

Appendix C

Hi Colin,

My apologies for creating any confusion re the number of events etc – although I do still think we all need to be clear about the difference between 'events' and 'days', which it looks like you have acknowledged in your email to me dated 22 July re "10 event days per year".

Based on what Kerry has said below, which I'm fine with, do with think we can all agree that any varied licence will authorise a maximum of 20 event days per calendar year, with licensable activities on 17 event days per year Monday to Sunday from 10:00 to 18:00 hours (as per existing licence) and 3 consecutive event days per calendar year (Friday, Saturday and Sunday) are extended to allow licensable activities up to 22:00 hours on the Friday and Saturday and up to 18:30 hours the Sunday

I appreciate this might look like splitting hairs, but hopefully you agree it's important we all understand what the varied licence will authorise, otherwise you could inadvertently breach the licence, which I'm sure none of us want!

Turning to my suggested conditions and your response, hopefully the below reflects your feedback accurately (I've highlighted in yellow the changes from my original draft):

Prevention of Public Nuisance

1. The start and finish times of events will be agreed with the Methodist Church to avoid causing disturbance to their services.
2. Stewards will bring to the immediate attention of the Police any person in the event area whose behaviour is anti-social and/or dangerous to themselves or others.
3. No amplified sound will occur outside the permitted hours.
4. Any request to the Town Clerk, or the Town Council's Arts and Leisure Manager, by an authorised officer of West Suffolk Council in relation to reducing noise levels will be complied with.
5. The public will be encouraged to use the sited litter bins and stewards will litter-pick the event area if required.
6. The number of event days on the Recreation Ground shall not exceed 20 days in any calendar year.
7. As noted on the Licence as a 'Non Standard Timing' 3 consecutive event days per calendar year (Friday, Saturday and Sunday) are extended to allow licensable activities up to 22:00 hours on the Friday and Saturday and up to 18:30 hours the Sunday – all other events shall not continue beyond 18:00 hours on any day.
8. At least 28 days' notice of each event shall be given to the Licensing Authority.

9. In respect of any event including the provision of live music noise reduction measures to prevent public nuisance shall be implemented as follows:

- a) Any stage(s), marquee(s), tent(s) or other structure(s) where live music will be provided shall be located so as to not directly project sound towards the nearest residential properties;
- b) Suitably qualified / experienced sound engineers shall monitor noise levels across the site for the duration of the event and appropriate corrective action(s) shall be promptly taken if sound levels are found to breach the Music Noise Level below.
- c) The Music Noise Level (MNL) as measured at 1 metre from the façade of any noise sensitive premises shall not exceed 65 dB(A) over a 15 minute period up to 23:00 hours and shall not exceed 45 dB(A) over a 15 minute period after 23:00 hours.
- d) A copy of sound level monitoring results undertaken during the period of any event shall be provided to West Suffolk Council's Environmental Health team within 14 days if so requested.

10. Deliveries / collections either in advance of or after events shall only be carried out between 08:00 and 20:00 hours and shall be undertaken with due care and attention at all times so as to prevent nuisance and disturbance to nearby residents. Traders and contractors e.g. production and break down after event close will be exempted from the time constraints of this condition but are still expected to have due care and attention at all times so as to prevent nuisance and disturbance to nearby residents

11. The Premises Licence Holder shall ensure that event staff, contractors, sub-contractors, vendors etc that arrive before 07:00 hours or depart after 23:00 hours conduct themselves in such a manner to avoid causing disturbance to nearby residents.

12. Any lighting installed in connection with events held under this Licence shall be positioned or screened in such a way so as to prevent obtrusive light such as sky glow, light spill or light intrusion that causes a nuisance to nearby residents.

13. Where within the control of the Premises Licence Holder, adequate waste and recycling receptacles for use by event guests shall be provided throughout the event area and in the local vicinity.

14. There shall be a zero-tolerance policy on antisocial behaviour and advice to this effect shall be publicised on any event website and / or social media and through any ticket booking system / process.

15. The number of required SIA security / stewarding personnel shall be risk assessed based on the size of the event prior to the event and the appropriate number of said personnel shall be present as per the risk assessment.

16. Prominent clear and legible notices shall be displayed at the exit(s) from events requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.