

**Polo in the Park 2016
Safety Advisory Group (SAG) Meeting
Council Chamber
Hammersmith Town Hall,
King Street, London, W6 9JU**

Wednesday 13th April 2016 at 10:30am

MINUTES

PRESENT:

London Borough of Hammersmith and Fulham (LBHF)

Stephanie Needham	Commercial Services Manager	(SN)	Chair
Graham Souster	- Environmental Health Officer		(GS)
David Nimmo	- Building Control		(DN)
Daniel Anon	- Building Control		(DA)
Keiran McKenna	- Commercial Services		(KM)
Philippa Woodhouse	- Environmental Health Officer		(PW)
Graham Morrison	- Environmental Health Officer		(GM)
Alisdair Carlin	- Environmental Quality Officer		(AC)
Jem Kale	- Events Manager		(JK)
Ian Stephenson	- Noise & Nuisance Team		(IS)
Pauline McCormack	- Parks Officer		(PM)
Janet Nairne	- Permit Coordinator		(JN)
Kevin Phillips (Minutes)	- Committee Services		(KP)

Mecco

Matthew Anderson	- Food Safety Consultant		(MA)
------------------	--------------------------	--	------

Sportgate International

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

Sports Ground Safety Authority


Lou Elliston	- SGSA		(LE)
--------------	--------	--	------

Emergency Services

Matthew Tidy	- Metropolitan Police Service		(MT)
Jenny Bostock	- London Ambulance Service		(JB)
Rachel Eggar	- NHS England		(RE)

Item No.	ITEM	ACTION
1	<p>Welcome from Chair</p> <p>1.1 Stephanie Needham welcomed all attendees to the meeting and confirmed that the Chesterton's Polo in the Park event which was in its 8th year would be returning to the home of polo at Hurlingham park. She also confirmed the location of rest rooms and the fire alarm evacuation procedures for the meeting.</p>	
2	<p>Apologies and Introductions</p> <p>2.1 There were round the table introductions from those present and apologies were received from:</p> <p>Apologies: Chief Inspector James Brockway, Lindsay Sadler, Vicky Vine and Graham Farr- (MPS) David Howard – (LFB) Sharon Edwards and Deborah Jones – City of London Corporation Stephen Powell – Hurlingham Club Roy Instrall, Ahmed Rafique (Streetscene), Rima Rahman (Highways), Geraldine O'Grady (Food Safety), Lisa White and Adrian Overton (Licensing), Christopher Ellison (Parks Police), Camilla McBrearty and Simon Paterson (Community Safety Team) - LBHF</p>	
3	<p>Purpose of the SAG</p> <p>3.1 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>3.2 The SAG was reminded that the minutes of the meeting would be circulated for comment and then made available online on the Council's website.</p>	
4	<p>Confirmation of previous minutes (6th October 2015) and matters arising</p> <p>4.1 3.3. Actioned - RK did provide details of acoustic enclosure specification following the SAG meeting and this was forwarded to the Noise and Nuisance Team for review.</p> <p>4.2 3.11 Action ongoing re: vehicle movement early morning arrivals and generator noise nuisance abatement for 2016 event.</p>	

4.3	3.12 Actioned: Defective fencing to all weather courts has been repaired /replaced.	
4.4	5.1 Actioned: GS has discussed with TfL the possibility of removing the hire bikes. TfL Advised that without payment from the event organiser the bikes will remain in place. GS advised that the issue would have to be dealt with by proactive stewarding and crowd barrier as it was last year.	
4.5	5.6 Actioned: JK confirmed that £11,000 investment had been made to problems with the pump house pumps	
4.6	7.3 Actioned (see 4.3 above)	
4.7	7.5 Actioned: JK confirmed that engagement had taken place and was ongoing with Sullivan Court issue in relation to noise nuisance concerns they had.	
4.8	7.6 Action ongoing : GS confirmed that he will liaise with Streetscene regarding the possibility of officers attending this year's event in order to deal with illegal street traders (Ice Cream traders). The minutes of the meeting held on 6 October 2015 were approved.	
5	LBHF Events Team	
5.1	JK confirmed that all was going well in terms of event planning and there has been ongoing positive consultation with residents and park stakeholder groups. JK advised that the current contract with Sportgate runs until 2019 and is currently under review.	
6	Event Overview & Site Layout	
6.1	PV reported that they will have the same management team as in previous years in place and that the team had been together for nearly five years. He also confirmed that only main contractor changes involved a new audio company(Britannia Row) and for fencing & trackway (Illuminate) . The WI-FI and CCTV package would be delivered by Rob Wiley (Control Events) across the whole of the event.	
6.2	RK reported that ground preparation would start on 25 April and that it would take six weeks to get the park prepared. He also confirmed that the event would take place on the 3 rd , 4 th and 5 th of June and that the de-rig would commence on the 6 th of June and last a week.	
6.3	PV advised that the trucks arriving early was a difficult situation to manage during the event build and that there was always the issue of stray vehicles turning up earlier than scheduled. After discussing the issues PV and RK agreed to look into the options of a financial	

<p>6.4</p> <p>6.5</p>	<p>penalty to stop the trucks arriving early.</p> <p>IS agreed to provide the details to Sportgate of how to apply for a Section 61 additional working hours consent. JN advised that under the circumstances it was best to let the early trucks in through the gates as it would reduce the impact to residents / traffic congestion. JN also advised that The Thames Tideway works had commenced in Carnwarth Road and thereby vehicles could no longer park there. JN confirmed that highway modification works would be completed at the junction of Wandsworth Bridge Road and Carnwarth Road and that this would improve HGV vehicle access.</p> <p>PV talked through the layout changes to the event site. PV confirmed that the production office would be the contact point for officers. He also stated that the capacity for the larger grandstand was 1460 people. PV provide details of the event control room which would be much smaller this year and would not be widely accessible and the reason for this was because they wanted to have less interruptions / noise to the safety operation. There would be a new entertainment area at the southern end of the pitch for the Hurlingham Club use on Friday and then this would be used as the VIP area of the Mahiki Bar for the remaining two days of the event. Protective netting would have to be installed to prevent injury from flying balls. Broomhouse Lane entrance was due to be enlarged. PV advised about hospitality and confirmed it would be the same as last year with an additional entertainment area as previously advised.</p>	<p>IS</p>
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Event Safety Operations</p> <p></p> <p>RK confirmed that no VIP's were currently known to be attending and he would keep MT posted on any new developments. PV stated that hospitality had been outsourced.</p> <p>PV confirmed that press photographs were valuable to the event and that press at the event would have access to most areas, however to gain access to some more sensitive areas they would need to be escorted and be given black bands.</p> <p>PV confirmed that there were no countries playing at the tournament that were considered an additional or higher risk threat to security.</p>	<p>Sportgate / MT</p>

7.5	The use of the LBHF deployable cameras was discuss and JK is to liaise with Sportgate on this matter.	JK / Sportgate
7.6	RK confirmed the event safety documentation inclusive of food hygiene information would be circulated to SAG members in early May via a Dropbox link.	Sportgate
8	Policing / CT	
8.1	MY confirmed there was no specific threat update. The current threat level is Severe. MT advised that the police should be contacted in the usual way by dialing 999. MT advised that he would however make himself available to advise the event this year.	
9	Emergency Contingency Plans and Table Top Exercise	
9.1	MT requested a copy of the emergency plan and agreed to provide the Police command structure for the event. RK agreed to provide the plan.	
9.2	RK confirmed that a table top exercise on responding to a terror attack was scheduled to take place at 2pm on 31 May 2016. MT confirmed that he would attend.	
10	Local Authority	
10.1	GS updated that there would be a pre-inspection of the site during building and a presence by the LA event liaison team during the event. He also confirmed his attendance at the emergency exercise prior to the event.	
10.2	SN checked that allergy information would be available in kitchens and on menu's, PV confirmed it would. PW advised that from a food safety perspective inspections would be undertaken as early as possible by the authority.	
10.3	JN updated on parking suspension and is in communication with Sportgate over traffic management arrangements.	
10.4	AD confirmed details of water / sewerage providers for this year's event. RK confirmed as again MTD had been contracted and the key contact is Bill Wootten, who is liaising with Thames Water over licensing requirements.	
10.5	GS confirmed on behalf of the Licensing team that the revised premises license following a recent minor variation application made by Sportgate to reflect the site changes had been approved.	

10.6	GS confirmed that he would be speaking with Streetscene regarding their attendance re: illegal street trading.	GS
10.7	IS agreed to arrange out of hours monitoring of the power generator to assess the effectiveness of the acoustic controls due to be in place this year. GS raised the issue of noise disturbance from the generators may not be just confined to the plant immediately adjacent to Sullivan Court. Review of generators at other location would be necessary and noise attenuation measures that may be required.	IS / Sportgate
10.8	PM confirmed that there were no issue or concerns to raise from the Parks Team. RK requested Parks Police to arrange a visit to the site on 23 April 2016 to assist with any unauthorised cars parked in the car park. GS to make this request to Parks Police.	GS
10.9	JK updated that they had received 1,000 applications for the Party in the Park from the 7,000 invitations that were sent out to local residents. RK agreed to send details of the internal layout of the marquees to GS	Sportgate
11	Transport for London/ London Underground	
11.1	GS confirmed he had been in contact with TfL/LUL and had been advised that there would be no line works impacting on the event and the Wimbledon branch of the District line would be operating.	
12	London Fire Brigade	
12.1	LFB were not present at the meeting and had not provided any feedback. KM would be meeting the LFB tomorrow and would provide contact details to the Station Commander (Fulham)	KM
13	London Ambulance Service	
13.1	JB requested a copy of the medical plan and details of ambulance access to the site. PV agreed to provide and confirmed Broomhouse Lane was the preferred entry point. RE advised she would advise the NHS Trust about the event and numbers in attendance.	Sportgate / RE
14	Sports Ground Safety Authority	
14.1	LE discussed the changing of the pitch gates and there was also a discussion regarding the refuse bins. GS advised that the issues with the pitch gates had been resolved last year and that Euro type bins were used which could not be thrown. There were no specific concerns from SGSA regarding the event.	

15	Animal Health and Welfare Arrangement	
15.1	It was reported that it would be the same as at last year's event and no additional information was provided by officers.	
16	AOB	
16.1	MA re-confirmed the access arrangements via Broomhouse Lane entrance.	
14	Date and venue of next SAG meeting	
17.1	It was agreed to try and schedule the de-brief meeting for the week commencing either the 11 th or the 18 th of July 2016.	