

APPENDIX 2

POLICE REPRESENTATION



Haringey Borough Operations Office,
Wood Green Police Station,
347 High Road, Wood Green, London, N22 4HZ
Telephone: 020-8345-2060 / 2058
Fax: 020-8345-2042

Friday, 15th June 2007

Dear Daliah,

Re: It Can Happen Here

This letter is sent following the proposed event in Wood Green High Road on the 19th July 2007. My colleague Paul Coppin, North East Area Traffic Management, also shares my views and concerns outlined in this letter.

I am sure you are as concerned as we are that the event passes off as safely as possible without incident and without any adverse effect on situations outside the event. However, based on the information we currently have presented in front of us by the organisers, we do have the following concerns if the event were to go ahead:

1. Firstly, the location of the event and the decision to close off the High Road for up to 3hrs. Our concerns are that this closure will cause the three Emergency Services to re-route any journeys and therefore add minutes to their response times. This, in turn, places the public at greater risk. Likewise if emergency vehicles were required to access the High Road inside the event area. Alan Palmer, London Ambulance Service, also shares these concerns.
2. The impact on vehicular traffic to the immediate and surrounding areas. The High Road is a major road through North London and this will cause a serious knock-on effect to the through traffic during the event and for a considerable period of time afterwards.
3. Safety measures must be in place for all the school children attending and the other members of public affected by the event. There must be also be a properly controlled Lost Children Point with appropriate signage in the High Road.
4. I have not seen a schedule detailing the Security and Stewarding arrangements.
5. Appropriate toilet facilities for those attending.
6. A fixed Control Point appropriate for use by the Emergency Services, Event Co-ordinator and Council officials for meetings.
7. Agreement with the Local Authority for a Traffic Management Order with diversions and signage, and appropriate arrangements for intended coaches to park.

Yours sincerely,

Simon Willmott
Sergeant (Football & Events)
Haringey Borough

APPENDIX 3

HEALTH AND SAFETY REPRESENTATION

Barrett Daliah

From: Williams Millie
Sent: 02 July 2007 11:38
To: Barrett Daliah
Subject: RE: It Can Happen Here
Importance: High

Daliah,

1. The Shopping Centre toilets are public and this brief covers use of the toilets in the Shopping Centre.
2. Steve Cross has told us they intend to use the toilets in McDonalds and in other businesses in the High Road however they had not asked the businesses if they could do that and the businesses are under no obligation to let the public use their toilets unless they are customers. The meeting was left that he would ask permission to use the toilets at businesses rather than presuming they could.
3. Steve Cross has leafleted some businesses however we do not know which ones. I have asked him to provide us with a list of those that he has leafleted and the dates when he did and that the businesses are happy to have the road closure..
4. The other thing is that do the businesses know that the High Road will be closed i.e. no deliveries or road traffic?
5. Road and pavement works are in progress in the High Road which would not allow the models to use some of the pavements in particular outside McDonalds at 97 High Road?

I think we need to present this to Committee as there is still a lot of indecision and although we have had the Statutory meeting these matters need to be resolved.

Millie

From: Barrett Daliah
Sent: 02 July 2007 10:14
To: Williams Millie
Subject: FW: It Can Happen Here

Millie

Are your concerns addressed? If not please clarify what is still of concern. Please can I have comments back by the end of today
Thanks

Daliah

T 0208 489 8232
F 0208 489 5528
E daliah.barrett@haringey.gov.uk

From: steve cross [<mailto:steve@cross137.fsnet.co.uk>]
Sent: 01 July 2007 14:08
To: Williams Millie; Barrett Daliah
Cc: 'Jonathan Petherbridge'; Jocelyn.Cunningham@creative-partnerships.com
Subject: It Can Happen Here

Millie

Thanks for your comments at the Licensing Meeting last week. I am planning on including the following in

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the Event Management plan as a procedure for taking the children to the toilets:

9.4 All participating schools will be given a written briefing note in advance detailing the procedures for the day at the Final Briefing Meeting on Monday 9th July, the note will include the location of toilet provision.

9.5 All participating schools will be accompanied by an appropriate level of adult/teacher supervision. The recommended ratio for Primary Schools is a minimum of 1:15 and 1:10 for Secondary Schools.

9.6 Children wishing to use toilets beyond the ones positioned at their performance station will be accompanied by an appropriate adult. When using the toilets in Shopping City the teachers will be briefed to enter via the east entrance on the High Road and that the toilets are signposted at the top of the escalators on the first floor. The children will be taken in small groups and the adults wait for them before returning with them to their performance station.

I hope that the above addresses your concerns. Please let me know if there is anything else that you think I should add.

With best wishes
Steve

For Creative Partnerships London North

Steve Cross
Arts & Events Management
Mob: 07793 818 625
Fax: 0207 323 4186
e-m: steve@cross137.fsnet.co.uk

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Barrett Daliah

From: Betts Keith
Sent: 13 June 2007 12:09
To: Barrett Daliah
Subject: FW: Re: Creative Partnerships Risk Assessment

From: Williams Millie
Sent: 13 June 2007 12:03
To: Betts Keith
Subject: Re: Creative Partnerships Risk Assessment

Hi Keith,

There is also no Risk Assessment or Event Manual or details of Staff and Emergency Procedures Management or any Health and Safety information submitted with this application making it impossible to assess how to overcome any Health and Safety issues on the 19 July.

Although the event lasts for a couple of hours the necessary info is missing.

Millie

Barrett Daliah

From: Betts Keith
Sent: 13 June 2007 12:09
To: Barrett Daliah
Subject: FW: New Premises Licence application for Creative Partnerships London
Importance: High

Dales,

This is what came through from Millee.

Regards

Keith

From: Williams Millie
Sent: 13 June 2007 11:52
To: Betts Keith
Subject: FW: New Premises Licence application for Creative Partnerships London
Importance: High

Keith,

My response for the application for Creative Partnerships.

Millie

From: Williams Millie
Sent: 06 June 2007 15:28
To: Olson Kendra
Subject: RE: New Premises Licence application for Creative Partnerships London
Importance: High

This application has to be referred to the Highways Department as the area would be closed off causing traffic and transport issues.

From a Health and Safety point of view I Object to the application based on the fact that it would be difficult to monitor for Health and Safety as this is a continuous Public Highway and the safety of the children would be compromised even if the road was closed.

Regards,

Millie Williams
Environmental Health Officer
Health and Safety
Commercial Group
Civic Centre
High Road
Wood Green
London N22 8LE

From: Olson Kendra
Sent: 05 June 2007 14:21
To: Noise Team Public Mailbox; Building Control; 'Parker Geoffrey. (Geoffrey.Parker@met.police.uk)'; 'Frost Ernie (Ernie.Frost@met.police.uk)'; Planning Enforcement; 'TONY.CADMAN@london-fire.gov.uk';

02/07/2007

Barrett Daliah

From: Williams Millie
Sent: 14 June 2007 10:52
To: Betts Keith
Cc: Barrett Daliah
Subject: RE: Event Management Plan
Importance: High

Keith/Daliah,

I have already made my concerns regarding Health and Safety clear.

I have now read the Event Manual and Risk Assessment submitted today and it is still ambiguous in that the word "may" is used throughout the Event Manual to describe what should be happening and where it will be located and by whom.

Wood Green High Road is described as Wood Green High Street.

There is still no confirmation of how the event will be managed and what other Statutory or other Local Authority Departments are requesting or the Organisers are doing to ensure that Health and Safety and control of the event and Emergency Procedures are in place. Emergency procedures are mentioned with a question mark. St Johns are mentioned with the words have been approached and as it is now a formal application there is still no definite confirmation of who is doing what where apart from the children confirmation of these factors is required now so that the necessary decisions can be made.

There is no confirmation of what the responsibilities of the Stewards are or who the Stewards are and the security company although Stewards are mentioned as being present. Lost children are referred to however should there be any?

In the event of a fire is also mentioned. Should there be a fire?

It appears that the Organisers are attempting to prepare an event using the areas of concern for an indoor event in a Town Centre without considering the extent of what is really required.

Until the confirmation from all relevant Departments and Statutory bodies involved in the Event confirm what is required and the Organisers confirm how they fully intend to ensure compliance with the requirements of the Statutory bodies and the Local Authority including Highways and the closing of the street and the businesses in the High Road I have no further comments at his time.

Millie Williams
Environmental Health Officer
Health and Safety
Commercial Group
Civic Centre
High Road
Wood Green N22 8LE

millie.williams@haringey.gov.uk
020 8489 5522

From: Barrett Daliah
Sent: 14 June 2007 09:52
To: 'Simon.Willmott@met.pnn.police.uk'; Nicolaou George (Enforcement); 'Geoffrey.Parker@met.pnn.police.uk'; 'TONY.CADMAN@london-fire.gov.uk'; Williams Millie; Building Control; Noise Team Public Mailbox; Pearce Derek; Chenier Pierre; Ioannou Denis; Thomas Simon; Osinaike Charley; Boeuf Paul
Subject: FW: Event Management Plan

02/07/2007

APPENDIX 4

CONDITIONS ADVISED BY
BUILDING CONTROL TO BE
ATTACHED IF GRANTED

Barrett Daliah

From: Lunat Ilyas
Sent: 02 July 2007 10:40
To: Barrett Daliah
Cc: Villalobos Jamie; Chenier Pierre
Subject: It could happen here 2007.doc

M E M O R A N D U M



Date: 02 July 2007

Tel: 0208 489 5146

My Ref: DB/KB/ANN/LIC

From: I Lunat
Building Control, Licensing

To: Daliah Barret
ECS Licensing

APPLICATION FOR PREMISES LICENSE

The premises will extend from Gladstone Avenue to the North of the Broadway to Ducketts Common south of the High Street at Turnpike Lane, Thursday 19th July 2007

With reference to your memorandum dated 05 June 2007 together with a copy of an application for the premises licence, I would advise you that there is no technical objection to the grant of the licence subject to compliance with the standard conditions and the special conditions set out in the attached schedule.

I. Lunat
Building Surveyor, Entertainments licensing.

SCHEDULE OF CONDITIONS ATTACHED TO PREMISES LICENCES FOR – IT COULD HAPPEN HERE – 19TH JULY 2007**General Requirements.**

1. The licensee, or some responsible person nominated by them in writing for the purpose, shall be in charge of and within the licensed area during the whole time it is open to the public.
2. The Licensee shall ensure adequate wc facilities are provided.
3. The Licensee shall ensure adequate signage and access to wc facilities are provided.
4. The movement of vehicles within the License areas whilst the public are present shall generally be prohibited. Acceptable routes and/or arrangements (such as provision of Stewards) for essential movements shall be agreed with the Council in advance.
5. Adequate receptacles for refuse shall be provided and arrangements shall be made for its expeditious removal to approved and attended storage areas.
6. The licensee shall formulate suitable contingency plans in case of fire, bomb threat or other emergency and shall ensure that all stewards and other staff are fully briefed and aware of their responsibilities under such plans.
7. No variations or alterations of the approved arrangements shall be carried out without the prior agreement of the Council and any additional works which the Council may consider necessary shall be carried out to its satisfaction and any requirements made by the Council's Officers on site during or after any inspection of the arrangements shall be complied with.
8. The licensee shall ensure that any promoter, performer or other person connected with the presentation of the performance, does not breach, or contribute to any breach of any term, condition or restriction of the licence.
9. The licensee shall ensure that the event is managed in accordance with good practice and in accordance with the Event Safety Guide, a guide to health, safety and welfare at music and similar events, HSG195.

Stewarding, Crowd Management and First Aid.

10. The licensee shall maintain good order in the licensed area and shall appoint a staff of competent stewards.
11. The Licensee shall ensure adequate numbers of stewards are on duty whilst the public are in the licensed areas.
12. Stewards shall be adequately trained and instructed in their duties and briefed thoroughly before the event starts. A record shall be kept of the briefing, including the name of each steward present.
13. Stewards shall wear distinctive clothing (badges or arm bands are not a sufficient means of identification) and shall be individually identifiable by means of a name badge or number.
14. While on duty stewards shall not be engaged in any other activities which would prevent them from carrying out their functions.
15. All stewards shall exercise proper control over the audience. They shall ensure that there is no overcrowding of any part of the licensed area and that passageways and exits are kept clear and free from obstruction at all times.

16. The Licensee shall provide adequate First aid facilities and personnel shall be provided including signage to the satisfaction of the Council, by arrangement with St John Ambulance, the British Red Cross Society, or other first aid organisation agreed by the Council.

Music and Sound.

17. The licensee shall ensure that the noise levels associated with any live performance of music, with or without amplification, or reproduced amplified music, provided at any stage or premises which is under the control of the licensee, shall be so limited to ensure that no nuisance is caused to nearby residents.
18. Acceptable noise levels shall be agreed with an Officer of the Council on the day of the event. If it is found necessary during the event to reduce the noise levels, the licensee, on request of an Officer, shall reduce the noise levels to ensure that nuisance is not caused to nearby residents

Special Effects.

19. Special effects, such as real flame, pyrotechnics, smoke, dry ice, firearms, lasers, strobes, special lighting effects, etc., shall not be used in any performance without the prior consent of the Council and the fire authority (LFEPA).

APPENDIX 5

COMMENTS FROM WASTE MANAGEMENT – INTERESTED PARTIES

Barrett Daliah

From: Smyth Emma
Sent: 02 July 2007 11:56
To: Barrett Daliah
Subject: FW: CREATIVE PARTNERSHIPS 2007 Animals.doc

Hello Daliah,

I've just heard about the event on the 19th July, which sounds fun!

I work in waste management and am concerned about the use of confetti and the resulting clear up needed – confetti will be a real pain to clear up afterwards. Will extra resources be out in place to clean all of this up? Or can we just not have confetti?

I don't mean to be miserable, but I know that it will require a lot of work to clean it all up!

Thanks,

Emma
Client and Performance Manager
Waste Management

From: Asad Juneed
Sent: 02 July 2007 11:31
To: Smyth Emma
Subject: FW: CREATIVE PARTNERSHIPS 2007 Animals.doc

As requested

From: Barrett Daliah
Sent: 29 June 2007 12:12
To: Nicolaou George (Enforcement); Villalobos Jamie; Lunat Ilyas; 'steve@cross137.fsnet.co.uk'; Thompson Sandra (Environmental); Williams Millie; 'simon.willmott@met.police.uk'; Asad Juneed; 'peth@londonbubble.or.uk'; Olson Kendra
Subject: RE: CREATIVE PARTNERSHIPS 2007 Animals.doc

Dear All

I have just read through the notes of the stat meeting. Please can the organisers ensure any information in relation to the matters raised is passed to the Licensing Team for distribution to the Responsible Authorities. The use of confetti bombs – please forward all details as to what will be used.

The Responsible Authorities have until 2nd July 07 to make representations on this proposed event. Some of you already have made representations and if those representations are not withdrawn by 2nd July 07 as you may not be satisfied with the information supplied to you by the Organisers, then the matter will be taken to the Licensing Committee for a decision as to whether or not to grant the licence.

Daliah Barrett (Lead Officer - Licensing)
Haringey Council - Licensing Authority
Urban Environment
Civic Centre
High Road
Wood Green
London
N22 8LE

02/07/2007

APPENDIX 6

LETTERS DISTRIBUTED TO TRADERS IN THE HIGH ROAD

Barrett Daliah

From: steve cross [steve@cross137.fsnet.co.uk]
Sent: 12 June 2007 23:41
To: Barrett Daliah
Cc: Jocelyn.Cunningham@creative-partnerships.com; Fleur.Dewar@creative-partnerships.com; Hennings David; Ramjan Mahmood; Galey Karen
Subject: RE: IT CAN HAPPEN HERE
Attachments: Haringey advertiser.doc

Hi Daliah

Thanks for the communications with your office, there are a number of things I need to speak to you about.

Firstly, I have been liaising with the Library about putting up your notice and went into there yesterday to ask them to put up the notice, which they were perfectly happy to do so. I went past this morning but it's still not up, I will go in again tomorrow and pursue this. We have an advert going in the Haringey Advertiser next week. As already discussed I am not happy to put notice's on street lamps or furniture, for fear of accusations of Fly-posting! Please find attached the copy, there is still time to make any changes you would recommend. We have already done a mail-drop, delivering by hand, letters to individual business's up and down the High St and Broadway, so everybody should know that this is happening. We intend to do this again with further information about the change of time and the suspension of parking bay etc. I would welcome your advice on how we can facilitate this?

Secondly, we have been in extensive communication with Haringey Council, the Met Police, TfL and the Bus Co. over the Traffic Management Plan with A-Plant/Lux, and I think now that we have a consensus and an agreed plan to put forward to TfL for the event. One of the concessions is that we have agreed to move the time of the event from, 12:00 – 15:00, to 10:00 – 13:00, still on Thurs 19th July. I hope this will not prejudice our application for a Premises Licence? This has been negotiated as a best possible scenario with all the interested parties. I have put out this timescale on the statutory notice.

Thirdly, and finally, for now, I note that there has been an objection to our licence from Millie Williams, Environmental Health. I wish she had been invited to the meetings to see the bigger picture. I'm not sure where this leaves us? I'm sure that all her concerns shall be addressed in our Event Management Plan which will be presented in 1st draft at our meeting on Friday.

Talking of which, I hope you have already been invited to the meeting we are having about the Event Management Plan on Friday 15th at 12:00 noon Conference Room 5, Level 9, River Park House, I hope you will be able to make it? If not I'm happy to meet with you separately.

I look forward to your comments.

With best wishes
Steve

02/07/2007



Creative Partnerships

Creative Partnerships London North Facsimile Cover Sheet

To: Becky
Fax: 0208 366 4013

From: Fleur Dewar
Organisation: Creative Partnerships London North
Fax Number: 020 8345 6824
Telephone: 020 8803 1480
Date: 12 June 2007
No. of Pages:
(inc. this cover page)

Message:

Please find below a public notice we wish to publish in the Haringey Advertiser. Could you please provide me with a quote for the below advert, publication dates and the corresponding deadlines for adverts.

Kind Regards
Fleur Dewar

Licensing Act 2003 Notice of Application For a Premises Licence. Notice is hereby given that Creative Partnerships London North have applied to the Licensing Authority of London Borough of Haringey for a Premises Licence to permit: 'It Can Happen Here' to include music and dance on Thursday 19th July 2007 10.00-13.00 in the street along Wood Green High Road and Broadway N22. A register of licensing applications can be inspected at Licensing Team, Civic Centre, High Road, London N22 8LE. Any person wishing to submit relevant representations concerning this application must give notice in writing to the London Borough of Haringey, Licensing team giving in detail the grounds of the representation no later than: 8th July 2007.

Creative Partnerships London North
Millfield House, Silver Street, Edmonton, London N18 1PJ

T: 020 8803 1480 F: 020 8345 6824
londonnorth@creative-partnerships.com



Barrett Daliah

From: steve cross [steve@cross137.fsnet.co.uk]
Sent: 20 June 2007 22:08
To: Ramjan Mahmood; Kennedy Carol; Asad Juneed; Simon.Willmott@met.police.uk; Barrett Daliah
Cc: Jocelyn.Cunningham@creative-partnerships.com; Fleur.Dewar@creative-partnerships.com
Subject: It Can Happen Here - Letter to Business
Attachments: letter to local business2.doc

Please find attached a copy of the second information letter that will be distributed to local businesses in Wood Green Broadway and High Road informing them of the Road Closure, suspension of the bays for loading and unloading and disability parking, with the new times of the event.

I would be grateful if you could let me have any comments you may have before we send this out at the beginning of next week?

With thanks

Steve

For CPLN

Steve Cross
Arts & Events Management
Mob: 07793 818 625
Fax: 0207 323 4186
e-m: steve@cross137.fsnet.co.uk

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Creative Partnerships

June 2007

ATTENTION: HIGH ROAD CLOSURE NOTICE TIME AMENDMENT

Dear Sir/Madam

RE: Street Stopping Event *It Can Happen Here!* Time Change

A letter was distributed in May 2007 requesting that local shops make alternative arrangements for deliveries and other events that might be affected by the closure of the main highway from Wood Green to Turnpike Lane (the Broadway and High Road) for the Creative Partnerships street stopping event *It Can Happen Here*, involving 8 local schools and 3 large fabricated "Creatures".

This outdoor theatre spectacle was originally scheduled to animate the highway between 13.00 and 15.00 on Thursday 19th July. **Please note that the time has changed and that the road will now be closed and buses re-routed between 10.00 and 13.00 on Thursday 19th July. Furthermore, disabled parking and all parking bays will be suspended for loading and off-loading between 7.00 and 14.00.**

To facilitate this exciting event and to maximise its impact we would be grateful if you would please note this time change and redirect deliveries and other proceedings that might be affected by these events.

We continue to work closely with The Town Centre Manager, Carol Kennedy, Haringey Council and the Emergency Services to ensure that the day is an exciting and positive experience for the whole Wood Green community and appreciate your co-operation.

If you have any queries or require and further information, please contact Steve Cross, the Project Manager for Creative Partnerships London North on 020 8803 1480

Yours sincerely

Steve Cross

Creative Partnerships London North
Millfield House, Silver Street, Edmonton, London N18 1PJ

T: 020 8803 1480 F: 020 8345 6824
londonnorth@creative-partnerships.com



children) coming to visit the 'creatures', one at a time over the day. I suspect we will still have some acoustic music and dance, and some battery powered amplified music. So it is unlikely that there will be anymore that 50 (ish) people watching at any one time. Do I still need to make a full Premises Licence application, or will a TEN suffice? If so, please can you send me the form for the TEN?

I'd be grateful for your advice on these points.

I look forward to hearing from you.

With thanks
Steve

For Creative Partnerships London North

Steve Cross
Arts & Events Management
Mob: 07793 818 625
Fax: 0207 323 4186
e-m: steve@cross137.fsnet.co.uk

From: Barrett Daliah [<mailto:Daliah.Barrett@haringey.gov.uk>]
Sent: 09 May 2007 11:24
To: steve@cross137.fsnet.co.uk
Subject: *** SPAM *** FW: IT CAN HAPPEN HERE

Dear Steve

I write to inform you that the proposed event will require a premises license to be granted before it is allowed to take place. I have attached all the application forms and guidance notes that are required. I would advise you to take time out to read them.

Please note that the application for the Premises License is subject to a consultation period and a hearing before Members of the Licensing Committee who would then decide if the license is to be granted. I would advise you to apply for this license well in advance of your event, in the event that the application is refused you will have time to lodge an appeal at the Magistrates Court.

The Premises licence will need to have incorporated in the operating schedule an event management for the proposed event, this must cover all the licensing objectives i.e:

Licensable activities

Area to be used

Capacity

Is the event to be ticketed –How?

Will it be ring fenced?

Hours of licensable activities

Customer profile

Production schedule

Licence Holder

Designated premises supervisor

Operating schedule

Fire risk assessment

Event management plan

Licensing Objectives

Police

Sale of alcohol

Security

Stewards

Searching and confiscations

Drugs policy

02/07/2007

Eviction policy
Trading Standards

Public Safety
Health and Safety
Risk assessment
Safety Officer
Structures
Power supply
Litter
Provision for persons with special needs
Medical provisions
Fire safety:-

- Equipment and signage
- Fire safety Teams
- Marquees
- Means of Escape
- Exit routes
- Seating(if it applies)
- Gangways
- Lighting
- Drapes and decorations
- Explosives
- Refuse
- Catering
- LPG
- Exhibition Construction
- Exhibition Contents

Special effects
Fireworks
Pyrotechnics
Smoke and fog
Strobe lights
Ultraviolet lights
Lasers.

Fairground attractions – if being used
Communications
Radios
Landlines
Meetings
Emergency Communications

Traders
Major Incident Planning

Protection of Children
Underage drinking
Under 16s
Cinema
Lost children
Eviction of Juveniles
Facilities of children

Site Plans – must showing lighting towers, exit routes

Management Structures
Key personnel
Event Emergency planning

This is a lengthy e-mail but I have tried to ensure that all the information you are going to need to address are accounted for, not of all these things will apply to your application, please note this list is not exhaustive and can be added to at any time.

I am happy to discuss

Daliah Barrett
Lead Licensing Officer

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APPENDIX 7

MINUTES OF STAT MEETING WITH THE RESPONSIBLE AUTHORITIES

T 0208 489 8232
 F 0208 489 5528
 E daliah.barrett@haringey.gov.uk

From: Nicolaou George (Enforcement)

Sent: 27 June 2007 11:40

To: Barrett Daliah; Villalobos Jamie; Lunat Ilyas; 'steve@cross137.fsnet.co.uk'; Thompson Sandra (Environmental); Williams Millie; 'simon.willmott@met.police.uk'; Asad Juneed; 'peth@londonbubble.or.uk'; Olson Kendra

Subject: CREATIVE PARTNERSHIPS 2007 Animamals.doc

Please find attached the minutes of the statutory meeting held on 26th June 2007

**CREATIVE PARTNERSHIPS: "IT COULD HAPPEN HERE", HIGH ROAD
 TO TURNPIKE LANE, 19th July 2007**

STATUTORY MEETING OF 26TH June 2007

MINUTES OF THE STATUTORY MEETING

ATTENDING:

Jamie Villalobos	LBH Building Control
George Nicolaou	LBH Licensing
Kendra Olson	LBH Licensing
Simon Willmott	Haringey Police
Ilyas Lunat	LBH Building Control
Steve Cross	Creative Partnerships London
Jonathan Petherbridge	London Bubble
Sandra Thompson	LBH Noise Control
Millie Williams	LBH Health & Safety
Juneed Asad	LBH Economic Regeneration

Absent: London Fire and Emergency Protection, Daliah Barrett, Transport for London, Highways

Meeting opened at 10:35 am by George Nicolaou

George Nicolaou asked Steve Cross to give an outline to the forthcoming event.

Steve Cross stated that the event had been developed over the past year. It was started in Central London by an organisation called Artichoke. In Waltham Forest 20 schools participated in the event. It is designed as part of a series of educational projects including the Emergency Arts Exit group and

London Bubble Theatre who have all been working on developing this event.

The proposal is to close the Wood Green High Road for three hours on the day of the event. The content of the event is to be driven by the schools themselves who were asked to describe why their school was such a positive place to be?. They answered that it was because of friendship, exercise and good food which is what Creative Partnerships based the three creatures on. The schools worked on what the creatures will actually do. These creatures will be battery powered.

There will be four performance stations which will be visited by the creatures. Each station will have school performances at them for approximately 12-15 minutes. They will be visited in sequence. It was noted that the timings can be found in the event management plan.

Jonathan Petherbridge noted that the event would begin at 10:15 am. and that it would end at 12:30 noon.. This was amended because of a suggestion from the police.

George Nicolaou asked why they were using the High Road?

Steve Cross responded that this was a suggestion of the council. When they applied to the council suggesting various locations the Economic Regeneration team suggested that they use the High Road for maximum event impact. Also, from the point of view of the economic regeneration of the Wood Green area this makes sense.

George Nicolaou asked if they had received the Road Closure Notice yet. Steve Cross said they had applied but not received it yet.

Juneed Asad asked if there was anything else they were waiting for in terms of clearance? Steve Cross said he wasn't entirely sure as he has only done a couple of previous events with Haringey Council and these took place at Finsbury Park some years ago. He said they might need permission for parking bays, possibly portaloos, etc.

Jonathan Petherbroke said that each station will have a technician and will have something celebratory take place, for example petals dropping or a fine spray of water.

Jamie Villalobos asked if there would be any pyrotechnics.

Jonathan Petherbroke said it was possible that a confetti bomb would be used and that if this was used he would let Building Control know about it.

There will be 16 stewards at each station, some would be voluntary. This is more than the original 28 proposed for the event.

Juneed Asad suggested Kumud might be able to assist in stewarding.

Sandra Thompson agreed to ask her.

Jamie Villalobos said that voluntary stewards would need to be adequately trained.

Jonathan Petherbroke said that in terms of toilet facilities they had 5 unisex toilets.. He said that this would be adequate as places along the High Road also have toilet facilities and listed them: Burger King, B.H.S, Shopping City etc.

Jamie Villalobos queried how the children would know about the toilets. Would there be signage?

Steve Cross said that as all the teachers would have the briefing papers that signage would be unnecessary. He said the general public would ask the stewards.

Simon Willmott asked whether these premises had given permission for their toilets to be used for the event?

Steve Cross needed to have asked them before presenting this to the Council.

Simon Willmott What happens if they refuse?

Steve Cross replied saying that the Shopping City had given permission but that he had not asked the others.

Simon Willmott queried who would deal with all those children who need to use the toilet if the shops refuse. This would mean that as there is only 1 portaloo at each station, this is effectively 1 toilet for 200 people.

Steve Cross said that he did not think it would be a problem as he did not think there would be very many more people attending the event.

Jamie Villalobos reminded him that there was a possibility of 5,000 people attending the event.

Steve Cross said that in the Shopping City alone there were a number of toilets which Daliah Barrett suggested they would need for the event. She suggested at least 8 male and 11 female toilets plus handicapped facilities.

Steve Cross will phone up to make sure that it is okay to use these.

Jamie Villalobos asked about any road works that were due to take place at the time?

Simon Willmott said they would need to find out and that he would need to be happy about the traffic plan. The organisers of the event would need to be aware and to make their sponsors aware that this could delay emergency services in some way.

The organisers are to give the police telephone contact numbers for all of the main players at the event including security.

Steve cross agreed that this would be done.

Steve Cross said that they would be using the Safer Neighbourhoods office as a lost children point. Simon Willmott noted that it already has a number of uses and suggested that they put up a marquee instead, perhaps at Lymington Avenue.

Jonathan Petherbridge said that they had looked into this but were worried because of the procession. An ambulance will not be brought to the event.

Simon Willmott said that the coaches would need to be marked at the front so that the police would know them.

Jonathan Petherbridge said children will be arriving at 09:30 am. There will be security to look after the coaches. The organisers will be having a site meeting very soon. Steve Cross will get in touch with AP today or tomorrow.

Simon Willmott reiterated his worries about the toilet situation and children getting lost. He said that signage needed to be put up.

Steve Cross has contacted the shops by letter in May and will write them an additional letter.

Simon Willmott Said no shops will be able to receive deliveries during the event.

Sandra Thompson asked what kind of noise was expected. Would they have stages and would there be a P.A, system?

Jonathan Petherbridge noted that each creature would have a PA system and that there would be live percussion. However, there would not be any stages and the event was not expected to produce very much noise as it was meant to be light touch and should be background noise.

Millie Williams asked about the toilets and how many people were expected to attend?

Steve Cross said that there would not be any advertisements for the event, that he is unsure how many people would come and that additional schools had been invited but that he did not know if they were coming.

Millie Williams reiterated that the shops were under no obligation to allow anyone to use their toilets. In fact McDonalds actually had a security system on their toilets which are only for customers. The Shopping City toilets are located on the first floor, how would the children be supervised?

Steve Cross said that as the schools will all have more than adequate parents, teachers etc this will be more than enough to supervise the children.

Millie Williams said that she needed a more cohesive statement on toilet facilities and that she would need a written confirmation on how the children would be supervised. Jonathan Petherbridge said that the schools have their own procedure for this sort of thing and asked who this would be for?

Millie Williams stated that this was needed from the point of view of Health and Safety and Building Control.

The organisers said that Mahmoud was working on the road closure notice and that he would pass on any comments they might have to Licensing and Health and Safety.

Steve Cross stated that in the event that they do not receive a road closure the event will not go ahead.

George Nicolaou asked how big the animals would be.

Jonathan Petherbridge stated that the longest would be 3½ to 4 metres and the widest would be 2½ to 3 metres. They would go down the main part of the road similar to a bus.

Millie Williams expressed concern that normal pedestrians would be mixing with the schoolchildren.

Jonathan Petherbridge replied that the event was meant to be for pedestrians, who would be allowed to pass behind the event. 4 stewards would follow the procession of children.

Millie Williams said that it would have been easier if they had just hired a park.

Steve Cross said that this was not the point of the event. The point of the event was to intervene in the public streets, to break down the barriers between the schools and the general public.

The creatures would be manned by two people each: one of which would be one of their creators and one whose main job was to act the creature.

Millie Williams expressed worries about the event as there do not seem to be concrete plans.

The organisers said that they had been in close contact with Carol Kennedy. However, as was noted, she is only in charge of the Shopping City and not the High Road.

Millie Williams expressed concern about evacuation procedure and their emergency strategy? She asked how many police would be present.

Steve Cross said that this was detailed in the Event Management plan which they should have received.

Simon Willmott noted that there would be two rendezvous points and 6 police at the event. If emergency vehicles needed to be brought in then this would be done with care. All stewards will be radio controlled.

Simon Willmott said that there would need to be advance signage for road diversions.

George Nicolaou said that as soon as they receive any information on road closures, British Transport, shops or toilets to get this information to the Licensing department as soon as possible.

Millie Williams said that in the event of any urgent Health and Safety concerns they should contact her directly.

ACTIONS:

1. . In the event that the organisers decide to use a confetti bomb they will let Building Control know about it.
2. Sandra Thompson to ask Kumud for assistance with extra stewards for the event.
3. Steve Cross to phone the stores in the High Road with toilet facilities to ask permission to use these for the event.
4. The organisers are to find out if there are any road works due to take place at the time of the event. .
5. The organisers are to give the police telephone contact numbers for all of the main players at the event including security
6. All coaches to the event will be marked at the front so that the police will know them.
7. Steve Cross will get in touch with AP today or tomorrow.
8. All stewards will be radio controlled.
9. . There will be advance signage for road diversions.

Meeting Closed 11:45am.