

APPENDIX E

From: Cotton, Neil [REDACTED]
Sent: 26 July 2021 11:59
To: Smith, [REDACTED]
Cc: Pearce, Jason, [REDACTED] Rackham, Peter
[REDACTED]; Walker, Emma
Subject: FW: HAVANT BC - NEW PREMISES - ROYAL CAR PARK AND BEACHLAND (OPEN SPACES)

Hi Hilary,

As below, Kate and her team have agreed conditions for the above location and as such Police have no objections.

Kind regards

Neil

PC 2099 Neil COTTON
Police Licensing Officer
Licensing and Alcohol Harm Reduction Team
Fareham Police Station
07467351114
licensing@hampshire.pnn.police.uk
neil.cotton@hampshire.pnn.police.uk
Licensing Home Page

From: Pontin, Kate [REDACTED]
Sent: 26 July 2021 11:34
To: Cotton, Neil [REDACTED]
Cc: Hasted, Simon <[REDACTED]> Conyard, Nicki [REDACTED]
Subject: Re: HAVANT BC - NEW PREMISES - ROYAL CAR PARK AND BEACHLAND (OPEN SPACES)

Dear Neil,

Thank you for confirming the conditions. I am happy for you to forward to Hilary.

Kind regards,

Kate Pontin

Community Officer (Events) | [REDACTED]
Community Team, Havant Borough Council, Public Service Plaza, Havant, PO9 2AX



From: Cotton, Neil [REDACTED]
Sent: 26 July 2021 10:47
To: Pontin, Kate [REDACTED]
Subject: RE: HAVANT BC - NEW PREMISES - ROYAL CAR PARK AND BEACHLAND (OPEN SPACES)

Hi Kate,

So just to be clear on what we are agreeing to. In addition to what you have already included on the premises licence application in section M. The below in blue will also form part of the conditions:-

The event is time limited for 1 x event per calendar year which is no longer than a 3-day weekend, that being the Kite Surfing Armada.

SECURITY

- 1. Unless there is written agreement with Hampshire Police, the site shall be secured by Heras fencing or similar to prevent illegal access.**
- 2. Unless there is written agreement with Hampshire Police, the security plan shall include a minimum requirement for all attending members of the public to be subject to the searching of outer garments and bags. For events deemed to present a higher risk by the Police, the following entry checks shall also be included: drug detecting dog sniff checking (drugs) and metal wand scanning (weapons / knives).**
- 3. Unless there is written agreement with Hampshire Police, the security plan will include the requirement of roaming security roles aside from static positions.**
- 4. Unless there is written agreement with Hampshire Police, all security staff shall be provided with ID to identifying them as staff working at the event.**
- 5. Unless there is written agreement with Hampshire Police, the security plan will distinguish between roles of SIA staff and security marshals.**
- 6. Unless there is written agreement with Hampshire Police, the security plan will ensure appropriate levels of staffing for the maximum attendance for each event.**
- 7. Unless there is written agreement with Hampshire Police, the security plan shall have the resilience for security staff to respond in numbers to emergencies on site.**
- 8. Unless there is written agreement with Hampshire Police, Body Worn Video shall be used by security staff at bars, entry points and within the dedicated response team.**
- 9. Unless there is written agreement with Hampshire Police, ejections should be recorded on BWV.**
- 10. Unless there is written agreement with Hampshire Police, Body Word Video footage shall be retained for 28 days and made available to Police upon request.**
- 11. Unless there is written agreement with Hampshire Police, the licence holder shall maintain a register of each person employed in a security**

role and shall provide to the Police upon request full details of the security staff member and their duty times at the event.

12. Unless there is written agreement with Hampshire Police, Security staff shall wear fluorescent / reflective jackets / tabards with 'security' marked on the rear.
13. Unless there is written agreement with Hampshire Police, Security staff shall ensure that no alcohol is taken from the site when members of the public are leaving.

CHILDREN / VULNERABLE ADULTS

1. Unless there is written agreement with Hampshire Police, persons under the age of 16 must be in the direct company and supervision of a responsible adult aged 18 or over.
2. Unless there is written agreement with Hampshire Police, there shall be an area within the festival site dedicated to dealing with child welfare and vulnerable adults. Staff performing roles within this area shall be CRB checked or have a similar legal check performed.
3. Unless there is written agreement with Hampshire Police, staff working within the child welfare area shall work in a minimum of 'two's' when dealing with persons under 18.
4. Children should always be supervised within the child welfare area.
5. Unless there is written agreement with Hampshire Police, staff working within the child welfare area shall have access to a radio to make contact with event management.

POLICIES / GENERAL

1. The Premises Licence Holder shall submit an Event Management Plan (EMP) and an appropriate site plan to the Police at least 30 days in advance of the event. Any amended version / final version of the Event Management Plan must be submitted to the Police at least 15 days prior to the event.
2. This will include but not be limited to:
 - Event Management Structure, roles and responsibilities
 - Alcohol Management Plan
 - Traffic Management Plan Security & Steward Management Plan
 - Major Incident and Emergency Plan
 - Medical Provision Plan
 - Evacuation Plan
 - Counter Terrorism Plan
 - Zero Tolerance Drugs Policy
 - Search Policy
 - Use of Glass Policy
 - Ejections Policy
 - Safeguarding Policy
 - Welfare Policy

- **Lost Child Policy**
- **Vulnerable Adults Policy**
- 3. **All measures listed within the final 'Event Management Plan' shall become conditions of the Premises Licence. A failure to comply with the Event Management Plan shall be a breach of the Premises Licence.**
- 4. **The premises licence shall only be in use for a maximum of 1 event per calendar year, with each event lasting up to a 3 day weekend.**

If you are happy with the above then reply back to include the email chain and I will then forward on to Hilary, confirming Police have no objections.

Thanks

Neil

PC 2099 Neil COTTON
Police Licensing Officer
Licensing and Alcohol Harm Reduction Team
Fareham Police Station

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neil.cotton@hampshire.pnn.police.uk
Licensing Home Page

From: Pontin, Kate [REDACTED]
Sent: 23 July 2021 17:32
To: Cotton, Neil [REDACTED]
Cc: Smith, Hilary [REDACTED]; Hasted, Simon [REDACTED]; Conyard, Nicki [REDACTED]
Subject: Fw: HAVANT BC - NEW PREMISES - ROYAL CAR PARK AND BEACHLAND (OPEN SPACES)

Dear Neil,

Following several discussions, we would like to make the following suggestions and comments regarding the police input into the licence.

The licence is now time limited and will include one event which is no longer than one 3-day weekend. That event will be the Kite Surfing Armada.

With that in mind we are happy to include your suggestions concerning:

- Security
- Children / Vulnerable adults
- Policies / General

I believe you have been in discussion with John Radford concerning the use of CCTV, the outcome of which is that there will be no CCTV at this event, but the

security personnel will be wearing Body Worn Videos as suggested in the SECURITY section.

If you are in agreement with these terms, please respond directly to Hilary Smith, with myself, Simon and Nicki cc'd in.

Thank you

Kind regards,

Kate Pontin

Community Officer (Events)

Community Team, Havant Borough Council, Public Service Plaza, Havant, PO9 2AX

