area or temporary mortuary is required, the emergency services along with the event owner and event managers will make a dynamic decision on its location.

### **Medical services**

The closest hospitals with A & E facilities are the West Cumberland Hospital in Whitehaven (15.5 miles) and The Cumberland Infirmary, Carlisle (25.2 miles). The first aid team will assess which hospital is the most appropriate should an incident occur that requires hospital treatment.

There will be a first aid team on site who are capable of attending to any incident until the emergency services arrive.

There will be an on-site medical team TBC.

### **Press**

In the event of a major incident all press will be handled by the relevant press representative. This will be on instruction of, Emergency Services, Relevant authorities or event Managers. Press conferences in regards to a major incident will be held at a location decided by the emergency services.



## **FAIRGROUNDS AND ATTRACTIONS**

Small fairground rides may be allowed if the ground conditions will allow and will be provided by Thomas Wilmot.

All rides must be part of the [ADIPS \(Amusement Device Inspection Procedures Scheme\)](#) scheme.

A copy of the certificate must be supplied prior to the event and can be made available to the relevant authorities.

Written confirmation must be supplied as confirmation that the fairground supplier operates under the [HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice](#).

Any inflatables will need to have a valid PIPA test certificate.

A tent with children's activities will also be situated on the park as per the site plan and will be managed by Rainbow Jelly Productions.

## **SOUND AND NOISE**

The sound levels for the event will be set to comply with legislation and levels set by local authorities.

Due regard is made to contractors of the control of noise at work regulations 2005 which was applied to the entertainment industry in 2008. These regulations apply to employees and workers and not members of the public although both the public and employees will be advised that hearing protection should be worn to mitigate hearing damage.

The sound desk operator will be in contact with event control should any action need to be taken during the event.

The stage will be scheduled to finish within the terms of the licensing agreement.

Sound level testing will be carried out and recorded. The following will be carried out in order to reduce the impact on the local community as indicated in italics:

*Providing the licensing committee is in agreement, noise levels from the event shall not exceed the following:*

- *Between the hours of 1100 and 2100, noise levels shall not exceed 65dB (over 15mins) as measured at a distance of 1m from the facades of residential properties.*
- *Music from the main stages will cease at 2100.*

Traders will be allowed to operate background music only and the event organisers and managers retain the right to turn it off if needed.

## **FIRE SAFETY**

A full fire risk assessment will be carried out and can be found as an appendix to this document.

## **Build and Break Periods**

During the build and break periods, the management team will ensure that there is sufficient FFE in designated areas along with the appropriate signage. Additionally all persons on site will be briefed as to the actions to be taken in the event of a fire and will be advised of the site assembly point.

### **Event**

A specific member of the team will be appointed the point of contact in the event of a fire on site.

The event management team has a duty to prevent accumulation of flammable materials (rubbish) especially near structures and tented areas. A waste collection vehicle will be able to access the site to remove waste where necessary. Waste receptacles will also be provided and traders will be asked to ensure that any waste is disposed of accordingly.

All stewards and crew will be required to assist in fire prevention and maintain site safety.

Generators will be fenced off from the general public and diesel will be used on site. Traders will be asked to store fuel appropriately and limit the risk of fuel and other flammable materials.

All power supplies and any production equipment will be monitored and prepared with a full fire risk assessment by the contractors who provide them.

All structures will be strictly monitored for flame retardancy, will comply with current British standards and up to date certificates will be provided by contractors for inspection by the event management team.

A sterile route of 4m will be maintained on site for fire emergency vehicles.

All caterers and traders are required to bring their own fire fighting equipment suitable for use where a significant hazard exists and fire risk assessments.

### **OVERNIGHT SECURITY**

Security will be in site from 5pm on Friday 27 September and remain there until Sunday 29 September until the site is clear.

### **TERROR THREAT POLICY**

A full terror threat policy is in operation and available as an appendix.

### **WEATHER CONSIDERATIONS**

Whilst the weather is beyond the control of the management team, it is their responsibility to make preparations for the occurrence of inclement weather.

Safety is always the priority and should never be compromised. This document will outline the steps that will be taken in the event of inclement weather to ensure the safety of staff, contractors and attendees.

The types of weather likely to cause disruption to the festival are as follows:

- Heavy Rain
- High Winds
- Extreme Heat
- Ice/Snow
- Flooding

All of the above conditions may occur individually or in combination but each situation will be addressed by the event management team and a dynamic decision will be made as to the best course of action.

The weather forecast will be monitored in the days and weeks prior to the event, in order to ensure that preparations are made as far as is reasonably practicable.

Regular risk assessments will take place on site and the findings of those assessments will be recorded from which dynamic decisions will be made.

### **Heavy Rain/flooding**

Heavy rain is the type of inclement weather most likely to occur given the British climate and the area has a history of severe flooding. While rain itself is not a danger to staff, contractors or attendees, the effect it has on the ground condition, standing water and the potential for flooding are a real danger.

If there is a risk, it is unlikely to happen immediately and we should have some flood warning from the Met office. In this case, the event will be cancelled, the build will not take place and all contractors, traders and general public will be informed of this cancellation.

It is highly unlikely that heavy rain (that does not cause flooding) during the festival will result in cancellation of the event however in the event that Memorial Gardens is deemed unusable, or if heavy rain is predicted over the course of the weekend, the activity will be moved to Memorial Gardens Carpark (previously known as Wakefield Road).

In the unlikely event that heavy rain and unpredicted flash flooding should occur during the festival, the following measures will be in place:

- All activity will cease and an evacuation will take place. (See major emergency plan)
- First aid on site to deal with any casualties from slips, falls or hypothermia.
- Generators will be switched off immediately if it is safe to do so.
- Area will be cordoned off and traders and contractors will not be able to remove their stock and equipment until it is deemed safe to do so.

Cancellation will be an **absolute last resort**. Only if the conditions on site due to heavy rain are deemed unsafe will the event be cancelled.

Should this cancellation take place prior to the festival, announcements will be made via the website, mailing list, social media and local press.

In the event that the festival is cancelled whilst it is taking place, our evacuation procedure will come into action.

## **High Winds**

High winds can cause serious issues with stages and temporary structures. Although all stages and temporary structures are erected by trained and competent professionals and completion certificates are provided, several precautions are taken to ensure the safety of the event should the site be affected by high winds. High winds will be the most likely cause of cancellation.

The following checks and precautions will be carried out:

- All structures should have wind load calculations. Each contractor is responsible for ensuring that they do not erect those structures in winds higher than the calculations state.
- In the event that winds close to the wind load limit are predicted, contractors must ensure that extra weight, ballast or tethering takes place to further secure the structures.
- Dynamic risk assessments will take place to assess the weather at regular intervals.
- An anemometer will be used by the trained stage crew to monitor wind speeds. In the event that wind speeds reach a level that is deemed unsafe, the area will be closed to the public and production with only a trained team present and all activity on the stage will cease. Only when the crew have secured the structure will the area be reopened.
- The event management team will perform regular site checks on temporary structures to ensure their safety. This will include checking that any tethers and ballast have remained in place. Although this is a standard practice throughout the event, the frequency of these checks will increase in the event of high winds.
- If it is safe to remove structures, they will be dismantled and the event will be cancelled.
- If the structures are deemed unsafe, and it is not possible to dismantle them, traders must leave their stock, the areas will be evacuated and all activity will cease.
- First aid will be on site to deal with any injuries caused by blown debris.

Any evacuation procedure required will be carried out in line with the policy outlined in the major emergency section of the event management plan.

## **Ice/Snow**

Due to the event being held in September, it is unlikely that snow and ice will be a risk. The main risks of snow and ice are slippery roads and hypothermia.

The management team will closely monitor the weather forecast. In the event that snow and/or ice are predicted, the following measures and precautions will be put in place:

- Although highways are aware that the event is taking place, contact will be made to ensure that roads with increased traffic because of the event are gritted.
- Additional road signage will be placed on roads if necessary.
- Warnings of adverse weather and advice for attendees will be posted on the website and social networking sites.
- Liaison with First Aid crew to ensure they are prepared for cold weather.
- Heaters will be located in each of the trader marquees.

### **Extreme Heat**

Extreme heat has little impact on the infrastructure of the event and is highly unlikely to cause its cancellation. The major impact of extreme heat is on staff, contractors and attendees.

The following procedures and precautions will be carried out in the event that hot weather is expected:

- There are plenty of shaded areas and temporary structures for attendees to shelter from the sun.
- First aiders will be on site and will be well equipped to deal with the symptoms of being exposed to these conditions.
- Security will provide trained crowd spotters who will make the stage managers aware of any members of the crowd who come into difficulty as the result of heat exhaustion or for any other reason. At this point the show stop procedures as outlined in the major emergency section of this plan will come into effect if necessary.
- Stewards, traders and the event management team are responsible for ensuring that any combustible material such as waste is not allowed to build up and is removed from the site. All traders are required to bring fire fighting equipment (FFE) and additional FFE will be available on site.

### **Cancellation policy**

Only when all other courses of action have been exhausted will the event be cancelled. The safety of our staff, contractors and attendees is paramount and in the event that inclement weather causes disruption to the festival to the point that it is unsafe then it would be considered irresponsible to continue.

This decision will be managed with effective communication internally and to our audience via our website, mailing list, media and social networking sites.

## **TRAFFIC MANAGEMENT**

### **Sterile Route**

A 4m sterile route will be kept at all times through the site for emergency access. No fencing, structures, waste or any other equipment will be placed in the way of the sterile route at any time.

There will be no vehicle movement at any time during event opening times. Any vehicle on site will be subject to a strict 8mph speed limit. Vehicles will only be allowed to move during the build and break periods other than artist vehicles or emergency vehicles.

Artist vehicles will be limited to access at the back of the main stage which will be manned at all times

Vehicles likely to be on site will be but not limited to:

- Emergency vehicles
- Production vehicles
- HGV's from contractors during build and break
- Waste removal vehicles
- Stalls and trader vehicles
- Artist vehicles

## **MEDICAL/FIRST AID PROVISION**

A score of 23 was recorded on the First Aid risk assessment.

This requires a minimum of 6 first aiders, 1 ambulance and 2 x ambulance personnel.

TBC will provide personnel.

The Triage area will be in the Memorial Gardens as per the site plan.

## **LOST CHILDREN/SAFEGUARDING**

### **Definition**

Allerdale Borough Council are committed to safeguarding the welfare of all children and young people who are involved with, or attending, the festival. These guidelines and procedures will apply equally to any vulnerable adults and any reference to a child or a young person should be read as a reference to a vulnerable adult also.

### **Principles**

Children and young people should be treated with care, respect and dignity. For the purposes of the Disclosure and Barring Service (and previously the Criminal Records Bureau), a child is defined as someone who is under 18 (or under 16 if the child is employed).

The responsibility for the creation of a safe environment for each and every child at the event belongs to everyone in the production team, whether staff, contractor or volunteer.



All staff members are expected to be professional in their conduct and work in a manner that is open, honest and trustworthy. Staff members will behave responsibly throughout the event, especially when children are present.

## **Safeguarding**

Jennifer Notman (Rainbow Jelly Productions) will have responsibility on site for lost children/safeguarding. These responsibilities include:

- To be the point of referral for questions in relation to the Safeguarding Policy.
- To be the point of referral for anyone who, during the course of the event, believes that a child or young person may be at risk of harm, is told by a child or young person of a child welfare issue; or believes that a person may pose a risk of harm to any child; and keep a record of any safeguarding issues which arise.

## **Lone working**

Allerdale Borough Council's intention is that its staff should never be alone with a child or young person in the course of their work. Any activity with children and young people should be planned accordingly. However, we recognise that in an emergency this may be unavoidable.

In such instances, staff members should contact the safeguarding manager immediately and move to an open, public space. If it is not possible to move to a public space, staff members should radio event control and request immediate assistance.

## **DBS Checks**

Anyone involved in the event that has direct responsibility for children must provide a DBS check.

## **Lost child policy**

In the event that a child is found without a parent or guardian, it is essential that the following steps are followed:

- If you find yourself on your own with a lost child, move quickly into an area where there are other adults. If this is not possible, radio for support from another crew member.
- **Under no circumstances should a lost child be announced over the radio channels. The code word "Teddy Bear" should always be used e.g "I have found a Teddy Bear".**
- The safeguarding manager is the main contact in the event of a lost child. Once they receive the message, they will attend the area where the lost child is located.
- If the parent or guardian has not returned for the child within five minutes, the designated member of staff will take the child to the back stage area.



- Once in the back stage area, a "found" child form will be completed.
- The designated member of staff will then stay with the child until the parents are found.
- Once the parents are found, they must sign the form to say they have been reunited with their child and show some ID.
- If the child is reluctant to go with the parent or seems distressed, the safeguarding manager should inform the authorities and await the arrival of police.
- If no parents are found within one hour, an announcement will be made over the stage PA. As a last resort if no parents are found, the authorities may need to be contacted.

In the event that a parent or guardian reports a missing child, the following steps should be followed:

- The announcement "we've lost a teddy bear" should be made over the radio followed by a location.
- The safeguarding manager will report to the location and take a brief description of the child.
- A crew member should stay at the location where the child was last seen and look out for any child fitting that description.
- The parents or guardians will be taken to the back stage area to complete a lost child form.
- Crew members should search for the child until it is reunited with its parents.
- Parents must sign the form once they are reunited with their child.
- If after one hour the child has not been found, the police should be called.

## **ENVIRONMENTAL CONSIDERATIONS**

### **Food, refreshment and drinking water**

A number of food stalls and a bar will be placed on Memorial Gardens as per the site plan. Drinking water will be available at the bar.

### **Sanitary accommodation**

A total of 10 x Portable toilets including 2 x disabled units will be placed near the stage on Memorial Gardens. These will be emptied each day of the event.

Disposal of liquids will be off site and will be the responsibility of the contractor on collection.

### **Waste disposal - Removal of refuse produced by the Event**

Allerdale Borough Council will provide 8 x 1100l wheelie bins and litter pickers throughout the event.

They will also collect the rubbish on Monday following the event once all event equipment has been cleared away.

It is the responsibility of each trader and the event management team to ensure there is no build-up of waste around the site which has the potential to cause a fire hazard, a trip hazard or an obstruction and stewards and staff must be vigilant at all times.

## **Miscellaneous**

### **Animals**

As this is a free event in a public area, dogs will be allowed to enter the event with their owners.

### **Skin Piercing**

No skin piercing or tattooing will take place on the site.

### **Smoking**

No smoking is permitted in enclosed and substantially enclosed areas. Security and stewards will politely ask people not to smoke inside structures and should this behaviour persist, they will be ejected from the structure.

### **Higher than expected numbers**

Although it is highly unlikely that the event will reach capacity, a number of measures have been taken to ensure that excessive numbers or un-desirable groups of people are not attracted to the event. The acts and choice of entertainment particularly are designed to appeal to family groups and an older audience.

If at any point management or the security team feel it is necessary, the show stop procedure described in the emergency planning section will take effect.

### **Ground Re-instatement**

In the event that there is damage to the ground, Allerdale Borough Council will ensure that re-instatement is paid for.

### **Acceptable behaviour**

The organisers will not accept racist or aggressive behaviour amongst attendees, staff or contractors. Any reports of such incidents will be fully investigated and the perpetrators, if apprehended, ejected from the event.

### **Facilities for people with disabilities**

Main gate access and egress points will be suitable for disabled people.

Disabled portaloos will be located near the stage.

A disabled viewing platform for the stage will be placed at a suitable location.

### **On Site Communications**

Communication will be by two way radio across the whole site.

The stage PA system will be used to make emergency announcements if necessary.

Appendices:-

1. General Risk Assessment
2. Fire Risk Assessments
3. Alcohol Management Plan
4. Handover of Control Form
5. Site Plan
6. Emergency Procedures
7. Noise Management Plan
8. Noise complaint log sheet
9. Terror Threat Policy

<b>Event Name</b>	<b>Taste Cumbria</b>
<b>Event Location</b>	<b>Memorial Gardens, Cockermouth</b>
<b>Event Date</b>	<b>27 – 29 September 2019</b>
<b>Organisation</b>	<b>Allerdale Borough Council</b>
<b>Document Name</b>	<b>Terror Threat Policy</b>
<b>Document last updated</b>	<b>12/08/19 by Anna Chippendale</b>
<b>Version Number</b>	<b>1</b>

## Introduction

In light of recent events, the events management team are aware that they have responsibilities to ensure that the current terror threat in the UK is considered when planning the event.

This policy explains the guidelines from the UK home office and how they will be implemented at the event if necessary.

## Threat levels

The management team will check the current threat levels via the below recommended websites:

- [in the terrorism and national emergencies](#) area on GOV.UK
- [on the MI5 website](#)

## Vigilance

The whole management team will be briefed to be vigilant throughout the build, event and de-rig. This policy gives guidance about what to be aware of and will be circulated to all team members.

## Hostile Reconnaissance

Terrorists very often undertake some form of reconnaissance before carrying out an attack. They may do this in vehicles or on foot, alone or in small groups, using cameras or other recording devices or making written notes or speaking into mobile phones. In periods of heightened alert, it is vital to remain vigilant, trust your instincts and report possible reconnaissance to the police. Where possible record a description of the person(s) or vehicles or if safe to do so obtain an image.

Signs to look for:

**Individuals or groups with a significant interest being taken during the event set up stage (or during event) regarding the existing security measures present such as physical security measures, access gates, CCTV, access control or interest in the human resources employed such as security staff numbers and locations/routines.**

Persons:-

- People taking pictures, filming overtly or covertly, making notes or sketching of the security measures around events (potentially could be innocent to be tourists). Particular attention to entrance/exits points.
- Persons in possession of global positioning systems (GPS), maps, plans etc. of the event, venue, local area.
- Simple observation such as staring or quickly looking away.
- Standing or loitering in the same area on numerous occasions with no apparent reasonable explanation. Undertaking activity which appears inconsistent with nature of location/building.
- Walking perimeter routes, frequently re-tracing same route.
- Asking questions – any VIPs attending, security numbers/routines, evacuation procedures, probing for further information. Enquiring where staff 'hang out' or local amenities frequented. Wanting details of a building's layout.
- Appear to be making notes on numbers of persons, vehicles and timings.

#### Vehicles:-

- Parked outside venue, event perimeter with one or more people remaining in the vehicle, for longer than would be considered usual or in the same location frequently.
- Driving around perimeter, up and down same roads or erratic driving.
- Vehicle may appear overweight
- Same vehicle returning but with differing occupants, often parking in same location.

#### Testing security:-

- Vehicles, packages, luggage left unattended and observing security response.
- Unusual or unexpected deliveries, outside normal hours.
- Attempting access to location on foot or in vehicle.
- False activation of alarms (security/fire) to assess evacuation routines and/or emergency services response.
- Creating insecurities in perimeter fencing and observing response or repairs.

Hostile reconnaissance may also involve using disguises or face covering/motorcycle helmets or pretending to be another regular user of the location (examples include a contractor, delivery person or pretending to have a car breakdown to remain static outside perimeter).



Other tactics include following members of staff away from venue to observe routines, learn identities and activities.

The above principles also apply post event when locations are being dismantled or returned to normal operating routines if the event /location will be used again for similar occasion as observing now may be planning for an attack on the next occasion the event is operating.

Measures to combat against Hostile reconnaissance:-

- The key is the promotion of security awareness and resulting extra vigilance by all involved in an event including the crew, staff, volunteers, security team, contractors, event exhibitors and vendors.
- Create a culture of challenging unknown visitors both pre event and during.
- Ensure staff and vehicle passes are carried/displayed on entering event/location or restricted areas. Keep these secure and out of sight when away from the event.
- Report any suspicious activity.

### Bomb Threats

The vast majority of bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications.

It is important that potential recipients - either victims or third-parties used to pass the message - have plans that include how the information is recorded, acted upon and passed to police.

A received call 'checklist' along with additional guidance can be found here <https://www.gov.uk/government/publications/bomb-threats-guidance>

A hard copy of this form will be located in event control.



## Suspicious packages

The below is some simple guidance when considering located items:-

The **HOT** protocol may be used to inform your judgement:

Is it **Hidden**?

- Has the item been deliberately concealed or is it obviously hidden from view?

**Obviously** suspicious?




- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- Do you think the item poses an immediate threat to life?

Is the item **Typical** of what you would expect to find in this location?

- Most lost property is found in locations where people congregate. Ask if anyone has left the item.
- If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures.

After initial assessment if you believe it to be suspicious then start considering crowd safety, move away at least 100m for a small item such as a briefcase or rucksack and contact the Police by 999.

**Minimum** safe cordon distances from suspicious item/vehicle:-

	<b>100 Metres</b>
	<b>200 Metres</b>
	<b>400 Metres</b>

## Vehicle as a weapon

A vehicle by itself can also be used with hostile intent to breach a perimeter, ram and damage infrastructure, or as a weapon to injure and kill people.

This is referred to as a 'vehicle as a weapon' attack. The use of a vehicle as a weapon is a low complexity methodology and has been used by terrorists to target crowded places as seen in recent UK and European attacks. A broad range of vehicles can cause significant loss of life and serious injury.

Attacks using vehicle as a weapon requires little or no training thus are within the capability of most individuals. Online terrorist media continues to inspire and incite individuals to use a vehicle as a weapon as an attack.

Full Hostile Vehicle Mitigation (HVM) is normally permanent features found in locations to protect critical infrastructure or events with high risk. Counter Terrorism Security Advisers (CTSAs) advise organisations and local authorities regarding these more permanent mitigation structures.

For example a large heavy goods vehicle may act as a visible deterrent and provide a level of protection (not full mitigation) against a VAW but a driver would always need to be immediately available to safely relocate the vehicle in an emergency.

## Procedure

In the event that a terrorist attack takes place or is suspected, the following home office advice will be followed.

### **ETHANE – On contacting the emergency services, the following will be communicated**

#### **Exact Location**

- Confirm nearest junction or exact address
- Geographic size of the incident

#### **Type of Incident**

- Explosion, building collapse, firearms incident etc.

#### **Hazards**

- Identify the hazards present or suspected (such as number of hostiles, types of weapons etc.)

#### **Access Routes**

- Update with routes that are safe to use
- Clarify routes which are blocked
- Nominate the RVP

#### **Number of Casualties**

- List type and severity
- Approximate number of dead, injured, survivors and witnesses

## **Terrorist firearms and weapons attacks**

Prior to the beginning of the event, the below home office advice will be communicated with all staff, security and stewards.

The 'STAY SAFE' principles give some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack.

The Run, Hide, Tell advice will be communicated to all staff where appropriate:

### **RUN**

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

### **HIDE**

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

### **TELL**

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions - Describe the attacker, numbers, features, clothing, weapons etc.
- Further information - Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

### **ARMED POLICE RESPONSE**

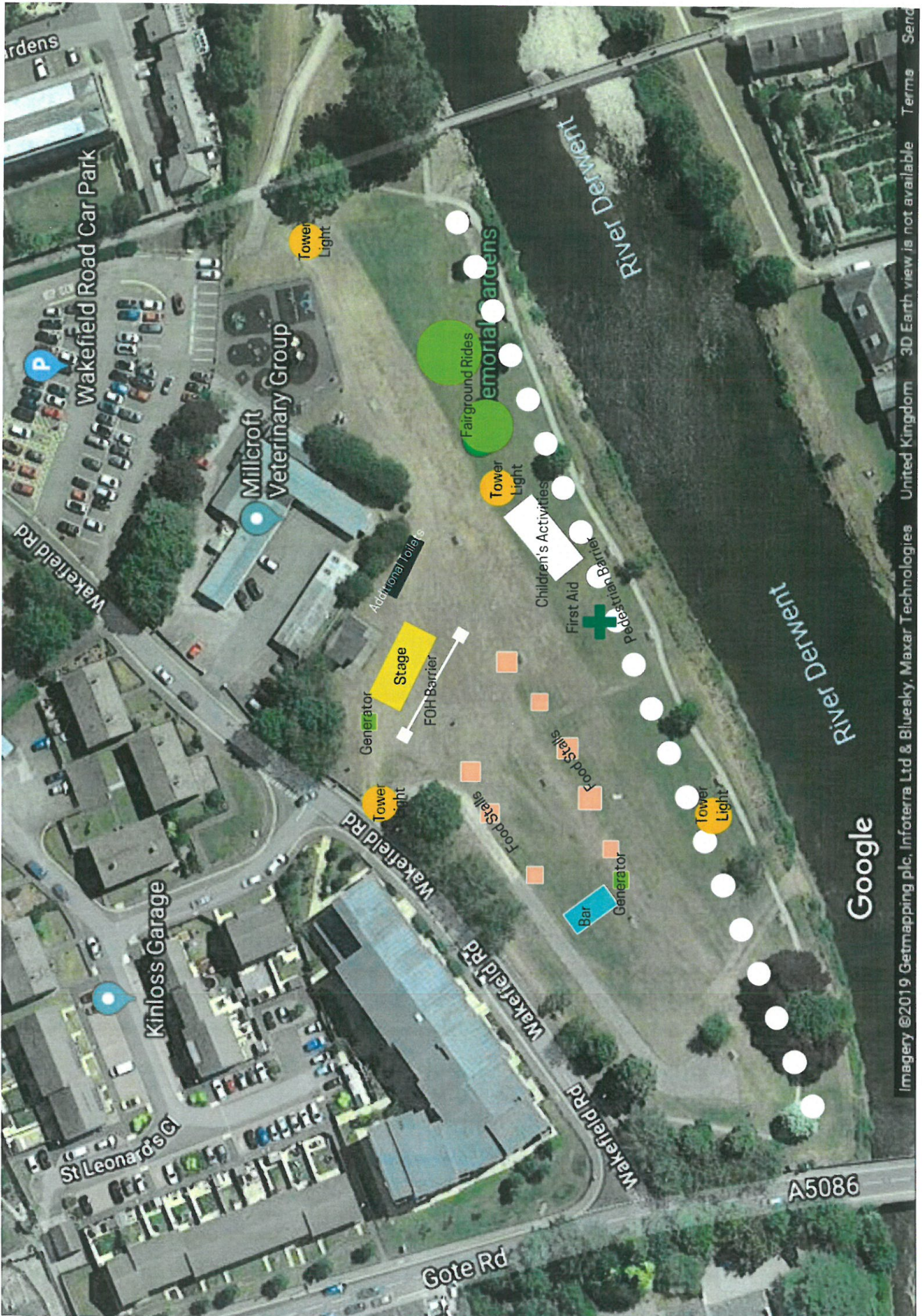
- Follow officers instructions

- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

**OFFICERS MAY**

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so





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