

**Safety of Sports Grounds Act 1975  
Polo in the Park 2015  
Council Chamber  
Hammersmith Town Hall  
Safety Advisory Group (SAG) Meeting  
Friday 17<sup>th</sup> April 2015 at 2:30pm  
MINUTES**

**PRESENT:**

**London Borough of Hammersmith and Fulham (LBHF)**

Stephanie Needham	- Commercial Services Manager	(SN) - Chair
Ann Ramage	- Head of Environmental Health	(AR)
Graham Souster	- Environmental Health Officer	(GS)
Philippa Woodhouse	- Environmental Health Officer	(PW)
Graham Morrison	- Environmental Health Officer	(GM)
Alisdair Carlin	- Environmental Quality Officer	(AC)
Davene Chatter-Singh	- Environmental Quality Officer	(DCS)
Lisa White	- Licensing	(LW)
Jem Kale	- Events Manager	(JK)
Pauline McCormack	- Parks Officer	(PM)
Janet Nairne	- Highways Officer	(JN)
Fern Aldous (Minutes)	- Committee Services	(FA)

**Sportgate International**

Paul Vernon	- Events Director	(PV)
Richard Kirtley	- Head of Operations	(RK)
Jessica Scarborough	- Operations	(JS)

**Emergency Services**

Christopher Penman	- Metropolitan Police Service	(CP)
Stuart Kay	- Metropolitan Police Service	(SK)
Robert McTague	- Fire and Emergency Planning	(RM)
Rachel Eggar	- NHS	(RE)
Sgt Carolyne Buttery	- British Transport Police	(CB)

Item No.	ITEM	ACTION
1	<b>Welcome from the Chair</b>	
1.1	Stephanie Needham welcomed all attendees to the SAG and detailed that it was the 7 <sup>th</sup> year the event would be held in Hurlingham Park, Fulham.	

<p><b>2</b></p>	<p><b>Introductions and Apologies</b></p> <p>Apologies had been received from:</p> <p>Matthew Tidy (MPS), Inspector Kevin Jacobs (BTP), Jennifer Bostock (LAS), Nick Bell (LAS), Rebecca Burton (LFB), Marc Dickson (TFL), Stephen Priestly (TFL), Chris Rogerson (LUL), Lou Elliston (SGSA), Sharon Edwards (Animal Health and Welfare Officer), Stephen Powell (Hurlingham Club), Roy Instrall (StreetScene), David Nimmo (Building Control), Helen Pinnington (Events Team), Rima Rahman (Highways), Julian Trill (Noise and Nuisance).</p>	
<p><b>3</b></p> <p>3.1</p> <p>3.2</p>	<p><b>Purpose of the SAG</b></p> <p>The prime aim of the SAG was to ensure a safe and successful event whilst minimising the impact on the borough's residents.</p> <p>The SAG was reminded that the minutes of the meeting would be publically available online.</p>	
<p><b>4</b></p> <p>4.1</p> <p>4.2</p>	<p><b>Confirmation of previous minutes (22<sup>nd</sup> September 2014) and matters arising</b></p> <p>2.1 – The minutes had been published  3.8 – To be covered in the meeting  3.9 – The problem had been resolved by a change in staffing  9.1 – It was confirmed that a guide had been designed with police input on some content.</p> <p>The minutes of the meeting held on the 22<sup>nd</sup> September were approved.</p>	
<p><b>5</b></p> <p>5.1</p> <p>5.2</p>	<p><b>LBHF Events Team Update</b></p> <p>JK confirmed that the contract issues discussed at the last SAG meeting had now been resolved. Sportgate International, a new company owned by Rory Heron is now responsible for Polo in the Park. The same team that had worked on the previous year's event had been brought into the new company. This was seen as a positive move.</p> <p>It was reported that resident's / user groups feedback had so far been positive about the event and improvement it had brought to the park. A communications plan had been developed and there was a belief that this year's event would see better resident relations. Negotiations had begun on the possibility of a new 10 year contract.</p>	

5.3	2000 free tickets had been distributed to local residents. It was reported that the closure of the park was expected to be shorter for this year's event.	
6	<p><b>Event Overview and Site Layout</b></p> <p>6.1 PV confirmed that Rory Heron owns Sportgate International which has bought the rights to Polo in the Park from Daniel Fox-Davies. All suppliers of the previous year's event have now been paid in full. The new site plans had been drawn up in November /December 2014 and suppliers quotations received and contracts finalised.</p> <p>It was confirmed that the operation management team had been retained.</p> <p>6.2 The format of the event had been kept the same with the addition of a 4<sup>th</sup> international game involving the England team on the Friday.</p> <p>6.3 It was reported that there would be less infrastructure in this year's event. The build would have to include the Sunday, as no work would be taking place on the bank holiday Monday due to the Chelsea FC victory parade.</p> <p>6.4 The site layout had changed significantly from the previous year's event. The Mahiki tent had been moved from the East side of the ground to the West side. This meant all bars would be on the East of the site for the upcoming event; it was felt this was a safer and more manageable arrangement. A smaller grandstand will be built and this take a day and a half to complete. This provides the site with a more standing room for the games. The hospitality marquee will be a single tier structure. Two additional toilet trailers are going to be provided owing to improved sales this year. The toilets will be located on the West side of the park. The pony area would remain the same as last year's event.</p> <p>6.5 It was reported that the build schedule would allow the park to remain open on the bank holiday, with only the track way being laid on the Saturday/Sunday. There was ongoing dialogue with the noise and nuisance team.</p> <p>6.6 The capacity for the event would be 10,500, 1500 less than the licence allowed for. It was reported that tickets were selling quicker than in any other year.</p> <p>6.7 There had been a few changes to the suppliers from the previous event. Eve Trakway had been replaced by GAP events division. The sound system had proved too expensive and a new supplier has been found to provide a lower quality system; the sound levels outside the site would be monitored throughout the event. Mecco would be providing the hospitality catering. The hospitality is being sold via Scent . Chef events (50% owned by Gorilla events) would</p>	

	be providing the stalls for the food court. There would be 10 stalls in total, all will be vetted beforehand by Glen Hunt.	
<b>7</b>	<b>Event Safety Operations</b>	
7.1	A Dropbox file would be created to house all the safety documents related to the event include health and safety documents, emergency planning documents, the events manual, build schedule and details of the food suppliers. It was hoped this would be available from the week following the meeting. It was reported that there had been no change to the event safety operations methodology. Residents/focus groups were happy with the plans for the event.	
7.2	Although funding had been reduced for the event no cuts had been made to the command and control /safety operation; the plans remaining unchanged from the 2014 event. It was advised that PV would be spending less time in the control room, handing over more responsibility to RK.	
7.3	Expedient were to return as the security providers. There would be a slight reduction in the number of security due to the smaller grandstand. It was confirmed this would not lead to any additional stresses. Expedient would also be handling the traffic management and it was confirmed they were qualified to do so.	
7.4	It was hoped that the removal of the Mahiki bar from the East side of the ground would help to resolve some of the egress issues experienced on the Saturday last year.  The gold for the event was confirmed to be Rory Heron and the Silver would be Paul Vernon.	
7.5	PV reported that there would be 1/3 <sup>rd</sup> less staff on site than previously. It was felt to be important to staff morale that staff catering was provided on site. It was confirmed this would be in place and provided by Naked Nosh.	
7.6	SN questioned the number of toilets that would be on site. PV reported that they were confident the number of toilets would be adequate to the size of the event.	
7.7	GS questioned the security checks that would be in place. It was explained that bags would be checked, although this would be queue dependent. Expo dogs will be used to support the search regime..	
7.8	It was reported that extensive documentation on the event safety operation would be made available. It was felt that lessons had been learned from the company's involvement in running Olympic events and they were open to suggestions of how to make the event as	

<p>7.9</p> <p>7.10</p>	<p>safe as possible.</p> <p>SK asked that an alternative provision be found for the MPS to access the documentation, as Dropbox was not available to them. PV agreed to provide a CD of all the files.</p> <p>GS questioned the arrangements for the pitch perimeter gates, which had been seen to be a problem last year. Photographs of the new pitch side gates were distributed to members and it was agreed the design was a vast improvement. It was reported that a new hoarding system would be in place with a GT barrier surrounding the perimeter of the pitch. This was a short term, cost effective measure which would prevent persons (particularly children) climbing the barrier or getting in-between the structure.</p>	<p><b>Sportgate</b></p>
<p><b>8</b></p> <p>8.1</p> <p>8.2</p>	<p><b>Emergency Contingency Plans</b></p> <p>All the documents for the emergency contingency plans were in the Dropbox folder.</p> <p>AR queried the procedure for dealing with strong winds, which had caused issues at a previous event. It was reported that all structures had known wind limits and there was a plan in place to ensure parasols were not opened in high winds. It was felt that lessons for dealing with unexpected scenarios had been learnt from previous year's events; the SAG debrief helped to ensure these lessons were enshrined in procedure.</p>	
<p><b>9</b></p> <p>9.1</p>	<p><b>Emergency Exercise</b></p> <p>A tabletop exercise was planned for the 2<sup>nd</sup> June at 1400 within the grounds.</p>	
<p><b>10</b></p> <p>10.1</p> <p>10.2</p>	<p><b>Policing Issues</b></p> <p>CP confirmed that all police had been withdrawn from the event. In the event of an emergency at the ground 999 is to be used. For other non-urgent matters 101. The dedicated ward officer had been made aware of the event and would be introduced to the organisers.</p> <p>The MPS would be happy to attend the tabletop exercise and to give a CT briefing on security and threat levels as in previous years. SK would be contactable during the event. The MPS to check if any other events were due to take place over the same period. PV asked who would be police silver for the event. CP advised it would be the shift duty officer.</p> <p>It was thought that the only likely disturbance was public urination.</p>	<p><b>CP/SK</b></p>

<p><b>11</b></p> <p>11.1</p> <p>11.2</p>	<p><b>Licensing</b></p> <p>LW confirmed that a new premises licence applications had been made for the event. It was confirmed there had been no resident objections at the time of the SAG. Some of the conditions from the previous licence had been revised and it was confirmed that glass bottles would now be allowed outside of the bar areas. It was felt this would allow security to be better focused on monitoring security issues and the crowd behaviour. GS confirmed he was happy with this arrangement and had discussed this previously with PV.</p> <p>LW queried the event closure time and time the bars stopped serving was the same on the Premises Licence application. PV confirmed that although the licence detailed the same finish time for the bars and the event, last orders would be half an hour prior to the end of the event. RK agreed to confirm this to licensing by email.</p>	<p><b>Sportgate</b></p>
<p><b>12</b></p> <p>12.1</p>	<p><b>Medical Arrangements</b></p> <p>It was confirmed that the British Red Cross would be present at the event. The medical plan was being finalised and would be saved to the Dropbox folder when ready. RE asked to be sent the medical plan once ready. She had no concerns about the event.</p>	<p><b>Sportgate</b></p>
<p><b>13</b></p> <p>13.1</p> <p>13.2</p>	<p><b>British Transport Police</b></p> <p>It was reported that there would be some engineering works on the District Line between South Kensington and Aldgate East and on the Circle Line between Gloucester Road and Aldgate on the weekend of the event, although delays were expected to be minor.</p> <p>PV confirmed he had the telephone numbers of the tube stations in case of an emergency evacuation. CB will give the tube stations the number of the control room telephone in case of problems on the network. BTP would be deployed at Putney Bridge Station.</p>	<p><b>BTP</b></p>
<p><b>14</b></p> <p>14.1</p>	<p><b>London Fire Brigade</b></p> <p>RM advised that the fire brigade had no concerns about the safety of the event. The fire safety documents were available to review in the Dropbox folder. A site inspection would be taking place with Glen Hunt.</p>	<p><b>LFB</b></p>
<p><b>15</b></p> <p>15.1</p>	<p><b>Traffic Management Update</b></p> <p>The applications for all the TMO's and parking restrictions had been submitted and were waiting to be paid for and processed. It was</p>	<p><b>JN</b></p>

	reported this was reliant on a reference number which JN would chase. The pedestrian signage would be provided by the same company as the previous year.	
<b>16</b>	<b>Transport for London</b>	
16.1	No issues reported.	
<b>17</b>	<b>Food Safety/ Water Quality Management/Sewerage</b>	
17.1	It was reported that Glen Hunt would be the link for the food safety inspections.	
17.2	It was confirmed that the normal water quality tests would be undertaken on either Monday 1 <sup>st</sup> or Tuesday 2 <sup>nd</sup> July by MTD. The drinking water point had been moved to a more visible location. Thames water had been notified of the event.	
<b>18</b>	<b>Environmental Protection</b>	
18.1	It was reported that the speakers were individually controlled so could be individually monitored. All would be inward facing. The generators would be in the same location as the previous year's event.	
<b>19</b>	<b>StreetScene Enforcement</b>	
19.1	There was a potential issue with known Ice Cream vendors parking in the street causing queues to build up. JK agreed to contact the vendors.	<b>JK</b>
<b>20</b>	<b>Parks Constabulary</b>	
20.1	PM asked that it be ensured that all information conveyed to residents was kept accurate and up to date.	
20.2	It was confirmed that the keys to the park had been given to the event organisers.	
20.3	CP asked that attention be given to the rose garden area which had seen some disturbances / public urination in previous years.	
<b>21</b>	<b>Animal Welfare Arrangements</b>	
21.1	A highly qualified, in-house horse specialist would be ensuring the welfare of the horses. The same veterinary provider would be used.	

<b>22</b>	<b>Any Other Business</b>	
22.1	There was no other business.	
<b>23</b>	<b>Date of Next Meeting</b>	
23.1	To be arranged for early September	

To be confirmed at next meeting