

13 February 2015

J, Food & Safety Unit, City of York Council - Chair

M, Licensing Services, City of York Council

A, Licensing Services, City of York Council

, Health & Safety, City of York Council

, North Yorkshire Police

- North Yorkshire Police

, Yorkshire Ambulance Service

, Network Management, City of York Council

, Property Services, City of York Council

Events & Festivals, City of York Council

Events, City of York Council (Event Organiser Tour de Yorkshire)

s, Events, City of York Council

i, ACT National (Safety Officer Tour de Yorkshire)

s, Great Yorkshire Fringe

, Great Yorkshire Fringe

i, Great Yorkshire Fringe

1. Apologies for absence

Building Control, City of York Council

, North Yorkshire Fire & Rescue

, Emergency Planning, City of York Council

, Emergency Planning, City of York Council

2. Tour de Yorkshire

2 May 2015

a) SG and PA gave presentation on event to date. Three day event passing through York on 2 May beginning 11:00am with ladies' race (80 cyclists) followed 2 - 2:30pm by men's race (160 cyclists). All teams residing in York for duration (3 days/4 nights). SG to provide police with list of hotels involved.

b) Road closures in place 8:00am - 5:00pm with emergency crossing points every 40-45km, to allow pedestrians etc to cross every half hour. Rolling road closures in place until circuits begin.

c) Both races to have similar support; approx 30 moto marshalls and 30 police motor cyclists.

d) Traffic management company yet to be confirmed.

e) PB suggested robust traffic management required for Osbaldwick area to deal with parking prior to event. SG confirmed plans for community engagement and residents forums to be held over next few weeks.

f) SG stated difficulty in estimating attendance figures but believed to be approx a third of TdF spectators.

g) Route has been risk assessed resulting in bar walls being closed throughout event and barriers placed full length of Micklegate and Layerthorpe Junction. Concord barriers to be placed last km Bishopthorpe Road, Campleson Road and Knavesmire Road.

h) Race to pass along Bishopthorpe Road about 4:30pm but road closures to remain in place and route marshalls to remain on site for street party.

i) SG confirmed first line of communication to be , radios with F as backup and final resource to be i-messaging. Radios to

	<p>be tested for signal along route prior to event.</p> <p>j) SG confirmed all affected churches, businesses and Adult and Children's Services consulted. Organiser contact numbers and email address to be made available on website.</p> <p>k) Welcome to Yorkshire providing private paramedics; details and medical plan to be forwarded to YAS asap. WTY also arranging volunteers and training to include first aid.</p> <p>l) SG requested 600 volunteer stewards to be managed in teams by paid stewards with radio contact.</p> <p>m) Extra public toilets to be provided at Layerthorpe Junction.</p> <p>n) SG to submit crowd management and traffic management plans by mid to late March. Plans to be overseen and assessed by an independent body.</p> <p>o) NW confirmed police will not be engaged in managing the route.</p> <p>p) SG confirmed control centre to be set up in West Offices.</p> <p>q) The last 2 hours of the race in York to be televised live.</p> <p>r) SG stated that YO1 event due to take place day before was cancelled but may be smaller event on Knavesmire at end of tour.</p> <p>s) SG stated ASO to provide free alcohol to VIPs; there would be no further alcohol sales.</p> <p>t) NW asked if there would be points on route for the supply of water/refreshments for the public; if not this should be clearly communicated prior to event.</p> <p>u) LC asked if regular food trader could trade on Knavesmire Road for event. SG to confirm or suggest alternative trading site.</p> <p>v) Event manual to be submitted to SAG by 13 March. SAG meeting to exclusively discuss TdY to be arranged for 27 March.</p>	<p>Event manual to be submitted by 13 March</p> <p>JC to arrange TdY SAG</p>
3.	<p>Great Yorkshire Fringe 24 July – 2 August 2015</p> <p>a) MW gave outline of event to be located within fenced area in Parliament Street consisting of 2 speigeltents (400 and 250 occupancy each), "teapot" structure (75 occupancy). Area to be turfed and toilet facilities provided within area.</p> <p>b) Structure build to start 20th July, event opening on 23rd with free event and first show 10:15am on 24th. Proposed 6 shows each venue per day; 2-3,000 visitors per day overall footfall entire event expected to be 60,000. Entrance to event site to be free with ticketed events within venues.</p> <p>c) Last show 9:30pm and site cleared 11:30pm to midnight daily. Site to be enclosed by 5' high fence with archway entrances.</p> <p>d) Event to be SIA stewarded and 2 bars will open at 12noon (one SIA in each tent).</p> <p>e) PI asked about access to manholes etc in emergency if ground covered with turf. MW stated access not a problem.</p> <p>f) SS highlighted concerns regarding stability of inflatable "teapot" structure. MW confirmed appropriate certification in place.</p> <p>g) MW stated local businesses to be surveyed and invited to meet on site.</p> <p>h) SS recommended organisers meet with EPU to discuss any potential noise issues.</p> <p>i) requested medical plan to be forwarded to YAS asap.</p> <p>j) requested stewarding plan take in account York racedays which will held at the same time as this event. Expected race attendance 25-30,000 Friday and up to 40,000 Saturday. MW</p>	<p>Medical plan to YAS asap.</p>

	<p>confirmed extra SIA stewards would be employed on those days.</p> <p>k) Discussion then took place between SAG members and organisers relating to provision of alcohol and control of flow of alcohol restricted to within event site.</p> <p>l) SS requested draft event manual to be submitted within next 3 weeks.</p>	<p>Draft event manual to be submitted by 13 March</p>
4.	<p>Askham Bryan Lambing Sunday 22 March 2015</p> <p>a) PI had spoken with organisers who would be coning approaches to venue to stop parking between A1237 to college parking area. This should prevent vehicle back-up on A64 as occurred last year.</p>	
5.	<p>Events 2015</p> <p>DB gave update on events to be held throughout the year.</p> <p>a) Jorvik Viking Festival, 14-22 February Event manual already circulated to members, event well run for many years, no issues highlighted.</p> <p>b) Irish Festival, 14 & 15 March Event to run to 8pm on Saturday and 4pm on Sunday in marquee St Sampsons Square with workshops, dancing, and bar operating under a TEN.</p> <p>c) YO1, 2 May Main event scheduled 3 May cancelled due to Tour de Yorkshire. YO1 may run smaller event immediately after TdY on 2 May on the Knavesmire with acoustic stage and approx 6 food concessions. Event manual requested.</p> <p>d) Fake Festival, 23 May Marquee on Knavesmire approx 1000 capacity. Event manual received to be circulated to members after meeting.</p> <p>e) Spring Food & Drink Festival, 6 & 7 June Details to be confirmed.</p> <p>f) York Rally, 20 & 21 June Cycle rally located on Knavesmire. DB requested event manual submitted by end of February.</p> <p>g) York Pride, 20 June Issues last year due to late submission of event manual. Approx 1000 participants. Organisers have made tentative enquiries relating to use of floats or open topped bus on route (concerns over participant safety and use of unsuitable vehicles). LC stated concerns re noise already received. DB to consider moving site on Knavesmire further from residential properties on Tadcaster Road and controlling sound system.</p> <p>h) Network Rail Relay Marathon, 26 June Small charity event on Knavesmire.</p> <p>i) Apollo Festival, 27 June JC already requested organisers provide event manual by end of March.</p> <p>j) Race 4 Life, 4 & 5 July Advertised as "Pretty Muddy" event. PB requested early submission of event manual.</p> <p>k) Dragonboat Race, 12 July Held several years without incident. Request event manual nearer time of event.</p>	<p>YO1 event manual to be submitted asap</p> <p>JC to circulate event manual for Fake Fest</p> <p>Event manual by 28 Feb</p> <p>Event manual requested by 31 March</p>

	<p>l) Triathlon, 21 July Similar route to Brass Monkey event. JC reports sketchy event plan received, organisers advised road closures required together with traffic management plan.</p> <p>m) York 10K, 2 August Normally well run event. Event manual to be requested.</p> <p>n) Show in the Park, Rawcliffe Park, 8 & 9 August Event booking to be confirmed. To be held 10am – 9pm each day. Concerns as Park & Ride will be in use and very busy as this is a bank holiday. JC to invite organisers to next SAG.</p> <p>o) CAMRA Beer Festival, 16-19 September Normally well run event. Event manual to be requested.</p> <p>p) Historic Vehicle Rally, 20 September Small event 2-300 cars, no issues for SAG.</p> <p>q) St Leonards Colour Run, Rawcliffe Park, 20 September First event of this kind held September 2014 without issue. 1500 participants. Event manual to be requested nearer time of event.</p> <p>r) Yorfest, 26 September LC reported [redacted] had been approached to be safety officer, to be confirmed. DB to make enquiries with organisers to ensure competent safety officer employed. Organisers to be invited to attend SAG meeting nearer event.</p> <p>s) York Marathon, 11 October Event overseen by its own SAG attended by members of this SAG. [redacted] requested Marathon organisers be made aware adequate suitable medical provision with areas for treatment is required especially for potential collapses associated with hypertrophic cardiomyopathy.</p>	<p>Traffic Management plan requested</p> <p>JC to invite organisers to next SAG</p>
6.	<p>De-Brief</p> <p>Rawcliffe Park Fireworks</p> <p>a) PA gave de-brief of event, no significant issues medical or otherwise.</p> <p>b) Attendance approx 2000. There had been some problems with vehicles and pedestrians using same access resulting in ground being churned up and extremely muddy. Against advice a fire engine tried to access site becoming stuck in the entrance. Not a problem as moved before the end of the event.</p> <p>c) An extra exit was opened towards the river side of the park; 2 exits were essential. Vehicle and pedestrian access should be separate at future events and double gate entrance should not be used for pedestrian access.</p> <p>d) Voluntary firefighter stewards did not attend as arranged. Extra stewarding provided by voluntary teams from Barclays Bank arranged by [redacted], CYC events officer. Stewards coped with the numbers that attended.</p> <p>e) PA system - Was being provided by the fire engine that got stuck. In future a PA system is required and should be fully tested prior to an event.</p> <p>f) Lighting levels good with a spare lighting stand.</p> <p>g) Number of trade stands about right.</p> <p>h) SIA stewards did not turn up for the bar area as per 'Gentleman's Agreement' (needed due to the TEN). No safety issues but needs to be addressed for next time.</p> <p>i) PI stated there had been no reported traffic issues.</p>	

	<p>Copmanthorpe Fireworks</p> <p>a) SS reported attending event which had been greatly scaled back in relation to original plans. Low occupancy. Minor problems, eg trailing electrical cables.</p> <p>St Nicks Fair</p> <p>a) AF reported issues with chalet structures, 3 or 4 roofs were loose and needed fixing (strong winds). Roofs hadn't been securely fixed during construction.</p> <p>b) Fair still very congested at peak times throughout the event and also vehicle/pedestrian issues in Church Street.</p> <p>c) Feedback issues to Assistant Director.</p>	SS to feedback to AD
7.	<p>Any Other Business</p> <p>None</p>	

Next meeting to be held at 10:00am on Friday 27 March 2015

in King John meeting room, West Offices.

Please note this meeting is to exclusively discuss the Tour de Yorkshire

The next general Event SAG meeting will be held at 10:00am on Wednesday 15 April 2015 in the Snow Room, West Offices

27 March 2015

- , Public Protection Manager, City of York Council - Chair
- , Licensing Services, City of York Council
- Licensing Services, City of York Council
- , Health & Safety, City of York Council
- , Traffic Management, City of York Council
- North Yorkshire Police
- North Yorkshire Police
- Yorkshire Ambulance Service
- , Emergency Planning, City of York Council
- Events & Festivals, City of York Council
- , New Ebor Street Feast
- New Ebor Street Feast
- , Events, City of York Council (Event Organiser Tour de Yorkshire)
- , ACT National (Safety Officer Tour de Yorkshire)
- , Tour de Yorkshire, City of York Council
- , Welcome to Yorkshire, Project Manager Tour de Yorkshire
- , Welcome to Yorkshire

1. Apologies for absence

- Building Control, City of York Council
- c Management, City of York Council
- , North Yorkshire Police

2.	Meeting called to discuss Tour de Yorkshire and peripheral events taking place on 5 May 2015.	
3.	<p>NESF Event, Knavesmire</p> <p>a) JD and LF gave brief outline of event, event manual and plan of layout produced and circulated at the meeting. Copy to be provided electronically.</p> <p>b) This is a free event contained within a designated, barriered area on the Knavesmire approx 50m from Knavesmire Road, anticipating 3000 attendance. Consisting of 1 main stage showing 5 to 6 bands, 1 bar, 4 alcohol stalls, food stalls and children's rides / attractions.</p> <p>c) Medical cover to be provided by .ce which will include a medical manager. This cover will be tied in with main TdY event with an ambulance based between the two events. SH asked for specific details of medical cover to ensure it is adequate for event. SH to have further discussion with SG outside this meeting.</p> <p>d) 12 SIA stewards provided by TdY will control movement of alcohol and monitor occupancy of designated area using 'clickers'. Signage will also be used to control movement of alcohol.</p> <p>e) Alcohol sales within designated area will be covered by CYC premises licence with DPS provided by .</p> <p>f) Details of Event Safety Manager to be confirmed.</p> <p>g) PB suggested contingency plan be in place in case designated area not available on day.</p> <p>h) Food stalls traders to produce PLI, risk assessments and LPG safety certificates prior to event and will all be checked on site.</p> <p>i) DB and JD have discussed noise monitoring with EPU.</p>	

	<p>j) Radios will be supplied to senior staff at the event.</p> <p>k) JD confirmed he is ultimately in control of this event which is ringfenced and independent of the main race event.</p>	
4.	<p>Tour de Yorkshire Main Event</p> <p>a) SG and PA gave an update on event plans to date. PA stated he was still working on crowd management plan which should be available for distribution on Monday (30/04).</p> <p>b) 371 volunteer stewards lining route to undergo 8 day training plan delivered by West Yorkshire Police. To support these there will be 'flag and whistle' trained stewards on all traffic islands and volunteer supervisors with previous experience of either stewarding events or supervision.</p> <p>c) BB clarified anything to do with the actual race itself ie route, riders, outriders is the remit of Welcome to Yorkshire.</p> <p>d) AP asked how the opening of the ELAPS would be controlled, BB stated this would be done by continuous assessment on the day throughout the event.</p> <p>e) AB stated road closures begin at 8:00am on day with full closure in place by 10:00am. Plan for re-opening roads currently being drafted.</p> <p>f) I / contracted to provide professional stewards who will be allocated specific sectors of the race and will be in possession of radios. have been provided with a briefing document in order to manage stewarding.</p> <p>g) JB reported providing primary radio system with providing fall back system. Communications have already been successfully tested along the route. JB confirmed there is a robust command and control system in place.</p> <p>h) PA confirmed carrying out a full risk assessed route survey.</p> <p>i) SG confirmed all businesses on route had been leafleted.</p> <p>j) LC stated all licensed premises on route will be visited and advised by the licensing section before the event.</p> <p>k) PA advised crowd management plan and contingency plan to be forwarded to ESAG early in the week commencing 30 March.</p>	
5.	<p>Bishopthorpe Road Street Party</p> <p>a) SS expressed concern that event manual says no food stalls, but plans suggest otherwise – as a result no RA for LPG/burns etc. This needed to be fed back to the organisers and addressed in the risk assessment.</p>	
6.	<p>Fossgate Street Party</p> <p>a) Event manual received prior to meeting and circulated to members.</p> <p>b) PB asked for clarification on who was in overall control of the event.</p> <p>c) SH requested details of medical cover.</p> <p>d) JC will feedback to organisers.</p>	

7.	Micklegate Street Party a) LH reported there will be little activity on the street, most businesses carrying out promotions within their premises. Possibly buskers playing at the entrance to Priory Street.	
8.	Parliament Street a) SG advised there will be a 40m ² big screen in Parliament Street by the fountain which will show the race.	
9.	Any Other Business None	

**The next Event SAG meeting will be held at 10:00am on Wednesday
15 April 2015 in the Snow Room, West Offices**

15 April 2015

- Public Protection Manager, City of York Council - Chair
- Licensing Services, City of York Council
- Licensing Services, City of York Council
- Building Control, City of York Council
- Health & Safety, City of York Council
- North Yorkshire Police
- North Yorkshire Police
- Network Management, City of York Council
- Property Services, City of York Council
- Emergency Planning, City of York Council
- Events & Festivals, City of York Council
- Tour de Yorkshire, City of York Council
- Organiser Fake Festival

1. Apologies for absence

North Yorkshire Fire & Rescue

2.	<p>Eye of York Eve of Tour Celebration 30 April 2015</p> <p>a) LH gave briefing on event which will take place between 6pm and 7.15pm. Small scale non-ticketed music event with mobile stage and 24m² large screen. 1000 occupancy. 10 stewards provided by Castle Museum, Law Courts and Clifford's Tower all informed. Medical provision supplied by J' consisting of ambulance and crew. Two entrance/exits to be stewarded and front of stage barriered.</p> <p>b) LH stated advertising of event to be low-key, targeting schools and regional social media.</p> <p>c) Event area to be barriered and attendees will be directed to public toilets in Coppergate open until 8pm. PB suggested as people had to leave site for toilet provision a pass-out procedure should be implemented.</p> <p>d) AF suggested medical provision be re-located to near Tower Street entrance for ease of access. Also stated risk assessments required for fire breathers and pyrotechnics on stage.</p> <p>e) PI stated vehicles to be stopped at Tower Street junction with road closures being in force between noon and 10pm.</p> <p>f) JF advised 2 exits of 4 metres discounting one would give occupancy of 800. HL stated exits would be widened and barriers were movable.</p> <p>g) LH confirmed capacity to be monitored at both entrances by stewards with clickers this will be overseen by a supervisor to prevent numbers being exceeded.</p>	Risk assessments required
3.	<p>Bishy Bash Street Party 2 May 2015</p> <p>a) Concerns relating to lack of detail in the event manual especially in relation to the sale of alcohol brought to the attention of LH for feed back to organiser.</p> <p>b) LH reported only aware of The Swan providing bar facilities under a TEN in a small tent with area completely barriered, no</p>	

	<p>additional stewarding will be provided to oversee this. PB suggested this should have SIA stewards in attendance.</p> <p>c) PB also suggested requirements for bar provisions should be part of an official agreement between CYC, Tour de Yorkshire and street party organisers if event takes place on council land.</p>	
4.	<p>Triathlon 21 July 2015</p> <p>a) Organiser had submitted a revised event plan, which had been circulated to the group, showing a change to route race will now be run along cycle paths. Full event manual to follow.</p>	Full event manual requested
5.	<p>Fake Festival 23 May 2015</p> <p>a) Event organiser gave presentation explaining he had 8 years experience of the event organising 130 festivals across the country. This is a family orientated event held within a marquee. Marquee occupancy is 1600 but expected occupancy 1100. Ticket sales will be monitored.</p> <p>b) Same staff are employed in the event at each venue throughout the country ensuring continuity in the setting up and running of the event. The marquee is modular and contingency plans in place to increase size of the marquee, toilet facilities and stewarding / security in line with the 'purple guide' if required, however, occupancy numbers will be capped.</p> <p>c) Stage will have mojo barriers at front and heras fencing will enclose the garden area. There will be family entertainment consisting of inflatables etc provided by 'Activehire' (same provider at every event to ensure continuity of staff). Wind monitoring to be carried out via blue tooth.</p> <p>d) Gates to open at 12:30, event to start 13:15 and close at 23:00.</p> <p>e) PB advised area is sensitive to noise. LS stated a leaflet drop to be carried out to residents 3 weeks prior to event, contact numbers to be provided.</p> <p>f) All children under 16 must be accompanied. All will be banded; children under 10 with white bands endorsed with parent's mobile numbers; adults with green bands; and under 18s red bands.</p> <p>g) Medical provision will be 1 first aider and 1 paramedic with the flexibility to provide more on the day if required.</p> <p>h) LS confirmed all members of management team have single roles.</p> <p>i) Tower lighting to be provided for garden area. SS suggested this be erected in such a way the area will be well lit for people to safely exit across the Knavesmire onto Tadcaster Road.</p> <p>k) LS confirmed all bottles to be decanted into plastic containers and Fake Festival will provide DPS. DPS variation to be submitted to licensing prior to event.</p> <p>l) PB made LS aware that land can be boggy if wet weather and contingency plans may be required for this.</p>	
6.	<p>Spring Food & Drink Festival 6 & 7 June 2015</p> <p>a) DB meeting with organiser to discuss event. This is a low-key festival compared to main event in September. It will consist of a bar in Parliament Street, 1-10 stalls and a demonstration area.</p>	

	<p>b) DB reminded condition of premises licence states event must be notified to police and licensing if a bar is in situ 28 days prior to event, therefore notification to be received by 26 April.</p> <p>c) Event manual to follow.</p> <p>d) Organiser and MD of Make It York Ltd to be invited to next SAG to discuss main festival.</p>	<p>Notification of event to police by 26/04/15</p> <p>JC to invite organiser to next SAG</p>
7.	<p>York Rally 20 & 21 June 2015</p> <p>a) DB reports this is a 500-700 capacity event, with camping. Security throughout.</p> <p>b) Circuits to be carried out on a grass track and there will be a procession to the minster on the Sunday.</p> <p>c) A bar will be provided under a TEN and a marquee will contain trade stalls.</p> <p>d) Event manual to be submitted within the next couple of weeks.</p>	<p>Event manual requested</p>
8.	<p>York Pride 20 June 2015</p> <p>a) DB reports similar to last year but event being moved on Knavesmire a few hundred meters away from residential properties and the procession is being led by an open-topped bus.</p> <p>b) Event manual circulated to members and following items require clarification –</p> <ul style="list-style-type: none"> • details of the electrical provider, wiring etc for the stage • details of catering, use of LPG and risk assessments, fire fighting equipment • further details of Yormed provisions and medical plan. 	<p>Further details to be provided by mid-May</p>
9.	<p>Race 4 Life 4 & 5 July 2015</p> <p>a) DB reports small scale 'pretty muddy' event on 4th with main event on 5th. Event manual to be submitted.</p>	<p>Event manual to be submitted</p>
10.	<p>Yorkshire Fringe 24 July – 2 August 2015</p> <p>a) Variation to premises licence now granted. Event manual to be submitted.</p>	<p>Event manual to be submitted asap</p>
11.	<p>York 10K 2 August</p> <p>a) DB reports event manual to be submitted by end of April.</p> <p>b) As there was an incident with a loose inflatable at last year's event, group agreed to invite organiser to next SAG meeting.</p>	<p>Event manual by end of April</p> <p>JC to invite organiser to next SAG</p>
12.	<p>De-Brief Jorvik Viking Festival JC attended event stated extra stewarding required for future events to monitor entrance to Tower Street car park to protect public queuing across the entrance; no other issues.</p> <p>Askham Bryan Lambing Sunday PI stated immediate area had been coned prior to event to deter parking; no issues reported.</p> <p>Irish Festival No issues</p>	

13.	<p>Any Other Business</p> <p>a) DP reports Show in the Park not yet confirmed if event is going ahead.</p> <p>b) Yorfest still going ahead.</p> <p>c) AF requested clarification on group's stance to the safety of processional 'floats'. PI confirmed that all traffic laws still applied and road closures would be required. Organisers would also need to check public liability and vehicle insurance for adequate cover.</p> <p>a) SS suggested be invited to next SAG to clarify the role of CYC in relation to events and Make It York which manages event space on behalf of CYC.</p>	<p>SS to invite to next SAG meeting</p>
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Next meeting to be held at 10:00am on Wednesday 10 June 2015 in the Snow meeting room, West Offices.

10 June 2015

, Building Control, City of York Council - Chair
 , Licensing Services, City of York Council
 , Licensing Services, City of York Council
 , Health & Safety, City of York Council
 North Yorkshire Police
 , North Yorkshire Police
 Property Services, City of York Council
 Make it York
 , Make it York
 Make it York
 , Communities, Culture & Public Realm
 , Event Organiser, Food & Drink Festival
 , Event Organiser, New Ebor Street Feast

1. Apologies for absence

Public Protection Manager, City of York Council
 , Licensing Services, City of York Council
 , Network Management, City of York Council
 Yorkshire Ambulance Service

2. The Role of CYC and Make it York

- a) CC updated SAG as to the role of CYC and Make it York (MIY) in relation to CYC events management. He explained MIY is an independent company wholly owned by CYC, with its own directors and management structure. It is an independent legal entity part funded by CYC, under contract to CYC, and on behalf of CYC responsible for promotion, organisation and relationship with 3rd party organisers for the city centre and Eye of York for which it exercises a landlord's function. MIY will also promote events on the Knavesmire all other council land remains the responsibility of CYC.
- b) MIY will be first point of contact on behalf of CYC giving first line advice and will have overall responsibility for event health and safety.
- c) Events on other CYC land will be overseen by the Parks and Open Spaces Team (DM) and CC). Organisers will have to employ their own independent safety advice for events on this land with DM and CC providing 'checks and balances' for such events.
- d) PB asked if processes in place to deal with any conflicts between CYC and MIY. CC did not foresee any conflicts stating there is no distinction between CYC and MIY.
- e) AF stated there should be a formal written agreement clarifying designated responsibility for each event; CYC or MIY. MIY should set out expectations of organisers as to information to be provided and level of agreement to be reached.
- f) CC stated he could provide flow chart showing responsibilities. JF stated it would be helpful if this could include adequate time scales stressing cut-off dates for when information can be received by SAG to give members sufficient time to scrutinise paperwork prior to events.
- g) PB stated there should be clear guidelines for 3rd party

	contractors to CYC for the submission of safety documents and event plans; for example no documents had been received yet from 3 rd party contractor for York Armed Forces Day being held on 28 June.	
3.	Minutes of last meeting held 15 April 2015 Agreed	
4.	Autumn Food & Drink Festival 18 – 27 September 2015 a) MH gave briefing on event. Traditional 10 day format held in Parliament Street and St Sampsons Square with fringe activities taking place in the Guildhall and several hotels etc. This year includes plans to extend into the Shambles Market, Kings Square, Davygate, St Helens and Exhibition Square; but not necessarily for the full 10 days. There will be a lower intensity of food workshops and food traders than previously in Parliament Street because activities are being moved to other areas. b) Event opening times to be 9:00am to 5:00pm daily. Bars, street food and entertainment to continue until 9:00pm daily. c) PB asked who is safety officer. MH stated he was safety officer as well as event organiser. Members expressed concerns that if these roles are undertaken by one person a conflict of interest could arise. MH disagreed and JF reminded him that safety was paramount over profit. d) AF stated there had been a capacity issue relating to events in the Guildhall last year. MH confirmed all events in the Guildhall would be ticketed therefore not an issue. e) PB asked that all stallholders providing alcohol (off sales) be advised to inform customers that the city centre is an alcohol restriction zone and it is not advisable to walk around the city drinking alcohol. f) MH advised event manual will be submitted within a month of this meeting. g) stated she would like some advice from YAS as to what medical cover should be provided for city centre events. JC will give her contact details of YAS officers.	Draft Event Manual to be submitted by 10 July
5.	New Ebor Street Festival – Parliament Street 3 – 5 July 2015 a) JD gave overview of event; small scale food and drink event. consisting of bar in 9m square marquee, light entertainment (local PA and acoustic music) and 7 food traders, 11:00am to 10:00pm Friday and Saturday and 12:00noon to 6:00pm on Sunday. Ale bar, Pimms Bar, Sloe motion stall and cider bar also contained within a Heras fenced area. No alcohol allowed off site and SIA doorstaff monitoring exits. b) Details of safety officer to be confirmed. c) JD stated use of CYC electrical supply still being negotiated; may bring in contractor with generator; to be confirmed. d) First aid provision provided by 2 managers and SIA doorstaff who are all first aid trained.	DB to submit outstanding information

6.	<p>Morvello City Cross – Rowntree Park 13 June 2015</p> <p>a) PB stated following information still required;</p> <ul style="list-style-type: none"> • details of medical provision • details of bar arrangements • details of safety officer <p>b) AF stated RAs still required for overall event as well as track.</p> <p>c) JF stated still many outstanding issues concerning safety of public and participants; also a risk to council reputation. Any information received now is too short notice and would not guarantee ESAG scrutiny. If information not received within next 24 hours ESAG will not be able to support the event and will recommend it does not take place due to lack of information. JF to discuss situation further with CC.</p>	DB to ensure organisers provide outstanding information within 24 hours.
7.	<p>York Rally – Knavesmire 20 & 21 June 2015</p> <p>a) DB reported this was a long running event but new organisers for this years' event. There will be approx 200 campers and 500 to 700 participants.</p> <p>b) AF requested;</p> <ul style="list-style-type: none"> • Site map showing position of first aid provision and medical plan • RAs to cover vehicle access and movement on site • Toilet and waste provisions • Stewarding provisions for bar and licensing. 	DB to ask organisers to provide outstanding information asap
8.	<p>York Pride – City Centre & Knavesmire 20 June 2015</p> <p>a) DB reported still awaiting Yormed medical plan from organiser. No other issues.</p>	Medical plan to be submitted asap
9.	<p>Race for Life 4 & 5 July 2015</p> <p>a) DB reported same event as last 10 years with the addition of a mud run on the Saturday before the event. No issues.</p>	
10.	<p>Yorkshire Fringe – Parliament Street 24 July – 2 August 2015</p> <p>a) DB reported he would be arranging a meeting for relevant SAG members and organisers of event within next few days, to finalise event plan.</p>	RA's and Evacuation Plans to be submitted together with final Event Manual
11.	<p>York 10K 2 August 2015</p> <p>a) Event manual circulated to members. DB reported event is being run along the lines of previous events with a change in the provider of inflatables.</p>	

	Fossgate Street Party a) Issues had been raised concerning the road closure and residents requiring vehicular access. Reports of staff leaving a public house car park had driven cars on Fossgate as they were not aware road closures had been extended beyond the end of Tour de Yorkshire. Organisers made aware and asked to inform affected residents and businesses of any future events involving road closures.	
19.	Any Other Business a) JF recommended ESAG holds separate meeting to discuss screening of events and timescales for submission of paperwork. b) AF had concerns relating to events taking place on St Sampsons Square and had advised CC that a survey should be undertaken to establish safe load bearing limits for the area.	

**Next meeting to be held at 10:00am on Wednesday 5 July 2015
in the Snow meeting room, West Offices.**

