

**How The Light Gets In Festival**

**APPLICATION FOR GRANT OF PREMISES LICENCE**

**HEREFORDSHIRE COUNCIL**

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**MH3 – Minutes from SAG De-brief October 2023**

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## Notes on SAG De Brief HTLGI TEAMS call 24 October 2023

### In attendance

Fred Spriggs (FS) (Herefordshire Council)  
Richard Cooper (RC) (HW Fire)  
Adrian Morris (AM) + 2 (HW Fire)  
Ewen Macgregor (EM)  
Mandy Houghton (MH)  
David Williams DW (WM Police)  
Jane Jones JJ (EH Commercial H&S Food Safety)  
Elisabeth Laughland (EL) (EHO)  
Charlotte Orum (CO) (Balfour Beattie)  
Robert Stevens (RS) (WM Ambulance Service)  
James Lakovic (JL) Calvin Hanks

Meeting started 0955

EM provided summary of where we had got to and previous meetings held on the 10 July 2023 and 22 August 2023 and that it was his understanding that the outstanding de brief issue to be discussed related to the Fire/capacity

EM indicate that he had spoken o AM and R Cooper last week and fed back comments to MH

AM on behalf of fire service commented that he had spoken to EM last week

Issue fire service had was in relation to evacuation of site. Enclosed site. To get out of site required 3m wide steps

Some can be managed on site. Small site. Realised could not manage on site. 21 minutes evacuation times too long. Need 10 minutes. 1 vehicle exit (for blue lights)

Two other exits – one on to area by river. Other a stepped exit., One vehicle entrance and a 2m wide entrance. Reduced numbers to circa 1600 people (number was 1640). Mandy and team worked with contractors – bridge on one end for site and brought numbers up

Exit needs to lead people away from site and not on to shingle beach area. Discount largest exit.

Also largest exit was going to be a blue lights access and egress point.

Stepped exit 3m wide.

Persist with bridge – then that needs to be a lot wider and would give 2 x 3m exits.

FS concern was with getting emergency vehicles on/off.

AM this needs a lot of management – a single track – ½ mile long.

EM advised on the appointment of fire consultant. Meet on site in due course once a plan was settled.

FS – site not ideal – look at other sites?

MH – looking at other sites but keen to make the site work. Make steps wider. Things we can do to make site better. Looking at other options.

RS – greenfield site. Bears no resemblance to what will be there in due course so rely very heavily on the plan. If bits missing and info false, that is all we have to go on. Difficult job for us.

EM noted these comments, and a plan would be provided as soon as possible to reflect what was going to happen on site

FS- want to help you put on a safe event in the future

EL – vehicles on site in the campsite – no safety barriers in relation to camper vans

MH – remember emails – separate out vehicles from the tents. 2 vehicles that came in and parked in the tented area. That is something that will not happen next year.

EL commented that JL was dealing with the bridge element – did a great job – but two key roles too much work for one person. Bridge issue quite major – not best dealt with under one hat. Needed to be a bit more management closing down events and stopping private events. New site likely to happen?

MH everything in discussion – looking at existing site to improve

EM comments on role of JL noted from last meeting

EL – did well with communication in the area – one or two complaints – people will be impacted but whether that is a reasonable expected impact. Bass levels in later night are usually the issue.

FS issue with events one person trying to do everything – working all day and late at night – look at management structure. Sufficient people in place – two people under James – something to look at

RS – medical cover. Need an ambulance – expect this to be available 24/7. What they seem to not have was enough staff to manage during the day and overnight on call.

Great but what happens when call out?

Service level agreement with a company – in reality is that going to work. One you hope is never instigated. You do have a duty of care for campers – it is off site – away from medical people- needs to be covered – move ambulance to campsite overnight.

Need enough medical personal for hours that you have. Paramedic emergency care assistance and responder on site. Have a look at Medical Needs Assessment – what do I need to cover and what are my responsibilities. RA first and then Medical Needs Assessment and from that what staffing you need and where it needs to be

EM next steps to agree a layout plan and possibly have a site meeting. Keen to get the process for the new licence started as soon as possible, and ideally do not wish to be submitting in February next year – dates for 2024 sent to FS and circulated to the SAG group

RS all want event to succeed and be a safe and great event – any advice we can give please reach out and ask

FS role to help support with best professional advice

EM indicated he would circulate minutes of meeting and thanked everyone for their feedback.

Meeting ended 1026