

Medium to Large Event Proforma Report for Engagement

Event Name	Winterville
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1. EVENT OVERVIEW (TYPE OF EVENT AND KEY CHARACTERISTICS)

Winterville is an alternative destination for the festive season. Open throughout December on Clapham Common, it's a community focused, family friendly cultural hub bringing together Christmas and seasonal entertainment, food and drink for local residents and visitors.

Winterville has previously taken place at Victoria Park in 2014 and 2015. The proposed 2017 event will be the first time Winterville has been located at Clapham Common and Victoria Park concurrently.

Winterville 2017 (south) will be open between 23rd November 2017 and 1st January 2018. The site will be ticketed on Thursdays (after 18:00, free before), Fridays (after 17:00, free before), Saturdays (after 16:00, free before) and Sundays (after 16:00, free before).

There will be a maximum 4,999 patron's onsite at any one time. A premises license for the site will be applied for with a capacity of 4,999.

Winterville offers a mix of interactive attractions, mostly undercover to help make sure the British weather doesn't dampen our Christmas spirit - these include:

- Ice rink - bookable in advance and open 7 days a week for 200 capacity
- Indoor Cinema
- Indoor crazy golf course
- Roller disco
- Bowling alley
- Traditional games & Fairground rides including 1 big wheel
- Spiegel Tent performance space
- Market Stalls: Festive Arts, Crafts and Food
- Bars - Cinema, Winterville Lodge, Street food hall, Indoor market, Roller rink, Ice rink, Mulled wine carts

All of the activities on offer are suitable for adults, children and families – programmes within each venue will vary from day to evening to ensure that Winterville is welcome to all.

Winterville is co-organised by Winter South Ltd and Ground Control Productions Ltd.

2. SPECIFIC EVENT DETAILS

Date of application	19/09/2016
Venue	Clapham Common
Attendance	4,999 at any one time
Fees (including bonds)	<p>PIL – Park Investment Levy = £15,400 (up to the first 154000 attendees. Any more will be charged at £0.25 per person)</p> <p>DD - * Damage Deposit = £20,000 (it is part of the terms and conditions that should reinstatement costs come to more than the difference is payable by the event organiser)</p> <p>Other fees are commercially sensitive</p> <p>*please note the DD is refundable subject to post event review</p>

Set up date	13/11/2017		
Event dates	23/11/2017 - 01/01/2018		
Event Operation times	Monday – Thursday 11:00 – 22:00 Friday 11:00 -22:30 Saturday 10:30-22:30 Sunday 10:30-22:00		
Off-site date	07/01/2018		
Licence required	Yes		
Engagement start	28/02/2016		
Engagement end	20/02/2017		
3. LAMBETH EVENTS TEAM ASSESSMENT (STAGE 1)			
Date of assessment	24/06/2016		
LBL Events Assessment against Council policies/local byelaws etc.	<p>Winterville 2014 and 2015 was successful in Victoria Park. References have been requested and received from other local authorities for the organiser's ability to successfully deliver an event of this scale and also to protect the ground whilst doing this.</p> <p>The organisers are keen to work with all SAG members, Stakeholders and local organisations on this event.</p> <p>Lambeth Council's event team feel this would be a highly positive event for Clapham and Lambeth as a Borough, and that it would benefit local businesses, residents and organisations. The organisers have demonstrated, through previous events, that they can successfully deliver this causing minimal disruption to local residents as well as being mindful of the ground during the winter period.</p> <p>The organisers have close links with Venn Street market and the borough which they are keen to develop in the delivery of this event.</p> <p>The event organisers are happy to meet with groups to discuss the event in more detail and answer any questions they may have.</p>		
4. HEAD OF SERVICE CRITERIA MATRIX ASSESSMENT (STAGE 1)			
Date	10/10/2016		
Assessment	To LESAG <input checked="" type="checkbox"/>	Deferred for further information <input type="checkbox"/>	Rejected <input type="checkbox"/>
Reason for deferral or rejection	There are no reasons for deferral for this application.		
5. LAMBETH EVENTS SAFETY ADVISORY GROUP (STAGE 2)			
Recommendation	To stage 3 <input checked="" type="checkbox"/>	Deferred for further	Rejected <input type="checkbox"/>

		information <input type="checkbox"/>	
<p>Assessment, including safety and environmental impact</p>	<p>Winterville presented to the SAG at a meeting on the 10th January 2017. Present at the meeting were representatives of TFL, Met Police, Lambeth Licensing, Lambeth Food Health and Safety, Wandsworth Council, St Georges Healthcare and Lambeth Events Team.</p> <p>Comments</p> <p><i>LBL Community Safety Team</i> Community Safety do not have major concerns about this event however we have highlighted a few issues for the event organisers to consider.</p> <ul style="list-style-type: none"> ○ Noise issues from music and machinery, deliveries and waste collection ○ General waste issues for the duration of the event ○ Littering around the event venue and the Common in general <p>Accepted</p> <p><i>Wandsworth Council</i> No objections, but it would be useful to peruse the Noise Management Plan in order to confirm that the licensing objective in regards to public nuisance has been fully met Accepted with Conditions (possibly)</p> <p><i>Wandsworth Council Licensing and Safety</i> No objections, subject to conditions being place on the license to promote the licensing objectives and different community engagement. Accepted with Conditions</p> <p><i>TFL</i> Monitoring egress Managing crowds outside of train stations Cost implications for event organisers for additional TFL staff Managing a lot of people timing that excess license of 4999 Public transport advertised Accepted</p> <p><i>Wandsworth Council Highways</i> No objections Accepted</p> <p><i>MET Police</i> Security arrangements CCTV arrangements Emergency access/egress arrangements NYE arrangements Policing plan arrangements Accepted with Conditions</p> <p><i>London Underground</i></p>		

Fine providing:
Organiser manages crowds at the station (outside)
Organiser aware of to repay LU/TFL for any event specific costs
Accepted with Conditions

St Georges Healthcare
Well laid out plan. Previous 2 x events although Victoria Park not Clapham.
Need to consider the medical plan once add to the Event Management Plan.
LAS not in attendance at meeting – useful to understand if they are content – however numbers are low (4999) and not all on site on each day – LAS liaison officers?
Publicising of the medical team onsite as public calling 999 for minor incidents not helpful during extreme pressure.
Accepted with Conditions

Food, Health and Safety Team
The event that the organisers put on at Victoria Park is considerably larger than that proposed for Clapham Common. The infrastructure seen at Victoria Park was of a quality that this team would have no undue concerns, as far as Food and Health and Safety are concerned, if this event was to take place on Clapham Common.
Accepted

LBL Licensing
Due to the length of the event and the risk of attracting more customers over 5000. This must be managed and monitored so people are aware. Queue control of this much be monitored.
No live music or entertainment outside all indoors walled.
Critical numbers with online tickets monitored.
The application for premises licence must be submitted soon, as if appealed could be months. Residents need to be communicated as there will opposition!
Dispersal policy for the impact on Clapham at 10:30pm.
We would want a restriction on high strength alcohol product restrictions.
A time limited application.
NYE closed as a condition on the licence.
Accepted with conditions

LBL Licensing
Resident engagement is crucial, this should start ahead of the licence application. Licensing have concerns that a licence permitted for 5 and ½ weeks will add to the saturation in Clapham High Street (Cumulative Impact Zone). We will need additional details for the dispersal policy. The concern from us and residents will be that at the terminal hour visitors will head into Clapham rather than disperse out of the area.
The marketing of the event will need to be explained as this has the potential to attract above capacity.
The queuing policy will need to be implemented alongside the entry count.
Inebriation of customers will need to be managed and we would like

	<p>to condition this so that the family business model is maintained. We would need full details of where alcohol will be available; Food traders? The Ice Rink? Bowling Alley? Cinema? Spiegel tent? Roller Disco? Markets?</p> <p>We must ensure that customers cannot enter the site and consume high strength throughout the permitted hours. We would strongly recommend a product restriction on high strength spirits/ shots. If these can be restricted to certain areas where customers spend reduced time slots, this will reduce the risk of intoxication.</p> <p>We require a condition that no mobile drinks dispensers will be available.</p> <p>The premises licence must be submitted as soon as possible to allow for any potential committee hearing and appeal.</p> <p>All entertainment will take place indoors (tents) any PA's or fairground music will be background only.</p> <p>Can we have more details in the application for the ticketed events (nature, age restrictions and prices).</p> <p>We would also strongly advise bag searches, this can be a soft approach but we would ask that significant signage is displayed as customers queue.</p> <p>It will be conditioned that on New Year's Eve the site will be closed (please indicate the time on the application).</p> <p>I am also happy for Winterville to have my contact details for licensing advice.</p> <p>All SAG members were resent documents and given the opportunity to provide comments pre or post meeting should they be unable to attend.</p>
Reason for deferral or rejection	<p>There is no reason to defer this application at this stage. The points raised by the SAG have been raised with the applicant directly and will be addressed in further planning meetings and site visits.</p> <p>A table top exercise will be scheduled before the event is due to take place.</p> <p>This application will be progressed to stage 3.</p>

6. COMMUNITY ENGAGEMENT FEEDBACK (STAGE 3)	
Lambeth Ward Councillors	
Friends of Park/ Common / Local Amenity Groups / Management Committees /	

Local Business Forums	
Statutory Bodies / Partnership Bodies	
General Enquiries, Compliments and Complaints	

7. HEAD OF SERVICE RECOMMENDATION (STAGE 4)

Recommendation

Service Manager

Lee Fiorentino
 Events Service Manager
 EventLambeth & FilmLambeth
 Cooperative Business Development
 Olive Morris House
 Brixton Hill
 London
 SW2 1RL
 Direct Line: 020 7926 7088
 Email: lfiorentino@lambeth.gov.uk

8. FINAL DECISION

Councillor Jack Hopkins Cabinet Member for Regeneration, Business and Culture	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
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Julian Ellerby Divisional Director for Campaigns & Communications	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Date:		