

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 05 April 2021 20:39  
**To:** [REDACTED]  
**Subject:** Re: FW: Adventure Overland Show 2021  
**Attachments:** AOS-Questions.docx; Event Management Plan.docx

Hi [REDACTED] and [REDACTED]

I've answered your questions and updated our EMP to reflect these answers.

Please let me know if there are any other concerns or if you'd like to add anything at all. Otherwise, we can go over everything in the SAG.

Kind regards,  
[REDACTED]  
Magister Events Ltd

On Tue, 30 Mar 2021 at 03:23, [REDACTED] wrote:  
Hi [REDACTED]

That date works fine for us.

Kind regards,  
[REDACTED]

On Mon, 29 Mar 2021 at 10:48, [REDACTED] <[\[REDACTED\]@stratford-dc.gov.uk](mailto:[REDACTED]@stratford-dc.gov.uk)> wrote:

Hi [REDACTED]

Following [REDACTED] email, I can book you in for a SAG meeting on Tuesday 20<sup>th</sup> April at 10am if this is suitable?

The meeting will consist of relevant agencies including, Police, Fire and Rescue, Ambulance, Highways, Environmental Health, Child Protection Services, and Licensing. I normally request that the up to date plans are sent to me no later than two weeks prior to the meeting. I would then distribute this to the SAG group in order for them to prepare any comments ahead of the meeting.

We are currently holding SAG meetings over Microsoft Teams, therefore, once you have confirmed the proposed date I will send out the invite with the link to join the meeting. I don't anticipate that the meeting would last longer than one hour.

Kind Regards  
[REDACTED]

Environmental Health Support Officer

Stratford on Avon District Council, Elizabeth House, Church Street, Stratford upon Avon, Warwickshire, CV37 6HX  
Switchboard +44 (0)1789 267575 Fax [REDACTED] email [REDACTED] [@stratford-dc.gov.uk](mailto:[REDACTED]@stratford-dc.gov.uk)  
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web [www.stratford.gov.uk](http://www.stratford.gov.uk)

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**From:** [REDACTED] [@stratford-dc.gov.uk](mailto:[REDACTED]@stratford-dc.gov.uk)  
**Sent:** 29 March 2021 08:39  
**To:** [REDACTED]  
**Cc:** [REDACTED] [@stratford-dc.gov.uk](mailto:[REDACTED]@stratford-dc.gov.uk)  
**Subject:** RE: Adventure Overland Show 2021

Hi [REDACTED]

Thanks for letting me know.

We have decided that due to the size and nature of your event you will be subject to a SAG meeting. My colleague [REDACTED] will be in contact this week with a date and time for the meeting. I think it will likely be towards the end of April.

[REDACTED] will confirm who attends etc and how the meeting works.

Please let me know if you need anything further.

Kind Regards,

## Food & Safety Technical Officer

Stratford on Avon District Council, Elizabeth House, Church Street, Stratford upon Avon, Warwickshire, CV37 6HX  
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**From:** [REDACTED]  
**Sent:** 29 March 2021 02:31  
**To:** [REDACTED]@stratford-dc.gov.uk>  
**Subject:** Re: Adventure Overland Show 2021

Hi [REDACTED]

Thanks for getting back to me. We're going to update our EMP and create a traffic management plan. This should be with you by the end of the week. Hope that is all okay.

Best regards,  
[REDACTED]

On Thu, 25 Mar 2021 at 11:54, [REDACTED]@stratford-dc.gov.uk> wrote:

Hi [REDACTED]

My colleague has been through your EMP and made comments (please see attached document) We will go through your covid RA closer to the time as we will know by then what the government restrictions are and what will be expected of you as the event organiser.

Please let me know if you have any questions.

Kind Regards,

[REDACTED]

**Food & Safety Technical Officer**

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**From:** [REDACTED]  
**Sent:** 19 March 2021 05:57  
**To:** [REDACTED]@stratford-dc.gov.uk>  
**Subject:** Re: Adventure Overland Show 2021

Hi [REDACTED]

Thanks for giving us an update. Unfortunately, these were the best dates that we could get for availability. Later dates weren't available and would put us in direct competition with our own late summer show.

We have made sure to cover all the angles when it comes to COVID and safety as we want this to be a successful event. I know there are things outside of our control when it comes to your trigger points, but we trust we have met all your requirements for everything we can control.

We'd be happy to attend an SAG meeting. Just let us know moving forward once you've had a chance to go over the plan of your next steps.

Best regards,

[REDACTED]

On Thu, 18 Mar 2021, 11:14 [REDACTED]@stratford-dc.gov.uk> wrote:

Hi [REDACTED]

I'm very well thank you.

Thank you for the attached documents we will review them next week and get back to you with any comments.

I have also attached a MoU in regards to events held in Warwickshire which includes trigger points in which if 5 or more are met the event will not be permitted to go ahead.

As your event is outside with 4000 people (or less) you will unlikely to be subject to a CAM or SAG. However given the publicity surrounding your event last year we may ask you attend a meeting. But I will ensure to give you plenty of notice if this is the case.

I just want to mention that were you to delay the event by 3 weeks your capacity would be able to increase and there would be less scrutiny of your event. However I appreciate this may not be possible but it is definitely something worth considering.

Kind Regards,

[REDACTED]

**Food & Safety Technical Officer**

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**From:** [REDACTED]  
**Sent:** 17 March 2021 21:28  
**To:** [REDACTED]@stratford-dc.gov.uk>  
**Cc:** [REDACTED]  
**Subject:** Adventure Overland Show 2021

Hi [REDACTED]

I hope you are doing well in these interesting times. As you've probably seen from the recent government announcements - so long as things remain the same - we'll be able to hold the Late Spring version of Adventure Overland Show on June 5-6 of this year. This is due to the allowance of up to 4,000 attendees.

I have updated our EMP for you. Since we were already fully COVID compliant the only real updates are in relation to dates and capacity. Indeed, by June the restrictions will be much more relaxed than those we have right now.

Please let me know if you have any comments regarding our plan. I'm on hand to answer any questions.

Kind regards,

[REDACTED]

Health and Safety Manager

Adventure Overland Show

[REDACTED]

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