

	<p>Bishops Park: it was confirmed that posters had been displayed saying there would be no event.</p> <p>Traffic Management: there were issues with inadequate parking suspension signage from Conway's, this was resolved but needed to be addressed as priority for next year.</p> <p>Health & Safety - There were problems with small potholes in the paths within the park which needed proper investment. Further potholes were also found on Ravenscourt Ave, mainly due to abandoned works, which were reported and filled.</p> <p>The minutes of the last meeting were confirmed as an accurate record.</p>	
4.	<p><u>Event Overview – Ravenscourt Park 2019</u></p> <p>Ticketing and Attendance Figures</p> <p>The figures for the ticketing were given as follows: Early Bird – 815 Advanced – 5847 Cash on the door – 457 Card on the door – 637 The total number of tickets sold was 7,026.</p> <p>The number of attendees on the day was 5,655, due to a significant increase in drop-outs: £6500 had been refunded so far. There were some issues with unprocessed refunds which NJ would resolve.</p> <p>There was an approximate 20% increase in sales. NJ agreed to compile a report to compare year-on-year sales.</p> <p>The park was damaged, even though only half the number of people who were due to come attended. Issues of concern were the high wind on the day and drainage in the park: PMcC reported the remains of an old munitions factory on the main field this impacts the drainage, it would be costly to remove the base. The event set-up was also identified as a key contributor to damage to the park during wet weather conditions.</p> <p>Cancellation of Children's Fireworks Display NJ said that they were satisfied that the correct decision had been made to cancel the display and said they would consider having 2 smaller displays or one medium display in future.</p>	<p>NJ</p> <p>NJ</p>

Changes were made to the display as high-level rockets could not be used because of the wind speed and direction, this could have resulted in debris falling outside the fall out zone.

It was suggested that any unused fireworks may be reimbursed.

It was not possible to choreograph the display to music due to the changes in the display. The additional use of music would be changed for next year's event.

Site layout

This year's additions included a stage, which was not used due to damage caused by damage by the wind. A bar was angled toward the firework display and a face-painting tent was on site. Three extra tower lights were also included.

New contractors on site were, Team Medic, SFM security and A1 loos. 6 generators were on site, 3 large and 3 small. An on-site electrician would be considered for next year's event to help manage the generators.

The VIP marquee would be excluded next year, as this had not been used. Improvements were also needed for ticket directing and scanning around the disabled entrance. Discussion arose on having a ticket booth located here, the extra costs of staffing and kiosk provision would need to be considered first. An alternative solution was to put up additional signage.

JD commented on the use of contractor vehicles on the site. PMcC suggested creating a compound to house the vehicles.

The initial intention of the site was to create a village feel, however this had been restricted by costs and finding a suitable area.

Locked Gate Check

It was reported that the disability gate and front gate should have been left open for dog walkers on the Saturday. It was also noted that the gate behind the café should have remained locked during the day as it was a service vehicles entrance and should not have been used as public thoroughfare

NJ noted that fencing had been removed from the tennis court area to carry out works. She would liaise with the

NJ, PMcC

	<p>sports team to ensure that no works would be occurring before or during the event.</p> <p>Slips and trips</p> <p>No trips, falls or accidents were reported.</p> <p>RK reported that the regular medical provider was not available this year: an alternative provider had been recommended and they were happy with the service provided.</p> <p>Site Clearance</p> <p>RK reported that no negative feedback had been received regarding egress.</p> <p>HB commented that most suppliers had managed to leave by Saturday evening; this included the fun fair, catering, AV control and most of the bars. The tower lights, marquee and fencing left on Sunday, with toilets, trackway and generators having departed on Monday.</p> <p>RK praised the litter-picking service. PMcC confirmed this had been carried out by Serco.</p>	
5.	<p><u>Report from Environmental Health</u></p> <p>GO presented the report which provided an outline of the event and any recommendations needed. She noted that the lighting and organisation had improved since she had last been involved in the event in 2015.</p> <p>The walk way near the Paddenswick Road entrance would have benefited from additional lighting.</p> <p>Security</p> <p>GO commented that security was observed as being polite. Some bags were not checked at the entrance. It was noted that sniffer dogs used in this area were sniffing bags. When observations were carried out at the Paddenswick Road entrance it was noted all bags were checked.</p> <p>TG confirmed that after liaising with some of the stewards, he was satisfied with their roles. PMcC praised the work of the dog handlers.</p> <p>Repairs</p>	<p>NJ, PMcC</p>

<p>NJ to liaise with PMcC to review paths and potholes.</p> <p>Road Closures No issues were reported on road closures, with Conway implementing closures when needed. RK suggested an additional road closure on Ravenscourt Park Road may assist egress.</p> <p>GO reported that there was a minor incident involving a driver attempting to drive through the road closure, which Conway's staff resolved this quickly.</p> <p>Barriers GO queried the storage of barriers on the pavement which were unused.</p> <p>Catering It was noted that an unconfirmed caterer was onsite (C&T catering) and that they had not provided any documentation prior to the event.</p> <p>GO made recommendations that a wet weather shoe policy be implemented in the catering unit located in the marquee to ensure the area remained clean throughout the event.</p> <p>Structures GO recommended having Dropbox ready to receive supplier documentation provided up to 14 days in advance. RK said they would review their supplier vetting procedures to ensure there were no future delays in providing information.</p> <p>GO also advised that the documentation for the sign off of structure should be available on site and that a check list should be completed per structure.</p> <p>Parks Police TG noted that there were no issues to report and no improvements to be made, despite a reduction in the number of officers at the event.</p> <p>PMcC reported issues with the radio signal. RK noted that for next year's event, the council would be given their own channel, increasing the bandwidth from 3- to 4-channel. A review of radio control etiquette would also be made to ensure improvements to communications.</p> <p>Medical</p>	<p>RK</p> <p>RK, NJ</p>
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	<p>HB reported 2 minor incidents which did not require treatment. A full report was available from Team Medic, if needed.</p> <p>Learning Outcomes</p> <p>NJ praised the work of the volunteers but noted that an earlier start and a Team Co-Ordinator would be needed for next year's event.</p> <p>Further suggestions for the next event included:</p> <ul style="list-style-type: none"> • Providing tickets for under-5s, even if free entry. • Holding the event on 5 Nov – regardless of which day this falls on – with a start time of 4pm. • Cancel the early-bird offer and implement a no refunds policy. • Increase the choice of food available, with a focus on better quality. • No performance stage but roaming performers/entertainment instead. 	
<p>6.</p>	<p><u>AOB</u></p> <p>JD and NJ to review costs for next year's event.</p> <p>RK suggested the possibility of forgoing a fairground to host a bigger display.</p>	<p>JD, NJ</p>