

APPENDIX 3

From: [Neil Green](#)
To: [Chris](#)
Subject: Update following SAG meeting
Date: 18 September 2023 16:42:33

Dear Chris,

Thank you for attending the Safety Advisory Group (SAG) meeting on the 30th August along with Tony Flynn and taking the time to both provide us with a de-brief on your events and answer the questions from the SAG members. As you are aware, several complaints were received following the events at Bury Farm (Summer Festival and Fields of Thunder) and it is important to have opportunity to discuss these matters with you directly so that we can fully understand the situation and ensure measures are put in place to prevent similar issues recurring in the future.

The weather during both of these events was exceptionally bad with both heavy rainfall and strong winds. This caused the main route into the site to become wet and muddy and in the interests of customer safety a decision was made to re-direct traffic to the driveway instead. Whilst this was a deviation from your Event Management Plan, officers attending agreed that this was a suitable alternative given the low numbers of customers onsite and the low numbers of 'on the gate' ticket sales as a result of the adverse weather.

However, the use of the alternative entrance did result in complaints from a local resident and the local Parish Councils who would have experienced unexpected additional traffic in their villages due to the diversion in place. In order to prevent future recurrence of these issues the following recommendations were discussed with you during the SAG meeting;

1. The ownership of the driveway has been disputed by a local resident. During the meeting you confirmed that you did have appropriate rights of access/ownership to use the driveway for ingress/egress to your event. Notwithstanding this, from a Health and Safety perspective we need to ensure that any planned route into an event site is suitable for use and that all necessary permissions for use are in place. If there is an ownership dispute there is a risk of a route being taken out of use by a 3rd party. Therefore if future SAG notifications are made for events utilising the driveway we may ask you to provide evidence that you have the appropriate rights of use.
2. To help ensure that ticket holders follow your event signage/planned traffic routes when arriving/departing it is recommended that you emphasise the importance of following the signage on information provided to ticket holders (i.e. website and email accompanying tickets). This could include a reminder to follow your instructions/signage rather than a SatNav.
3. There were allegations that some signage hadn't been put up or may have been moved. Although this was not substantiated by visiting officers, it is good practice to periodically carry out checks before and during the event to ensure that road signage remain in place and is clearly legible.
4. Much of the issues this year could have been avoided had you been able to use your intended route into the site. During the meeting we discussed the use of temporary trackway which could be used on high traffic areas to ensure that access can be

maintained even if ground conditions become wet and muddy. I understand that you already have access to a supply of trackway and that this is something you could use for future events.

5. I understand that you did have contact with local parish councils and some local residents prior to the event. I would recommend that if any significant changes are made during an event (i.e. change of entrance) then this is communicated to those affected at that time.
6. During the SAG meeting you confirmed that the Oktoberfest event has been cancelled and that you would remove adverts referencing this event from your website.

I trust that this information is of use to you. Should you wish to discuss any of the above further then please do not hesitate to contact me.

Kind regards

Neil

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