

Supplementary Information

HAVANT BOROUGH COUNCIL
PLANNING COMMITTEE
THURSDAY, 31ST AUGUST, 2023

Please note that the attached supplementary information was unavailable when the agenda was printed.

Agenda No Item

- | | | |
|-------------|---|---------------|
| 5(a) | APP/23/00076 - Tournerbury Woods, Tournerbury Lane, Hayling Island | 1 - 50 |
| | Proposal: Change of Use of land and woodland (retrospective) as a wedding and events venue, including retention of permanent ancillary buildings and structures, the erection of removable structures (including marquees and temporary facilities), and the use of the land as a campsite in association with events. Construction of vehicular track from the public highway to the proposed wedding and events venue at Tournerbury Woods. | |

[Additional Documents](#)

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HAVANT BOROUGH COUNCIL

PLANNING COMMITTEE 31 AUGUST 2023

Update report re APP/23/00076 – Tournerbury Woods, Tournerbury Lane, Hayling Island

Change of Use of land and woodland (retrospective) as a wedding and events venue, including retention of permanent ancillary buildings and structures, the erection of removable structures (including marquees and temporary facilities), and the use of the land as a campsite in association with events. Construction of vehicular track from the public highway to the proposed wedding and events venue at Tournerbury Woods.

Report Updates

5 Statutory and Non Statutory Consultations

Chichester Harbour Conservancy

Following the publication of the officer report Chichester Harbour Conservancy have submitted a further letter of objection to the application.

The full submission is available to view on the Council's website, published 30th August 2023 – the concluding recommendation is as follows:

Recommendation from the Conservancy

The Conservancy is of the opinion that the protracted decision-making over this application has had a detrimental impact on the integrity of the site, wildlife and the welfare of the neighbours.

We therefore urge the Planning Committee to:

- Refuse the application due to inadequate access to the site, whether by the existing Right of Way, or the via proposed revised Right of Way.*
- Direct Officers to issue an immediate Stop Notice to the wedding business since it is, and has been for many years, and an unauthorised development.*
- Direct and support Natural England with an enforcement case to investigate possible contraventions of SSSI legislation and the 1997 Management Agreement (dated 17/4/1997) – the only legally recognised version of this document.*

Given the convoluted history of this application, we strongly feel this is the only right and proper course of action.

6 Community Involvement

Since publishing the Committee agenda, 6 further representations have been received in respect of the application.

Total number of representations received now: 47

(33 in favour; 14 against)

The further representations received raise the following points in addition to those already summarised in the Committee report:

Support

- The venue attracts international visitors and may stimulate new business opportunities in the UK
- Objections raised to the application fail to take account of the benefits of the venue

Responses to questions from Site Viewing Working Party and Councillors

At the meeting of the Site Viewing Working Party held on 24th August 2023 it was resolved that the following information be provided to the Planning Committee:

(a) Evidence of evacuation exercise undertaken at the site

(b) Evidence of emergency lighting at the site

Following the Working Party's visit the following additional questions were raised with officers by members of the Committee:

- *Does the applicant have a management plan in place for the woods and SSSI and if we (i.e. the Committee) might see it. It would be worth knowing how long the plan has been in place, who has written it, how frequently it is updated and how it is implemented.*
- *Is there a copy of the fire risk assessment for the site available for inspection?*
- *Is there guidance in the site management plan on restricting the access dogs have to the woods as they have the potential to disturb birds and bats?*
- *Various external websites advertising the venue give guest numbers up to 400-500. They also state there are Tipis and Yurts, and Glamping.*

These questions have been raised with the applicants' and their agent, and the responses received are attached to this update note as follows:

- (1) Applicants' reply to further questions after the HBC Planning Committee Site View Working Party on 24/08/2023;
- (2) Emergency Evacuation Plan – The Marquee;
- (3) Marquee Fire Diagram with Exits;
- (4) Emergency Evacuation Plan – Deck and log cabin;
- (5) Emergency Evacuation Plan – The Gazebo;
- (6) Post Emergency Plan;
- (7) A Review By Natural England Of The Condition Of Tournerbury Woods; and
- (8) The Marquee Certificate of Conformity

A review of the condition of Tournerbury Woods, part of Chichester Harbour SSSI

Graham Steven and Alex Foy, November 2022



A view of Tournerbury Wood showing typical structure with large oaks interspersed with birch and young oak.

Natural England
Northgate House
21-23 Valpy St
READING RG1 1AF



Summary

Tournerbury Woods is one of two blocks of broadleaved woodland included in Chichester Harbour SSSI. It is noted for its large, mature oak trees and it is considered to be of special interest in supporting a notable assemblage of breeding birds, including grey heron.

The condition of this part of Chichester Harbour SSSI has not been formally assessed by Natural England since 2010 and this visit was carried out to update our understanding of its current condition. The woodland has a range of habitat structure and composition, with parts which have a close fit with National Vegetation Classification type W10 *Quercus robur-Rubus fruticosus-Pteridium aquilinum* woodland. There are some notable features including a large population of the uncommon plant butcher's broom *Ruscus aculeatus*.

Introduction

This review relates to monitoring unit 3 of Chichester Harbour SSSI which is in private ownership. The transitional zone between unit 3 and unit 5 (which is part of Solent Maritime SAC) was also included in the assessment.

Tournerbury Woods are not mapped as Ancient Woodland but the northern section of the wood has features of long-established woodland such as carpeting bluebell *Hyacinthoides non-scriptus*. The canopy is largely made up by impressive oak trees which are likely to be in excess of 250 years old.

The special nature conservation interest of Tournerbury Woods

There are two blocks of broadleaved woodland included in Chichester Harbour SSSI, Tournerbury Woods and Old Park Wood. These are referred to in the SSSI citation as being of special interest in supporting oak woodland with importance for their breeding bird assemblages, including the presence of heronries.

Despite this direct reference to woodlands in the SSSI citation the contribution made by Tournerbury Woods towards the special interest of the wider SSSI has been the cause of some confusion in the past. To resolve this the documentation supporting the most recent revision of the SSSI was retrieved from file. This makes clear that at the time of designation the broadleaved woodland included in the SSSI was considered to be of special nature conservation interest for the following reasons:

- The woodlands support good examples of broadleaved woodland of Peterken stand types 6C lowland hazel-sessile oak and 6D lowland birch-pedunculate oak, both of which types were subsequently incorporated in National Vegetation Classification type W10;
- The woodlands contribute supporting habitat for an outstanding assemblage of breeding birds, some of which are woodland specialists, including grey heron, woodcock, tawny owl, greater-spotted woodpecker, nuthatch, long-tailed tit, marsh tit and treecreeper.

Therefore, in order to maintain the biological interest of the SSSI in good condition the following basic objectives should be achieved at Tournerbury Woods:

- The overall extent of broadleaved woodland should be maintained;
- The overall composition of the woodland should remain characteristic of the underlying geology and soils, and the distinctive elements which distinguish the woodland such as the presence of mature oak trees (allowing for natural processes);
- The woodland should exhibit appropriate structural diversity to maintain its associated flora and fauna, and in particular should retain features of high value for woodland specialist birds, such as cavities in trees, woodpecker holes, bushy areas and dense bramble, sheltered glades and well-structured transitions between open space and woodland;
- There should be sufficient tree regeneration to maintain canopy cover;
- There should be no evidence of significant damage or habitat deterioration due to undesirable influences such as nutrient input, ground disturbance, drainage, excessive trampling, excessive deer browsing or presence of invasive non-native species at a level which poses a threat to the biodiversity of the woodland.

Previous assessments of unit 3 carried out in 1997, 2004 and 2010 all judged the condition of the woodland to be 'favourable', meaning that all of the key attributes measured are within target. Concerns have previously been raised about the presence of the non-native and potentially invasive *Rhododendron ponticum*.

It is important to note that part of the site is used for a commercial enterprise which is referred to as a 'business amenity area' in a Site Management Statement agreed with the landowner.

Methodology

This assessment is based on a walkover survey conducted on 31 October 2022 by Graham Steven and Alex Foy of Natural England. David Andrews of Natural England was also present. The visit took in both parts of the site, the northern section known as Tournerbury Wood and southern section known as Tournerbury Plantations. Graham Steven and Alex Foy are experienced surveyors specialising in the assessment of the condition of SSSIs.

The methodology used was the 'rapid assessment' approach, which conforms with the basic principles set out in Common Standards Monitoring, the standardised framework for the monitoring of SSSIs across the UK. The rapid assessment approach is based upon the recording of various attributes at a number of points in the SSSI unit, which is designed to create a record of the range of variation in aspects including canopy structure, composition and presence of tree regeneration. This information is recorded on a form, a copy of which is included at appendix 1.

The timing of the visit in late October inevitably means that some spring-flowering plants in the ground layer may have been overlooked or their abundance underestimated. However, assessment of woodland habitat condition in late autumn has the advantage of allowing for better appreciation of general habitat structure.

The assessment does not include a direct survey of the breeding bird interest of the woods but the suitability of the woods as supporting habitat for woodland specialist birds was considered during the visit. This means that features providing opportunities for hole-nesting birds, the availability of suitable cover for species nesting low to the ground, availability of tall trees suitable for herons and general habitat quality in providing foraging opportunities for woodland birds were among the aspects noted.

Photographs were taken to record the structural characteristics of the habitat and the composition of the areas visited. All photos included in this report were taken by Graham Steven and David Andrews.

An assessment of current habitat condition

The extent of woodland is being maintained. Based on reference to historic maps, aerial photos and observation on the ground, there is no evidence of recent woodland clearance or felling of individual trees. The area referred to as the business amenity area has been modified (it was historically used as a brickworks) but still has a number of open-grown, mature oak trees and there is no evidence of recent felling of mature trees in order to expand the extent of the activity taking place here. Indeed, the presence of a number of large, mature oak trees confers a special character to the area in that it has a more open aspect in comparison with the rest of the woodland.



A view of part of the business amenity area. The ground layer is highly modified but the retention of mature oak trees confers something of a parkland aspect.

The structure of the canopy shows some variation. In Tournerbury Wood the canopy is mostly made up by tall, mature oak trees with large, spreading canopies, interspersed with birch. Many of the oak trees have dead wood in the canopy in the

form of large, decaying boughs and dead branches. It was noted that a large oak which was brought down in a recent storm has been left to decay naturally *in situ*. There is frequent large-diameter decaying wood scattered throughout in the form of fallen boughs and rotting stumps. This widespread availability of decaying wood is an important component of a woodland ecosystem providing habitat for fungi and specialised invertebrates, and in turn food resource for birds such as woodpeckers. Tournerbury Plantations also has a large number of mature oak trees but more of the canopy is made up by other tree species, including ash, cherry, beech, aspen, hawthorn and birch.

Canopy cover is estimated to be in the range of 75-90%, which is typical of this type of oak woodland with a minimal intervention approach to management. The scattered natural gaps in the canopy allow more light to the lower layers and some of these have a 'bushy' structure or thickets of young trees. The tracks and pathways around the woods provide an element of woodland ride-type structure and add to the overall habitat structural diversity.



Although there are no veteran trees in Tournerbury Woods the presence of very large, impressive oaks with spreading canopies creates a very special character to the woodland. Large, mature trees of 250+ years of age are distributed throughout the woods.

There is a shrub layer throughout the woodland, though this is quite sparse in parts. It is mostly made up by holly, young birch, young oak, hawthorn and hazel, with young ash and aspen also locally frequent in Tournerbury Plantations. Blackthorn *Prunus spinosa* is locally frequent in more open areas. Honeysuckle *Lonicera periclymenum* is frequent as a scrambling plant and many trees have abundant growth of ivy *Hedera helix*. Though the cover made up by the shrub layer recorded at the 5 monitoring 'stops' varied between 20 and 50% it is considered that the overall cover is more likely to be around 60% given the presence of fairly dense cover in much of Tournerbury Plantations.

The ground layer in Tournerbury Wood is typical of the oak-bramble-bracken

community described in the National Vegetation Classification. Bramble is frequent throughout but shows a high degree of impact from deer browsing. This effect is less evident in Tournerbury Plantations where bramble forms a more dense cover for ground-nesting birds, at least in parts. Similarly, bracken is frequent throughout Tournerbury Wood but it does not form dense patches. Other plants noted as components of the ground flora include bluebell *Hyacinthoides non-scriptus*, herb bennet *Geum urbanum*, wood sedge *Carex sylvatica*, broad buckler fern *Dryopteris dilatata*, wood dock *Rumex sanguineus*, foxglove *Digitalis purpurea*, wood sage *Teucrium scorodonia*, greater stitchwort *Stellaria holostea* and wood speedwell *Veronica montana*. All of these are characteristic of the woodland type. Particularly notable is the occurrence of butcher's broom *Ruscus aculeatus*, which is widely distributed through the woods. Although Tournerbury Plantations shows more evidence of historical modification of the canopy the ground flora has a high diversity of woodland plants. These include, in addition to those noted above, pendulous sedge *Carex pendula*, wood spurge *Euphorbia amygdaloides*, primrose *Primula vulgaris*, barren strawberry *Potentilla sterilis*, bugle *Ajuga reptans*, stinking iris *Iris foetidissima* and ground ivy *Glechoma hederacea*. Parts of Tournerbury Plantations have a high proportion of grasses in the ground layer, mostly wood false-brome *Brachypodium sylvaticum* and common bent *Agrostis capillaris*, with small amounts of tussock-grass *Deschampsia cespitosa*. The overall impression gained is that the ground flora has close similarities to the characteristic composition of National Vegetation Classification type W10. High levels of deer browsing are evident in Tournerbury Wood which is reducing the cover of bramble but it does not appear to be significantly altering the overall composition of the flora, as yet.

There is evidence of good availability of supporting features for nesting birds dependent upon woodpecker holes and cavities in trees, such as nuthatch, treecreeper, stock dove and tawny owl. Many of the large oak trees have wood decay and cavities high in the canopy. There are also many ivy-covered trees and trees with twining honeysuckle providing potentially suitable nesting habitat for species such as long-tailed tit and marsh tit. Parts of the site with 'bushy' growth structure, dense bramble and blackthorn scrub have suitable supporting habitat for species such as chiffchaff, wood warbler and blackcap. There are secluded areas in Tournerbury Plantations with the type of habitat structure favoured by woodcock. The continued presence of nesting grey heron was confirmed. Two nests in a tall oak tree beside the entrance track were noted. So, it is considered that the woods offer a good variety of supporting habitat for breeding birds associated with broadleaved woodland.



Parts of Tournerbury Plantations have dense cover of bramble and high structural complexity providing good conditions for breeding birds.

There are no indications of immediate threats to the maintenance of canopy cover but the impact of deer browsing in Tournerbury Wood is of concern, although birch appears still able to successfully regenerate here. Holly seedlings appear to be being suppressed by deer browsing and it is unlikely that hazel would successfully establish under current conditions. There is more frequent evidence of tree regeneration in Tournerbury Plantations, where holly, ash, hawthorn and aspen saplings are locally frequent. Young oak saplings and seedlings are generally rare, which is a common feature in woodlands with a closed canopy but oak in the 20-30 year age range is fairly widespread throughout. There are occasional saplings of sycamore and Norway maple but neither appear to be spreading rapidly.

The presence of *Rhododendron ponticum* has been identified as an issue of concern in previous assessments, as this non-native shrub can be highly invasive, sometimes creating dense thickets in which few other species can survive. It was noted as being present in several areas, most extensively in the south western part of Tournerbury Plantations. It was observed that the patches of *Rhododendron* are well-dispersed through the woods and do not currently form dense thickets. Though difficult to estimate the combined extent of cover of *Rhododendron* it is likely to be within the indicative threshold of 1%. Nevertheless, the presence of this plant does represent a threat to the maintenance of the special value of the woodland and it would be desirable to remove it before it becomes more of a problem.

Also noted was a single clump of the non-native pampas grass *Cortaderia selanoa*. This plant is capable of colonising unshaded habitats in the UK but is not usually considered to represent a serious threat to natural habitats. It is present in the narrow fringe of vegetation between high water mark and the woodland margin in the southeast corner of Tournerbury Plantations.

Besides the high level of deer browsing and presence of *Rhododendron* there are no indications of other threats to the special interest of the woodland. There is no evidence of damage to the ground layer due to excessive trampling or vehicle movements, no unconsented tree or shrub planting, no dumping of waste or evidence of pollution or litter. There is no evidence that the activity associated with the business amenity area is resulting in direct or indirect adverse impacts on the special interest of this part of the SSSI, nor is there evidence of adverse impacts on the integrity of the adjacent Solent Maritime SAC.

Also noted on site were several long-established pheasant release pens which Natural England has been aware of for many years. These are in the south eastern parts of Tournerbury Plantations. These were viewed only very briefly but there is no obvious evidence of damaging impacts as the ground flora inside and outside the pens is very similar, mostly dominated by low bramble. There are no signs of effects such as loss of vegetation cover or accumulation of nutrients. So, it can be concluded that the presence of the pens is not resulting in damaging effects which threaten the maintenance of the special interest.

Although outside the boundary of unit 3 the transition zone along the southern edge

of the woodland was also visited. This consists of a narrow intertidal area occupied in part by sea couch *Elymus pycnanthus* salt-marsh grading directly into oak woodland.

This type of transition from salt marsh to broadleaved woodland is a rare feature in the UK with other examples present around the Solent at Newtown Harbour SSSI, North Solent SSSI and at Old Park Wood in Chichester Harbour SSSI. The feature is at particular risk from the effects of climate change and sea-level rise at these locations on the south coast of the UK. However, based on this very brief visit the example here appears to be intact, not under immediate threat and in good condition.



A view west along the intertidal fringe and narrow transition to oak woodland at the south west corner of Tournerbury Woods. The presence of this rare feature is an important aspect of the special conservation interest.

Conclusions

This assessment enables Natural England to conclude that the features of special nature conservation interest in unit 3 of Chichester Harbour SSSI meet the targets set for the various attributes used to measure condition and that they therefore remain in a favourable condition. The woodland is confirmed to remain intact and, based on available evidence and observation there is no evidence of loss of extent of woodland. The structure of the woodland is consistent with the woodland type but stands out as having a particular 'special' character because of the large number of impressive oak trees present. The composition of the woodland is variable but the majority has close similarity to the National Vegetation Classification type W10 *Quercus robur-Rubus fruticosus-Pteridium aquilinum* woodland. The woodland includes indicators of good habitat quality and special distinctiveness, such as the widespread occurrence of butcher's broom and the presence of a natural, undisturbed transition to saltmarsh. There is good availability of features of particular importance as supporting habitat for nesting woodland birds, such as cavities in standing trees, woodpecker holes, ivy-covered trees, dense bramble and shrubby areas. The woodland is confirmed to continue to provide supporting habitat for nesting grey heron. Issues of concern noted are a high level of deer browsing pressure in Tournerbury Wood, which has the potential to alter the composition of the ground flora and to significantly constrain tree regeneration in the medium term, and the presence of *Rhododendron ponticum*. However, this does not appear to be causing detrimental impacts at present. No evidence was observed of detrimental impacts arising from the activity associated

with the business amenity area taking place within the SSSI boundary which would pose a threat to the maintenance of the special nature conservation interest of this part of Chichester Harbour SSSI.

Graham Steven
3 November 2022

Feature Assessment Form – Woodland

Agreement Reference		Name of SSSI	Chichester Harbour SSSI - Unit 3	
Notes		SSSI reportable feature(s) being assessed	Lowland mixed deciduous woodland: W10 <i>Quercus robur</i> – <i>Pteridium aquilinum</i> – <i>Rubus fruticosus</i> woodland W16 <i>Quercus spp.</i> – <i>Betula spp.</i> – <i>Deschampsia flexuosa</i> woodland Breeding bird assemblage (associated with woodland)	
Supplementary option (ES code)		Date of assessment	31.10.22	
HLS Feature(s) being assessed		Assessed by	Alex Fay	
Woodland				
Variable	Measurement	Target	Summary value	Pass/Fail
Extent of feature	Area in Ha	No loss of woodland extent		
Structure and natural processes	% cover	Canopy cover present over 75-90% of stand.	80%	
	Y/N	Understorey (2-5m) present over at least 60% of total stand area.	30%	
		Structural diversity in the form of warm, sheltered areas rich in nectar sources – indicative target - around 10% open space (which can be permanent (rides etc) and/or temporary (e.g. created by rotational coppicing or natural processes)	Rides Fallen trees Y	
		Some areas of relatively undisturbed mature/old growth stands or a scatter of large trees allowed to grow to over-maturity/death on site (a minimum of 10% of the woodland in blocks and/or 5-10 trees per ha scattered throughout).	Y	

Variation of tree ages	Y/N	Variation in tree age-class diversity present – indicative target - at least three age classes spread across the average life expectancy of the commonest trees.	Y	
Dead wood	Y/N	Good representation of standing and fallen dead wood – indicative target - a minimum of 3 fallen lying trees >20 cm diameter per ha and 4 trees per ha allowed to die standing.	Y	
Composition	% cover	At least 95% of cover in any one layer of site-native or acceptable naturalised species. There should be no evidence of uncontrolled spread of invasive non-native species, such as Rhododendron, to the detriment of the nature conservation interest of the woodland. (Map areas)	Y Rhody (Map)	
Presence/evidence of plant disease or dieback	Y/N	Death, destruction or replacement of native woodland species through effects of introduced fauna or other external unnatural factors not more than 10% by number or area in a five-year period.	N	
Ground flora of NVC	%	At least 80% of ground flora cover should be referable to the relevant NVC community.	Y	
Regeneration	Y/N	Signs of seedlings growing through to saplings to young trees at sufficient density to maintain canopy density over a 10yr. period (or equivalent regrowth from coppice stumps). Presence of tree planting No more than 20% of areas regenerated by planting. All planting material of locally native stock. No planting in sites where it has not occurred in the last 15 years.	Y Y	
Indicators of local distinctiveness	Y/N	Does the woodland retain features which make it of	Y Birds	

		special nature conservation interest?		
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NOTES

Canopy - Oak, birch, yew + larch/beam wood, ash

Shrub - holly, bramble, brambles, Hazel D (large), elder, nettle, hawthorn

Field - Bitchens brown, wood sedge, stachys, foxglove, ground ivy, pond sedge

Reyer - fern, hawthorn, ash, holly + planted trees 1990's

ash cherry oak

Point recording - Optional

It may help to record information from a number of points during the structured walk. This is particularly useful if there is variation in the feature of if a number of separate areas/parcels are being covered. This table can be used to record information from stops but it is optional and there is no requirement to record at points or to complete a particular number.

Bury W10 (

Woodland (dry and wet)

Variables from page 1	1	2	3	4	5	Summary
Canopy cover %	80	80	70	70	75	
Variation in tree ages Y/N	Y	Y	Y	Y	Y	
Natural tree death Y/N	Y	Y	Y	Y	Y	
Dead wood Y/N	Y	Y	Y	Y	Y	
Non-native plants %	0	0	1	2	1	Rocky
Un-natural death or damage	0	0	0	0	0	Deer browsing
Ground flora NVC	Y	Y	Y	Y	Y	
Regeneration Y/N	Y	Y	Y	Y	Y	
Lack of tree planting Y/N	Y	Y	Y	Y	Y	Historic c. 1990
Woodland structure Y/N	Y	Y	Y	Y	Y	
Shrub layer %	20	30	30	20	50	

Ash, Oak, beech, cherry, sycamore, pine
 + Poplar, sweet chestnut, horn oak
 aspen? willow Sycamore



Plantation

Rhodody

norway maple

wood sage

giant B. sylv
fence

Species of ground flora are not required for condition assessment, however it adds to a condition description if they are included. Use the table below to note species of flora seen.

Stink iris, wood aven, wood

sage

Species	1	2	3	4	5	Summary
Butcher's broom	/					
Bramble	/					
Bramble	/					
Fixogone	/					
Stitchwort	/					
Ivy	/					
B. sylvaticum			/			
Primrose						
Wood sage						
Wood sage						
Wood aven						
S. iris						
Ground ivy						
Pend sedge						
Wood sedge						
Honeysuckle						



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Applicants' reply to further questions after the HBC Planning Committee Site View Working Party on 24/08/2023.

Email question 1 from Steve Weaver:

1. *“One set of questions arises from consideration of fire risk at the site, which was discussed to some extent with Chris Snell on site. What has been requested here is:
 1. **Evidence of evacuation exercise at the site; and**
 2. **Evidence of emergency lighting at the site.”***

Answers:

Evidence of evacuation exercise at the site:

In April 2023 (prior to our season commencing) with our staff including Venue Managers present we conducted on site Fire Safety and Fire Evacuation training.

Training included instruction on our Fire Risk Assessments (undertaken by Lionel Gresham, AIFireE TIFSM of Linear Fire Consulting). The training covered fire prevention measures and the use of fire-fighting equipment (eg fire extinguishers in marquee) if appropriate. We discussed the importance of the evacuation assembly area on West Lawn, the importance of keeping exit routes and doors clear of any barrier and other matters such as the ban on flames (candles/sparklers) in the marquee and the location of the designated smoking area around the fire pit only, also the restrictions regarding types of catering within the catering area (eg barbecues, grills etc can only be used in the open air and not in the marquee at any time).

As we are not able to or expected to carry out an evacuation practice with members of the public we instead worked through scenarios involving evacuation of the Marquee, the Deck area and the Gazebo. We went through in detail the evacuation procedures of all types of guests including individuals with a range of disabilities including wheelchair users, mobility impaired (but walking) individuals, individuals with sight impairment and individuals with hearing impairment.

We also went through our post incident plan.

Copies of our emergency evacuation plans and post incident plan are provided.

Evidence of emergency lighting at the site:

We have ensured that we have ‘unexpected event resilience and redundancy’ fully covered in terms of lighting for HSE purposes in the event of fire. Our emergency lighting (in the event of a fire event taking place in the marquee) resilience & redundancy operation is as follows -

- 1) **Emergency Lighting resilience / redundancy 1 - Private supply directly from the national grid.**
We are lucky in that our mains electrical supply comes directly off Southern Energy Networks 25,000 volt mains cable that runs through the middle of the Estate, cross My Lords Pond (Mengham Rythe) and feeds all of South East Hayling. This is our own dedicated spur that comes into our pole mounted three phase transformer that is outside the venue area. This high voltage cable that supplies South East Hayling is subterranean and therefore not susceptible to damage.

- 2) **Emergency Lighting resilience / redundancy 2 – Split supply.** We then have two supplies that feed off this step down transformer – one to the marquee and one feeding Woods Cottage. Whilst it is doubly expensive to maintain twin supplies, with fire risk in mind we decided a long time ago that the outside lighting should feed off the Woods Cottage supply so should a fire event happen at the marquee, then outside lighting for guests is maintained.

- 3) **Emergency Lighting resilience / redundancy 3 - Marquee internal lighting.** The primary lighting inside the marquee are floor standing fully cased IP54 LED uplighters. These contain their own Lithium Ion batteries (power time up to 10 hours), are virtually indestructible and are industry standard for the professional events industry. Should power to the marquee fail these lights continue to shine as they are not mains dependent. They are also hand portable so once the marquee is fully evacuated and all guests are accounted for at the muster point, these lights can be used there (obviously providing it is safe for Tournerbury staff to retrieve them or some of them from the marquee). We also hold spare units onsite as a backup.

- 4) **Emergency Lighting resilience / redundancy 4 – Marquee Fire Exit bulkhead lights.** In addition to all of the above we also operate solar powered bulkhead lights above each of the main fire exits at the marquee on event days.

- 5) **Emergency Lighting resilience / redundancy 5 – Portable site lighting for muster point.** In addition to all of the above, we also keep a large site light at the Venue Manager’s station in the catering area. This is always fully charged and can be grabbed by a member of staff in an emergency (in the highly unlikely scenario whereby all power fails to South East Hayling at exactly the same time as a fire breaks out in the marquee) to lead guests to the muster point. This light is 10,000 Lumens, lights a very large area and has illuminous tape markings on it for ease of location in pitch black.

Photos of our marquee internal lighting, the Venue Managers portable site lighting and solar powered fire exit lighting are provided. –



Email question 2 from Steve Weaver:

2. *“Does the applicant have a management plan in place for the woods and SSSI and if we (i.e. the Committee) might see it. It would be worth knowing how long the plan has been in place, who has written it, how frequently it is updated and how it is implemented.”*

Answers:

There is a woods and SSSI management plan. This is a private legal document between us and Natural England. The management plan is not under scrutiny as part of the planning process. In planning terms and as far as it is germane to the planning process it has already been addressed extensively by Natural England over many years and more recently in their document “A REVIEW BY NATURAL ENGLAND OF THE CONDITION OF TOURNERBURY WOODS” which was submitted as a supporting document to this application and is on the Planning Portal dated 01 Feb 2023 for members to scrutinise.

We have supplied this as a separate pdf for ease of Members of the Committee. Members of the Committee should see that Natural England reference our existing management plan on page 3 whereby they state –

“It is important to note that part of the site is used for a commercial enterprise which is referred to as a ‘business amenity area’ in a Site Management Statement agreed with the landowner”.

Natural England further reference our management when they say on page 7 -

“There is no evidence of damage to the ground layer due to excessive trampling or vehicle movements, no unconsented tree or shrub planting, no dumping of waste or evidence of pollution or litter. There is no evidence that the activity associated with the business amenity area is resulting in direct or indirect adverse impacts on the special interest of this part of the SSSI, nor is there evidence of adverse impacts on the integrity of the adjacent Solent Maritime SAC.”

Natural England further endorse our management in the final sentence of their conclusions on pages 8 & 9, saying –

“No evidence was observed of detrimental impacts arising from the activity associated with the business amenity area taking place within the SSSI boundary which would pose a threat to the maintenance of the special nature conservation interest of this part of Chichester Harbour SSSI.”

Natural England legislatively own the SSSI status of our land and they advise us on management issues on the site. We have had an operational woodland and SSSI management plan with Natural England since the late 1990’s and have worked with them closely. This was written by Natural England (English Nature at the time) with full consultation and agreement with us. Evidence that the management plan works is provided in our consistently favourable site assessments.

Someone clearly pays for the upkeep of the land and it’s rated by Natural England as being in best in class condition and “favourable” status under the SSSI condition review process with “no identified condition threats.” This is evidenced in the Natural England reports repeatedly. Since agreeing the management plan with NE some 25 years ago it has clearly worked. Under JNCC guidelines for SSSI’s Woodland needs only to be assessed every 10 years.

We have been assessed as follows:

26/04/04	Condition assessment - "<i>Favourable – No identified condition threats</i>".
09/07/10	Condition assessment - "<i>Favourable – No identified condition threats</i>".
29/04/15	Condition assessment - "<i>Favourable – No identified condition threats</i>".
31/10/22	Condition assessment - "<i>Favourable – No identified condition threats</i>".

We have had 2 more condition assessments than we should have over the period. We have been assessed pretty much every 5/6/7 years when we should only be assessed every 10 years. Each assessment has been categorically favourable (to the dismay of our objectors). There is no doubt the Management Plan is working.

A 'Favourable' status means "*habitats and features are in a healthy state and are being conserved by appropriate management*" and '*no identified condition threats*' means Natural England see no evidence of ecological or environmental harm occurring or likely to occur within the SSSI unit being assessed. (definition from *Sites of Special Scientific Interest: managing your land - GOV.UK (www.gov.uk)*). This same source explains that woodland need only be assessed every 10 years. "*For sites where changes are expected to be slow, such as woodland, they may do a condition assessment once every 10 years.*"

We are offering further reassurance to the Council that this excellent woodland and SSSI management will continue as we offer (under condition) qualified ecologist scrutiny through site assessments every 4 years following grant of permission. This will enable any potential issues to be identified at the earliest possible stage and any action taken swiftly to ensure the favourable site condition continues – the site will be well looked after and in accordance with NE guidance for the site.

From a planning matter perspective, and in their role as Ecology Statutory Consultee to the planning process, Natural England refer to our management plan in the latest Condition Assessment in October 2022 – the site management plan is therefore clearly active and ongoing. It works and therefore doesn't need amending or reviewing. "If something isn't broken don't fix it" as the saying goes. Natural England are the experts in this area and they are happy with our plan and it works. Natural England's endorsement shows that someone is doing something right and this is being funded by something and that is the economic interest at the site, because that's the only source of income we have to do this.

For the record, we offered to show the Committee members who attended the SVWP on 24/08/23 the wider site and some examples of how the wedding venue pays for best in class woodland management, but they declined on the day.

Email question 3 from Steve Weaver:

3. "*Is there a copy of the fire risk assessment for the site available for inspection?*"

Answers:

Our most recent FRA took place in December last year and was conducted by Lionel Gresham, AIFireE TIFSM of Linear Fire Consulting. Recommendations were made to enhance our Fire Safety protocols at site and these have been implemented. We have scheduled a new FRA to take place in September to account for the heavy investment in new fire safety media and further measures now deployed at Tournerbury. Once complete we are happy to share the up to date and representative FRA with

Planning Officers should that be required, as the Dec 22 FRA is historic and no longer representative of the updated fire media on site. In the meantime, please see attached certificate of FRA conformity.

Email question 4 from Steve Weaver:

4. *“Is there guidance in the site management plan on restricting the access dogs have to the woods as they have the potential to disturb birds and bats?”*

Answers:

Yes – this has already been proposed by us, submitted and agreed by the Hampshire Ecologist on behalf of HBC and by Natural England. It is part of our operating management regime in any event. It is in the submitted VMS (Visitor Management Strategy) which members will have already had access to as it is on the Planning Portal and was agreed by Hampshire Ecologist and Natural England. It is at page 2 of this document –

“Dogs: all wedding and event guests bringing dogs on site will be required to keep their dogs on leads at all times to prevent uncontrolled dogs finding their way to the foreshore”

It is also part of our Hire Contract Terms and Conditions with our customers and has been for many years. Again, this information is already before the Council as our Hire Terms and Conditions are on the Planning Portal. Item number 44 of our Venue Hire Terms and Conditions states clearly –

“44. Dogs: Dogs are welcome at Tournerbury but must be kept on a short lead at all times and not allowed to roam freely. All dog litter must be picked up by the dogs’ owners and either disposed of in the outside refuse bins at Woods Cottage or taken off site.”

Email question 5 & 6 from Steve Weaver:

5. *“Various external websites advertising the venue give guest numbers up to 400-500. They also state there are Tipis and Yurts, and Glamping. Please could you confirm that the visitor numbers for any given event will be restricted as per the application submissions, to no more than 250 as a maximum?”*

This was legacy from a very long time ago to reflect that we may be able to host (on the odd occasion), for instance a charity fund raising afternoon tea on the lawns for up to 400-500 but we understand how this could be seen to be misleading. At all enquiry stages we request to know the number of expected guests and if a couple say to us we are looking for 250 + guests we politely explain that we are not the right venue for them. This information has now been changed on the two sites on which we advertise so it cannot be misinterpreted further.

Our venue capacity is also extensively covered off in our Hire Contract Terms and Conditions with our customers and has been for many years. Again, this information is already before the Council as our Hire Terms and Conditions are on the Planning Portal. Item number 27 of our Venue Hire Terms and Conditions states clearly –

“27: Venue capacity: The capacity of the Venue is for 250 people including staff, and the Hirer undertakes that this limit will not be exceeded, unless agreed with Tournerbury and stated by Tournerbury in writing. We are required to impose a maximum capacity cap of 250 persons including staff for health and safety and our insurance policy purposes. However, the Venue Hire Fee is not based on your guest numbers or event type and, subject to you not exceeding the maximum cap, you are permitted to have as many or as few persons at the Venue during your Venue Hire Period

as you choose. In limited circumstances, for outdoor events only and with our express written agreement, it may be possible for your guest numbers to exceed 250 persons. The cap on permitted guest numbers may be subject to change(s) which are outside of our control. For example, any Government or Public Authority restriction limiting the number of guests that may or may not be in effect at the time of or after entering into your Booking agreement. You are making this Booking in the full knowledge and understanding that we may be required to comply with any Government or Public Authority restrictions that would affect the maximum Venue capacity. We will notify you of any such change as soon as reasonably practicable. You must adhere to occupancy limits imposed on the Venue.”

For the avoidance of doubt in members minds the phrase in the above clause that states *“In limited circumstances, for outdoor events only and with our express written agreement, it may be possible for your guest numbers to exceed 250 persons”* is there to allow us the flexibility to consider something like a Hayling Island RNLi fundraiser afternoon tea party that may possibly exceed 250 persons. If we were approached to give Tournerbury free of charge to such a local charity, for such an event, then under the terms of this application we would first discuss with the Council if such an event could happen or not.

6. *“Please could you also clarify the nature of the camping offer at the site? My assumption is that the camping offer is one whereby participants bring their own gear which is put up and taken down on the nights in question, rather than there being any permanent fixtures, but your confirmation of this would be welcomed.”*

This is misinterpretation. There are no permanent camping Yurts, Tipis, Shepherds huts or any such glamping type overnight accommodation either in situ at Tournerbury, nor applied to be permanently or semi-permanently installed under this application. The number of camping nights and number of pitches as applied for in this application is de-minimus and well defined within the application. Predominantly this is for participants who will bring their own gear and put it up on the event day and then take it down the following morning. Very occasionally (normally no more than twice a year) we may have a couple who generously hire in a couple of bell tents from a local supplier for a couple of their close family members to sleep in and that is why the reference is there in the advertisements as such as thing is possible. Again the bell tent contractor will erect the tents on the event day and de-rig them the following day. The numbers of pitches and numbers of nights that this may happen on is dictated and controlled by the numbers being applied for in this application and the conditions therein.

Closing comment:

Finally, it is disappointing that despite the comprehensive supporting material presented repeatedly through our planning submissions, a minority of objectors continue to raise claims of harm that have either been dismissed as unsound by evidence and expert opinion, or relate to operational matters that do not go to the heart of any consideration of planning principle. A number of false, unsubstantiated claims are also raised attempting to call us into disrepute. It is important that the planning balance is not skewed inappropriately by too great a weight being applied to remaining objections and comments. The concerns raised have been addressed. It is noticeable that the large number of objections at the commencement of this planning process have been addressed satisfactorily through discussion, clarification and mitigation. Only the skewed views of a few individuals remain; objections based on flawed or absent evidence and personal preferences. These must be disregarded.

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Emergency Evacuation Plan For The Deck and Log Cabin

Emergency Evacuation Plan for :	The Deck and Log Cabin, Tournerbury Woods Estate
Premises address and contact number	Beside - Woods Cottage, Tournerbury Woods, Hayling Island PO11 9DL 07840 401891
Plan date	16/11/15
Review date	30/12/22

Sound of the alarm

The sound of the alarm will be:

A shouted warning.

Raising the alarm

In the event of a fire beginning:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: commencing manual warning (whistle, shout etc.)

In addition, in the marquee an alarm will be raised through the use of an alarm sounded through an installed detection alarm system which is provided throughout the marquee. This is a smoke/heat detection alarm system to BS 5839 L3 standards with break glass call points supplied at emergency exits.

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The Venue Manager will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of structure, structure address (as detailed above), contact number and details of fire.
- Staff will commence evacuation of the Deck and Log Cabin areas – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.
- Separate ‘Personal emergency evacuation plans (PEEPs)’ are in place for staff and known visitors with additional needs who may visit the Deck and Log Cabin. These will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- Staff to sweep Deck and Log Cabin areas to ensure all areas are clear (including back areas) if safe to do so.
- Assembly point to be lit by cordless hand-held li-ion battery light (10000 lumens) so easily visible as an assembly point). Venue Manager to place light at assembly point. Light kept in venue manager area – always charged.
- If safe to do, electrical supply should be switched off on leaving the Deck/Log Cabin – note these are located in Woods Cottage. The location of these are detailed below. (NB there are **no** gas mains supplying this area).

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- | |
|--|
| <ul style="list-style-type: none">• Venue Manager to ensure nobody re-enters the Deck or Log Cabin area until confirmed safe to do so by the Fire Service.• Meet at assembly point and check all contractors, visitors and staff members are accounted for.• Venue Manager to liaise with Fire Service upon their arrival. |
|--|

Escape routes (diagram provided)

The escape routes from the Deck and Log Cabin are: (detail designated fire escape routes)

- | |
|---|
| <ol style="list-style-type: none">1. Steps beside the Log Cabin.2. Accessible slope towards the back of the Deck area (opposite side to steps)3. Open sides to whole Deck area. |
|---|

Fire assembly point

The assembly point is: On the West lawn – large grassed area adjacent to Woods Cottage. When in use as an assembly point the Venue Manager will light the area with cordless hand-held li-ion battery light (10000 lumens) so easily visible as an assembly point. No main electricity required.
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Fighting fires – Extinguisher use
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Fire extinguishers will only be used where:

- | |
|--|
| <ul style="list-style-type: none">• Staff have received training and feel confident in their use• Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small |
|--|

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire
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Location of key safety hazards or other fire related equipment

- | |
|---|
| <ul style="list-style-type: none">• Mains fuse box: Above mapped wall in Boot Room of Woods Cottage – note fuse box cover is magnetic so easy to pop off.• Mains water inlet: In boiler cupboard in Utility Room in Woods Cottage.• Gas – There is NO gas supply to the Deck or Log Cabin.• Gas/oxygen cylinders: N/A not on site. |
|---|

Number of staff needed to carry out evacuation plan
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- | |
|---|
| <ul style="list-style-type: none">• To implement the evacuation plan, 1 member of trained staff is needed on duty during hired events eg weddings |
|---|

Equipment needed to effect the emergency plan
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Mobile phone, torches, hi-visibility tabards, cordless hand-held li-ion battery light (10000 lumens), first aid kit – located in Venue Manager area within catering bay.
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Variations to plan

The Deck and Log Cabin can be exited within one minute of the fire alarm sounding.
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If Woods Cottage is being hired as a holiday cottage, the Venue Manager and/or
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staff are not required to be present.
In the event of a fire/emergency whilst Woods Cottage is being hired as a holiday cottage, guests should follow the emergency and evacuation procedures outlined on the fire action signs provided in each room, including The Deck and Log Cabin.

Back up arrangements

In the event of fire alarm failure or staff absence guests should follow the emergency and evacuation procedures outlined on the fire actions signs provided in The Log Cabin.

External solar powered lighting will be on outside the Deck/cabin area. In addition, the Cottage and external lights and Marquee power supplies are separate so in the event of a failure of power at the Marquee the cottage and external lights remain on.

The Deck and Log Cabin can be exited within one minute of the fire alarm sounding.

Responsibilities

For ensuring plan is up to date	Owner and Venue Manager
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Attach any Personal Emergency Evacuation and General Emergency Evacuation Plans to this document

Standard PEEPs in place

We operate a system of assisted escape for disabled visitors.

Venue Manager will (where obvious ie wheelchair users/those with mobility devices) identify disabled visitors on arrival at the venue.

Please tell our Venue Manager your requirements. We will provide you with a suitable escape plan.

A diagram of exit routes from The Deck and log cabin is shown below and can be supplied to all visitors. Contractors are made aware of fire evacuation procedures on arrival.

Disabled people's evacuation strategy in place

We operate a system of assisted escape for disabled visitors. Please tell our Venue Manager your requirements. We will explain our escape procedures to you.

Wheelchair user or mobility impaired PEEP

Escape procedure

If you are visiting The Deck or Log Cabin, please ask those you are visiting or The Venue Manager (if present) to take you in your wheelchair to the accessible slope at the back of The Deck area and then to the designated Assembly Point on the West Lawn.

Our Venue Manager is trained to assist wheelchair or mobility impaired people out of the The Deck and Log Cabin area.

Sight impaired PEEP

Escape procedure

If you are visiting The Deck or Log Cabin, please ask those you are visiting or The Venue Manager (if present) to take you to the nearest exit and to the designated Assembly Point on the West Lawn.

Our Venue Manager is trained to assist visually impaired people out of The Deck or Log Cabin area.

Hearing impaired PEEP

Escape procedure

If you are visiting The Deck or Log Cabin, please ask those you are visiting or The Venue Manager (if present) to take you to the nearest exit and to the designated Assembly Point on the West Lawn.

Our Venue Manager is trained to assist hearing impaired people out of The Deck or Log Cabin.

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Emergency Evacuation Plan For The Gazebo

Emergency Evacuation Plan for :	The Gazebo, Tournerbury Woods Estate
Premises address and contact number	Beside - Woods Cottage, Tournerbury Woods, Hayling Island PO11 9DL 07840 401891
Plan date	16/11/15
Review date	30/12/22

Sound of the alarm

The sound of the alarm will be:

A shouted warning.

Raising the alarm

In the event of a fire beginning:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: commencing manual warning (whistle, shout etc.)

In addition, in the marquee an alarm will be raised through the use of an alarm sounded through an installed detection alarm system which is provided throughout the marquee. This is a smoke/heat detection alarm system to BS 5839 L3 standards with break glass call points supplied at emergency exits.

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The Venue Manager will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of structure, structure address (as detailed above), contact number and details of fire.
- Staff will commence evacuation of the Gazebo area – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.
- Separate ‘Personal emergency evacuation plans (PEEPs)’ are in place for staff and visitors with additional needs who may visit the premises. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- Staff to sweep Gazebo area to ensure it is clear if safe to do so.
- Assembly point to be lit by cordless hand-held li-ion battery light (10000 lumens) so easily visible as an assembly point). Venue Manager to place light at assembly point. Light kept in venue manager area – always charged.
- There is no electrical or gas supply to the Gazebo.
- Venue Manager to ensure nobody re-enters the Gazebo area until confirmed safe to do so by the Fire Service.

-
- Meet at assembly point and check all contractors, visitors and staff members are accounted for.
 - Venue Manager to liaise with Fire Service upon their arrival.

Escape routes

The escape routes from the building are: (detail designated fire escape routes)

1. Small slope entrance/exit from the Gazebo for all visitors and any with mobility impairment. Alternatively as the sides of the Gazebo are entirely open staff, and guests who are able may exit via these openings.

Fire assembly point

The assembly point is: On the West lawn – large grassed area adjacent to Woods Cottage. When in use as an assembly point the Venue Manager will light the area with cordless hand-held li-ion battery light (10000 lumens) so easily visible as an assembly point. No main electricity required.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- There is no electrical supply to the Gazebo.
- There is no water supply to the Gazebo
- There is no gas supply to the Gazebo.
- Gas/oxygen cylinders: N/A - not present in the Gazebo or on site

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, 1 member of trained staff is needed on duty during hired events eg weddings

Equipment needed to effect the emergency plan

Mobile phone, torches, hi-visibility tabards, cordless hand-held li-ion battery light (10000 lumens), first aid kit – located in Venue Manager area within catering bay.

Variations to plan

The Gazebo can be exited within seconds in the event of an emergency. There are no variations required to the plan.

Back up arrangements

In the event of fire alarm failure or staff absence guests should exit the Gazebo and make their way to the Assembly area on the West Lawn and dial 999 to request attendance by the Fire Service.

External solar powered lighting will be on outside the Gazebo. In addition, the

Cottage and external lights and Marquee power supplies are separate so in the event of a failure of power at the Marquee the cottage and external lights remain on.
 All on site contractors to be advised by Venue Manager of evacuation procedures on arrival

Responsibilities	
For ensuring plan is up to date	Owner and Venue Manager
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

**Attach any Personal Emergency Evacuation and General Emergency Evacuation Plans to this document
 Standard PEEPs in place**

We operate a system of assisted escape for disabled visitors.

Venue Manager will (where obvious ie wheelchair users/those with mobility devices) identify disabled visitors on arrival at the venue.

Please tell our Venue Manager your requirements. We will provide you with a suitable escape plan.

Disabled people’s evacuation strategy in place

We operate a system of assisted escape for disabled visitors. Please tell our Venue Manager your requirements. We will explain our escape procedures to you.

Wheelchair user or mobility impaired PEEP

Escape procedure

If you are visiting The Gazebo, please ask those you are visiting or The Venue Manager (if present) to take you in your wheelchair or to guide you with assistance out of the Gazebo down the small wooden slope and to the designated Assembly Point on the West Lawn.

Our Venue Manager is trained to assist wheelchair or mobility impaired people out of the The Gazebo.

Sight impaired PEEP

Escape procedure

If you are visiting The Gazebo, please ask those you are visiting or The Venue Manager (if present) to take you to the nearest exit and to the designated Assembly Point on the West Lawn.

Our Venue Manager is trained to assist visually impaired people out of The Gazebo area.

Hearing impaired PEEP

Escape procedure

If you are visiting The Gazebo, please ask those you are visiting or The Venue Manager (if present) to take you to the nearest exit and to the designated Assembly Point on the West Lawn.

Our Venue Manager is trained to assist hearing impaired people out of The Gazebo.

Emergency Evacuation Plan For The Marquee

Emergency Evacuation Plan for :	The Marquee, Tournerbury Woods Estate
Premises address and contact number	Beside - Woods Cottage, Tournerbury Woods, Hayling Island PO11 9DL 07840 401891
Original Plan date	16/11/15
Review date	30/12/22

Sound of the alarm

The sound of the alarm will be:

A shouted warning.

Raising the alarm

In the event of a fire beginning:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised through the use of an alarm sounded through an installed detection alarm system which is provided throughout the marquee. This is a smoke/heat detection alarm system to BS 5839 L3 standards with break glass call points supplied at emergency exits.

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The Venue Manager will take charge and lead in the fire evacuation.
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of structure, structure address (as detailed above), contact number and details of fire.
- Staff will commence evacuation of the Marquee area – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.
- Separate ‘Personal emergency evacuation plans (PEEPs)’ are in place for staff and visitors with additional needs who may visit the premises. Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site)
- Staff to sweep Marquee area to ensure it is clear if safe to do so.
- Assembly point to be lit by cordless hand-held li-ion battery light (10000 lumens) so easily visible as an assembly point). Venue Manager to place light at assembly point. Light kept in venue manager area – always charged.
- If safe to do, electrical mains and gas (not applicable as no gas on site) supplies should be switched off before leaving the Marquee. The location of these are detailed below. There is no gas supply to the Marquee.
- Venue Manager to ensure nobody re-enters the Marquee area until confirmed safe to do so by the Fire Service.

-
- Meet at assembly point and check all contractors, visitors and staff members are accounted for.
 - Venue Manager to liaise with Fire Service upon their arrival.

Escape routes (diagram provided)

1. Entrance/Exit through double glass doors on either side of marquee.
2. Exit via any side panel. Panels can be easily unlaced within seconds to allow guests/staff to exit.
3. Exit via doors to catering area and then panels at the end of the catering area which are always unlaced during an event.

Fire assembly point

The assembly point is: On the West lawn – large grassed area adjacent to Woods Cottage. When in use as an assembly point the Venue Manager will light the area with cordless hand-held li-ion battery light (10000 lumens) so easily visible as an assembly point. No main electricity required.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Mains fuse box: To the right of the catering end of the Marquee in wooden clad box.
- Mains water inlet: To the right of the catering end of the Marquee in wooden clad box
- Gas – There is NO gas supply to the Marquee.
- Gas/oxygen cylinders: N/A as not on site.

Number of staff needed to carry out evacuation plan

- To implement the evacuation plan, 1 member of trained staff is needed on duty during hired events eg weddings

Equipment needed to effect the emergency plan

Mobile phone, torches, hi-visibility tabards, cordless hand-held li-ion battery light (10000 lumens), first aid kit – located in Venue Manager area within catering bay.

Variations to plan

The Marquee can be exited within a minute in the event of an emergency. There are no variations required to the plan.

Back up arrangements

In the event of fire alarm failure or staff absence guests should exit the Marquee and make their way to the Assembly area on the West Lawn and dial 999 to request attendance by the Fire Service.

External solar powered lighting will be on outside the Marquee. In addition, the Cottage and external lights and Marquee power supplies are separate so in the event of a failure of power at the Marquee the cottage and external lights remain on.

All on site contractors to be advised by Venue Manager of evacuation procedures on arrival.

Responsibilities	
For ensuring plan is up to date	Owner and Venue Manager
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Attach any Personal Emergency Evacuation and General Emergency Evacuation Plans to this document

Standard PEEPs in place

We operate a system of assisted escape for disabled visitors.

Venue Manager will (where obvious ie wheelchair users/those with mobility devices) identify disabled visitors on arrival at the venue.

Please tell our Venue Manager your requirements. In any event, even if not advised specifically, the Venue Manager will provide you with a suitable escape plan.

A diagram of exit routes from the marquee is shown below and can be supplied to all visitors. Contractors are made aware of fire evacuation procedures on arrival.

Disabled people's evacuation strategy in place

We operate a system of assisted escape for disabled visitors. Please tell our Venue Manager your requirements. We will explain our escape procedures to you.

Wheelchair user or mobility impaired PEEP

Escape procedure

If you are visiting The Marquee, please ask those you are visiting or The Venue Manager to take you in your wheelchair or to guide you with assistance out of the Marquee – all exits are level - and to the designated Assembly Point on the West Lawn. No carry down procedure is required due to level access throughout the marquee.

Our Venue Manager is trained to assist wheelchair or mobility impaired people out of the The Marquee and to direct you to safety.

Sight impaired PEEP

Escape procedure

If you are visiting The Marquee, please ask those you are visiting or The Venue Manager to take you to the nearest exit and to the designated Assembly Point on the West Lawn.

Our Venue Manager is trained to assist visually impaired people out of Marquee.

Hearing impaired PEEP

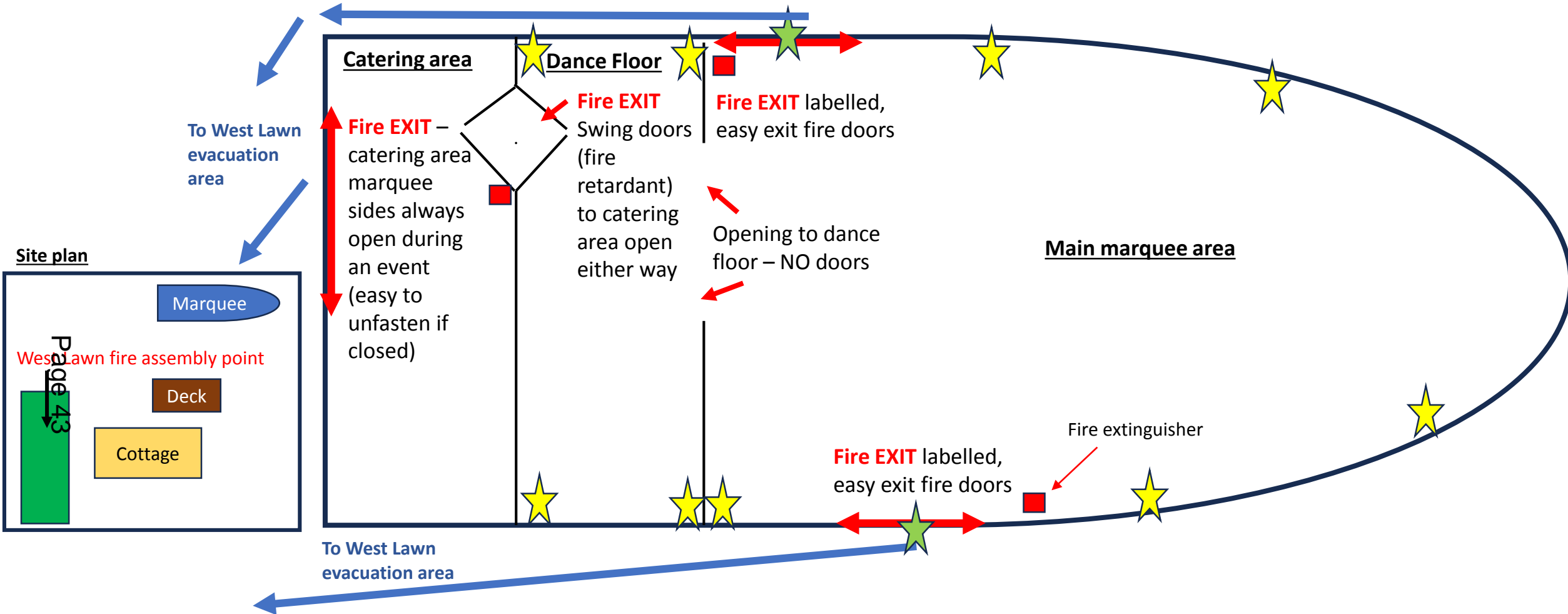
Escape procedure

If you are visiting The Marquee, please ask those you are visiting or The Venue Manager to take you to the nearest exit and to the designated Assembly Point on the West Lawn.

Our Venue Manager is trained to assist hearing impaired people out of Marquee.

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Tournerbury Woods Estate – Marquee plan layout for fire evacuation procedures



- The marquee and linings are made of fire-retardant fabric. All marquee sides can be easily unlaced at any time to provide additional escape routes if required.
- Table layouts **not** to restrict fire exits at any time. Fire extinguishers denoted by red squares. ■
- The marquee is single storey and all escape routes are step free level access.
- Emergency lighting (not mains connected) is provided throughout an event at floor level (yellow stars), and also outside (solar powered). Emergency lights also indicate fire exits (green stars)
- Assembly point is on the West Lawn – large grassed area adjacent to Woods Cottage. Follow direction of blue arrows.

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Post Emergency Plan

Post Emergency Plan for :	All structures at Tournerbury Woods Estate
Premises address and contact number	Tournerbury Woods, Hayling Island PO11 9DL 07840 401891
Plan review date	30/12/22

Plan for lost children

At the evacuation area (West Lawn) the Venue Manager will set up an area for guests to be able to locate them.

The Venue Manager will request any lost children are located with them.

The Venue Manager will draw up a list of the names of any lost children.

It is the responsibility of all parents to supervise their children whilst on site – this is a contract hire condition. However this plan is in place should any child become lost from their parent or guardian at an event or following an emergency on site.

Plan for lose animals

All dogs on site are required (by contract) to be on short leads. Should an animal become lose, the Venue Manager will attempt to secure the animal.

Any lose animals following an emergency will be secured in a holding area set up by the Venue Manager to await collection from an owner. If necessary this area can be in Woods Cottage to ensure the animal is safe.

Plan for responding to crowd behaviour due to alcohol consumption

- Clear signs, lighting and appropriate staff training will help to ensure that guests who may have consumed alcohol and therefore behave in unexpected ways do meet at the assembly point on West Lawn.
- The Venue Manager will set up a list of all guests, contractors and their staff arriving at the West Lawn following an evacuation.
- Contractors are all provided with fire evacuation information on arrival.
- The Venue Manager will liaise with Fire Service upon their arrival and provide them with this list.

Plan for poor weather after an emergency

In the event of poor weather after an emergency if it is safe to use guests may be encouraged to locate in the shelter of another structure on site.

A supply of disposable ponchos is available in the Venue Managers area and these can be handed out if required.

First Aid equipment

First aid items are available in the Venue Managers area.

Toilets post emergency

If it is safe to do so toilets in Woods Cottage may be used following an emergency.

Plan re personal belongings lost on site

Personal belongings found at the site following an emergency will be collected and stored safely in the container area at Tournerbury Woods until they are claimed by their owners.

Plan to help individual rejoin friends

The Venue Manager will have set up a list of guests, contractors and their staff arriving at the West Lawn following an evacuation. This will include contact phone numbers and will assist in helping individuals rejoin friends.

Plan for people to leave the site

Following an emergency, guests who have provided their contact details and confirmed to the Venue Manager that they are well are free to leave the site. They are invited to provide contact details to the Venue Manager so that they may be accounted for.

The Venue Manager can provide this information to the Fire Service should they attend.

Responsibilities

For ensuring plan is up to date	Owner and Venue Manager
For ensuring adequate staff are on duty to carry out the post emergency plan	As above
For training staff on the post emergency plan and in their roles and responsibilities	As above

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

Certificate Number	LS	0299736
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Life Safety Fire Risk Assessment
Silver Approved Scheme
CERTIFICATE OF CONFORMITY



This certificate is issued by the Approved Company named in Part 1 of the Schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the Schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

SCHEDULE	
Part 1	NSI Life Safety Fire Risk Assessment Silver Approved Organisation
	Linear Training Solutions NSI 100775
	BAFE Registration Number
	NSI 102957
Part 2	Name of Client
	Tournerbury Estate Ltd
Part 3	Address of premises for which the fire risk assessment was carried out
	The Marquee, Tournerbury Estate, Tournerbury Lane, Hayling Island. PO11 9DL
	Part or parts of the premises to which the fire risk assessment applies
	Access was granted without a chaperone to conduct a FSRA for the purpose of assessment in Life safety and fire risk assessment a non-intrusive assessment was conducted.
Part 4	Brief description of the scope and purpose of the fire risk assessment
	A FSRA was requested by the client so as to fully comply to The current structure of the the legislation of The Regulatory Reform Fire safety Order 2005.
Part 5	Effective date of the fire risk assessment
	01 December 2022
Part 6	Recommended date for review of the fire risk assessment
	01 December 2023

We, being currently a NSI Approved organisation in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within BAFE SP205 Scheme in respect of such fire risk assessment.

Signed (for and on behalf of the issuing Approved organisation)	<i>L. Gresham</i>
Job Title	Fire safety consultant & fire risk assessor
Date	09 December 2022

- 1 This certificate is used subject to NSI Regulations and Rules of the NSI LIFE SAFETY FIRE RISK ASSESSMENT SILVER Approval Scheme.
- 2 NSI reserves the right to conduct an audit by an authorised NSI representative during normal business hours, with the permission of the customer, of the fire risk assessment and its related premises in order to ensure that the said risk assessment complies with BAFE Scheme document SP205-1 (the Scheme) Section 7 and generally.
- 3 NSI requires every NSI LIFE SAFETY FIRE RISK ASSESSMENT SILVER Approved Company to issue a Certificate of Conformity in accordance with the Scheme for all fire risk assessments it carries out that wholly or partly address life safety.
4. The Certificate of Conformity when completed is a clear statement that the Approved Company conducted the fire risk assessment for life safety, it is suitable and sufficient and compliant with the BAFE SP205-1 Scheme document and is certified by a registered competent fire risk assessor.
- 5 Where life safety and other aspects of fire protection are addressed in the same fire risk assessment a Certificate of Conformity shall be issued but the certificate shall make clear that the certificate applies only to the life safety aspects of the fire risk assessment and not further or otherwise.
- 6 Should the customer be dissatisfied with the fire risk assessment covered by this certificate, he/she should at first contact the Approved Company at its local office. If satisfaction is not obtained, the customer should address a written complaint to the customer services department at the head office of the Approved Company. If the customer remains dissatisfied, he/she may address a written complaint, outlining the nature of his/her dissatisfaction and the circumstances of the fire risk assessor company's response, to the Customer Care Manager at NSI.

NSI will not normally consider complaints unless the Approved Company has been given the opportunity to resolve the dispute as set out above.

Subject thereto and as hereinafter provided, NSI will endeavour to assist in the resolution of the dispute between the contracting parties, provided always that NSI will not deal with or be involved in any discussions or negotiations with either party with regard to financial or other loss, claims or potential loss claims, outstanding payments or construction and/or interpretation of the Approved Company's terms and conditions of contract.

NSI shall not be liable for any act or omission arising from any assistance it may provide as hereinbefore provided unless such act or omission is shown to have been fraudulent or deceitful.
- 7 This Certificate confirms conformity with the requirements of BAFE Scheme document SP205-1 applicable at the date of issue by the issuing company. NSI does not undertake to investigate any query or complaint in relation to future changes to BAFE scheme documents, policies or other regulations that render the fire risk assessment in need of further updating. In that event, the appropriate update should be carried out by a company holding NSI LIFE SAFETY FIRE RISK ASSESSMENT Approval.
- 8 NSI does not accept any responsibility or liability for any fire risk assessment produced by the Approved Company
- 9 Unless the issuing company's obligation to NSI in respect of the fire risk assessment are undertaken by another NSI Approved Company, NSI will not enforce its Rules or Standards on the Approved Company or on its successor in business in respect of any fire risk assessments after the issuing company ceases to hold NSI LIFE SAFETY FIRE RISK ASSESSMENT Approval.
- 10 The Certificate is issued subject to the terms and conditions of the company issuing the certificate for the fire risk assessment service.
- 11 On this certificate and in these terms and conditions, where the context permits, the reference to the issuing company shall include any Approved Company who shall undertake the issuing company's obligations to NSI in respect of the fire risk assessment.

Footnote

"SP205" is a Scheme Document published by the British Approvals for Fire Equipment (BAFE).

1st of 4 Strategic Aims of Hampshire County Council is
"strong and resilient economic growth and prosperity."
an event venue at Tournerbury Woods will contribute to this Aim

the Committee has experts advising it on many other aspects,
I focus only on the economic value of the venue,

background for Hayling Island as a tourist destination,
Tournerbury Woods' location mirrors many other similar Hayling Island venues,

economic multiplier that 70% of income is respent,
local business employs local people and uses local suppliers,

disposable income from visitors may be spent elsewhere,
e.g. visitors to entertainment venues bring disposable income and often spend it in
other local attractions and commercial outlets - even parking charges for Havant BC

reprise HCC Strategic Aim and note that
Havant Borough Council strapline ends "More Prosperous" too

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