

THANET DISTRICT COUNCIL

EVENT SAFETY ADVISORY GROUP –
TERMS OF REFERENCE

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Introduction

The purpose of the ESAG is to assist the local authority in exercising its functions and to achieve this it will consist of appropriate members of its own staff and services together with representatives of the Kent Police, Kent & Medway Fire and Rescue Service, SECAMB and KCC Highways & Transportation. Additional personnel can be invited being representatives of the event in question, who will form an essential part of the group and be regularly consulted, as will other organisations as and when appropriate.

The ESAG represents a fundamental core around which the safety planning of all public events can be considered. The ESAG will bring together inter-agency expertise to advise and guide Thanet District Council.

The principal objective of the ESAG is to create a consistent and well-trying safety oversight process that can be used to enhance public safety at public events. This will involve “Scrutiny”, “Review” and “Advice” in respect of Event plans as submitted for each respective event on a proportionate basis.

It is accepted that the council’s involvement in safety at public events comes through democratic public accountability in response to legislation.

This document has been prepared in consultation with the Event Safety Advisory Group members.

1. Thanet District Council’s policy for the Event Safety Advisory Group

This section contains the council’s statement that reflects its aims and objectives in relation to events being held in its area. It is only a broad statement of the Authorities overall objectives as they relate to events.

The role of the Event Safety Advisory Group is to consider large scale public events and their requirements. The group’s remit includes outdoor events which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals and other large scale events of a similar nature.

In general, “large scale public event” will be treated as being an event where more than 500 people are expected to attend, although smaller events may require a Temporary Events Notice under the Act and the involvement of the ESAG depending upon the event.

The Thanet Event Safety Advisory Group has a criteria that is taken into consideration when considering what events should go through ESAG:

- Numbers of people attending
- Nature of the event
- Challenge of the environment
- Events where there are high risks
- Events of an unusual nature
- Knowledge and experience of the Event Organiser

Thanet ESAG will consider events that are not on Thanet District Council land where these may be large events that could have an impact to the areas resources and services or if any of the above criteria are relevant.

An event calendar covering key events taking place within the District will be reviewed at each meeting so that members of the ESAG will be aware of smaller events taking place that may be the focus of "Scrutiny", "Review" and "Advice" by ESAG Members.

2. Legislation

This section provides a record of the legislation relevant to the area of work that the Event Safety Advisory Group will give advice on.

2.1 Licensing Act 2003 - The District Council is the Licensing Authority under this act. It will exercise its powers under the Act, taking into account the Council's Statement of Licensing Policy, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.

The Licensing Authority has a duty to determine premises and personal licence applications and undertake enforcement activity, and in doing so promote the four objectives of:

- The prevention of crime and disorder,
- Public safety,
- The prevention of public nuisance,
- The protection of children from harm.

2.2 Health and Safety at Work etc Act 1974 - The District Council is an enforcing authority as defined in the **Health and Safety (Enforcing Authority) Regulations 1998** for work activities where the main activity includes cultural, entertainment or sporting activities. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events including the erection and dismantling of any structures or equipment used in the event.

However where an event is organised by the local authority, enforcement will fall to the Health and Safety Executive.

2.3 Safety of Sports Grounds Act 1975 (as amended) - The Local Authority has a statutory duty under this legislation to issue General and Special Safety Certificates for designated sports grounds within the District of Thanet which contain conditions which they consider necessary or expedient to secure reasonable safety at the sports grounds.

This act also gives the local authority the power to serve a prohibition notice with regards a sports ground if they are of the opinion that "the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the ground to that part of the ground ought to be prohibited or restricted".

In this instance the local authority is the County Council and not district council, who have delegated the power to the Kent & Medway Fire and Rescue Service.

2.4 Fire Safety and Places of Sport Act 1987 Part III - The Local Authority has a statutory duty under this legislation to issue a safety certificate for regulated stands within the district of Thanet, again containing conditions which the local authority consider necessary to secure reasonable safety in the stand when it is in use for viewing activities at the ground.

Again in this instance the local authority is the County Council and not district council, who have delegated the power to the Kent & Medway Fire and Rescue Service.

2.5 The Regulatory Reform (Fire Safety) Order 2005 - This Order reformed the law relating to fire safety in non-domestic premises. It replaced fire certification under the Fire Precautions Act

1971 with a general duty to carry out fire risk assessments. Specific guidance is published for large places of public assembly and open air events and venues, this would include sports stadia.

Kent & Medway Fire and Rescue Service are the enforcing authority with respect this legislation.

3. Terms of reference for the Event Safety Advisory Group

The main role of the Event Safety Advisory Group is to provide specialist advice to the Local Authority to help it discharge its functions under public events legislation. The Group will also provide an overarching role considering enhancing safety at public events by providing “Scrutiny”, “Review”, “Advice” and assistance to event organisers and licensees. The Group will further provide advice and assistance to the Local Authority and other ‘responder’ authorities in respect of Civil Contingencies Act responsibilities for off-site planning. The Group will consider all matters within its remit and make recommendations to the appropriate Officer of Thanet District Council. The Event Safety Advisory Group will operate within a defined role, in order that it effectively carries out this function.

Specific Terms of Reference:

- To ensure as far as possible that risk to public safety is minimised for all large scale public events;
- To maintain an overview of forthcoming events within the District of Thanet;
- To advise the Local Authority in the exercise of its powers under the Licensing Act 2003;
- To advise the Council as the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for enforcement of the relevant statutory provisions;
- To advise the Council in relation to its duty of care regarding sport grounds/ public events that do not require a Certificate/ Licence;
- To provide a forum within which the Council and other agencies can develop and coordinate off-site plans in respect of their Civil Contingencies Act responsibilities and integrate them with those of the event licence holder;
- To provide advice and assistance to event licence holders and event planners on public safety related issues;
- To provide a forum within which the Council and other agencies may develop a co-ordinated approach to spectator safety;
- To receive and discuss all proposals for new public events and alterations to existing licensed public events;
- To receive any relevant reports in relation to matters found during inspections by Group members;
- Monitor that any matters raised by the Group have been reported to the relevant Local Authority, other relevant Authority, or event licence holder and that these matters are reported back to the Group;
- To receive notification of the issue of any prohibition notice and any prosecutions under relevant legislation;
- To review each large scale event through a formal de-brief (including any significant incidents or “near misses”). To discuss any significant incident with potential safety implications or “near miss” and make recommendations where appropriate for improving safety;
- To advise and develop generic risk assessments/best practice where appropriate;
- To ensure that there are in existence agreed contingency plans for dealing with major incidents;
- To consider the advice published in all available guidance documents.

4. Authority to Take Decisions

The Event Safety Advisory Group cannot take any decisions on behalf of the Council. The group does not have a statutory status – and is advisory in nature.

Member agencies have their own statutory powers and duties and attend the group to provide scrutiny, review and advice. However, this does not preclude them from taking any formal or enforcement action in respect of events should this be appropriate under their own legislation and delegated powers.

Thanet District Council's core members of the Event Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

Where there is disagreement between any members of the ESAG – the ESAG will work to agree a solution to resolve any issues. Such solutions must be proportionate and fair.

5. Composition of the Event Safety Advisory Group.

The Group will consist of persons with sufficient seniority / experience / competency / knowledge on their services strategic / policy / practical issues; to be able to take operational decisions on behalf of their service / body, save where these raise new policy issues.

The Group will be constituted in the following manner; however it is the prerogative of the Council to determine the specific constitution of its Group. –

- **Core members.**
- **Invited representation.**

5.1 Core Members.

The core members are defined as those authorities whom the certifying/licensing authority is required to consult.

Core Membership:

- Chair - TDC;
- Deputy Chair – Health and Safety Advisor, EK Human Resources;
- Lead Service – TDC;
- Building Control;
- KCC Highways & Transportation;
- Emergency Planning Officer;
- Kent Police Service;
- Kent & Medway Fire & Rescue Service;
- South East Coast Ambulance Service (SECAMB);
- NHS;
- EKHR Health & Safety
- TDC service representation

5.2 Invited representation.

Those persons / Services / Bodies who are invited to the Event Safety Advisory Group meetings to make a presentation or offer advice to the Group can not be party to the decision making process of the Group. However, they will be allowed to freely contribute to any meeting, to which they are invited and will have their view considered, reported/recorded.

Invited representatives will form two categories, those who will be invited to all Group meetings and those who can be invited as considered appropriate to the meetings. Where any person etc, may only be invited infrequently to a Group meeting, then consideration will be given by the Chair as to how the effective exchange of safety related information between all parties can be maintained.

Invited representation:

The following may be invited either to all Event Safety Advisory Group meetings, or to a particular meeting as considered appropriate.

- An event organiser and / or safety officer;
- CCG;
- Legal Service representation;
- Finance e.g. Insurance
- Relevant Local Authority service representation e.g. Environmental health, Civil Enforcement;
- Maritime and Coastguard Agency;
- RNLI;;
- Community Groups representation;
- Local tourism representation;
- Public Transport Undertakings e.g. Stage Coach, South Eastern Railway;
- British Transport Police;
- Voluntary first aid services

The above list is not exhaustive. The Chair may invite such other specialist as the Chair feels appropriate to assist the Group to fully consider any issue.

6. Administration of the Event Safety Advisory Group.

This section provides a record about the general administration of the Group from the appointment of the Chair/ lead Service, through to the role of administrative support and consultation procedures for the Group.

- **Chair:** The Group Chair will be a senior officer appointed by Thanet District Council with appropriate delegated authority to take decisions under the council's constitution;
- **Lead Service:** The Events Team of Thanet District Council will act as Lead Service to the Event Safety Advisory Group;
- **Secretariat:** The Events Team of Thanet District Council will provide the administrative support to the Event Safety Advisory Group;
- **Consultation:** The Event Safety Advisory Group will consult all core members of the Group, invited representation, other council services and national bodies as considered appropriate.

7. Frequency of meetings of the Event Safety Advisory Group.

The Event Safety Advisory Group shall meet a minimum of four times at scheduled meetings throughout the year. However, the number of Event Safety Advisory Group meetings in any year can be flexible and responsive to particular circumstances. Any core member may request an additional special meeting or series of meetings. Where matters arise which require consideration by the Core ESAG a meeting may be called at short notice.

The Event Safety Advisory Group may request a site visit or inspection(s) of the site for an event as determined by the Chair of the Group in consultation with the event management, or undertake a visit to observe a specific issue or attend a tabletop exercise. Such members as the Group

considers appropriate can attend the inspection / visit. Formal minutes or a record of the inspection/ visit will be circulated to all relevant parties.

Any such Event Safety Advisory Group visits are considered as separate from the inspections that are required to be undertaken by the Local Authority as during performance inspections under licensing legislation. Such inspections will be carried out by officers of the Local Authority in conjunction with other appropriate authorities, as determined by their enforcement policy.

8. Roles and responsibilities of the Core Members of the Event Safety Advisory Group.

This section is important in that it records the roles and responsibilities of the core members and clarifies the level / limitations of accountability within a Group that is offering recommendations to Thanet District Council on compliance with national legislation.

It should be noted that the Chair of the Event Safety Advisory Group must have the appropriate status, authority and time to commit to the role.

8.1 Role of the Chair of the Event Safety Advisory Group:

- To ensure that the Event Safety Advisory Group properly discharges the responsibilities delegated to it by Thanet District Council and that meetings take place on a regular basis.
- To facilitate the “Scrutiny”, “Review” and “Advice” on event management plans and associated documentation submitted for ESAG review., focusing on key issues identified by each ESAG Member

Note – Due to time constraints event plans and submitted documentation will not be reviewed page by page, only relevant sections identified in advance by ESAG members will be discussed.

- To ensure that the conditions of the any licenses issued by the Local Authority are properly monitored, enforced, reviewed and where necessary amended on a regular basis;
- To ensure that, as necessary, meetings of the Event Safety Advisory Group are reported to the relevant Thanet District Council portfolio holders;
- To ensure that the recommendations made by the Event Safety Advisory Group accord with the overall strategic policies of the Council and that these recommendations are included in the minutes of the meetings;
- To ensure that due account is taken of the views of all members of the Event Safety Advisory Group, including those attending by invitation.

8.2 Role of the lead Service on the Event Safety Advisory Group (Events Team)

- To provide “Scrutiny”, “Review” and “Advice” on event management plans and associated documentation submitted for ESAG review;
- The Service will be represented by a Principal Officer and/or his/her appointed deputy who will attend all meetings of the Event Safety Advisory Group;
- To act in a coordinating role to the Event Safety Advisory Group on all matters relating to spectator safety and liaise with Group members in the production of any items or reports to be placed on the agenda for the meetings;
- To provide technical advice and appraisal of published documents relating to public events and inform on any implications arising;
- To co-ordinate a de-brief after event.
- To contribute any local information that may have a bearing on public safety.

8.3 Role of Thanet District Council Service Representation

- To provide “Scrutiny”, “Review” and “Advice” on event management plans and associated documentation submitted for ESAG review;

8.4 Role of the Building Control Service on the Event Safety Advisory Group

The Service will be represented by a Principal Officer or his/her appointed deputy who will attend all meetings of the ESAG. In addition to providing "Scrutiny", "Review", and "Advice" on event management plans and associated documentation submitted for ESAG review, the Service will also advise on:-

- All technical/legal aspects of legislation within the remit of the Service as they relate to public events;
- The Service shall contribute any local information that may have a bearing on public safety.

8.5 Role of Street Cleansing and Waste Management - Thanet District Council

The service will be represented by the service manager or a supervisor he/she will attend all ESAG meetings the service will advise on the following:

- To ensure that event organisers comply with statutory regulations in respect of waste management for their event.
- Provide advice on additional cleaning and bin emptying requirements according to footfall.
- Support with 'self-help' approaches to site cleaning at events.

8.6 Role of Open Spaces - Thanet District Council

The Service will be represented by the service manager or an appointed designated officer who will attend all ESAG meetings. The Service will provide "Scrutiny", "Review", and "Advice" on event management plans and associated documentation submitted for ESAG review. The Open Spaces Department will also advise on:

- Suitability of the use of TDC land used for Events.
- The electricity demand requested by Event Organisers and the suitability of the provision of an electricity supply.
- How TDC will control the connection to the supply.
- Certification of equipment and maintenance records
- Damage or issues on TDC land or equipment

8.7 Role of Kent County Council and/or Thanet District Council - Emergency Planning Officer

- To provide "Scrutiny", "Review" and "Advice" on event management plans and associated documentation submitted for ESAG review;
- Responding to a major incident by activation and mobilising of local authority and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people. Services may include reception centres, temporary emergency accommodation, feeding and access to a wide range of special equipment;
- Alerting procedures of Thanet District Council and voluntary agencies;
- Responsibility for identification of and equipping (with Health Authority and Police) a temporary mortuary;
- As a member of the event management team and assisting in preparation of the Event Major Incident Plan;
- Cross boundary liaison and mutual aid (where a venue is close to county or other administrative boundaries, liaison may be required by the emergency planning officers of the local authority and the ability to provide mutual aid determined);
- Responsibility for ensuring that arrangements are co-ordinated with the Thanet District Council Major Emergency Plan.

8.8 KCC Highways & Transportation

It is the responsibility of the authority under the Traffic Management Act 2004 to effectively manage Kent's road network. KCC highways & Transportation may not support an event application if it appears that the road network might be adversely disrupted or severely affected. It

is the responsibility of the event organisers to prepare and present traffic plans, signage schedules and risk assessments for their event, this would include the mitigation measures such as, event signage or implementing road diversions which will need to be acceptable to KCC Highways & Transportation.

The extent of the involvement of Kent County Council as the Highway Authority for Kent will be based on the following legislation:

- Traffic Management Act 2004;
- New Roads and Street Works Act 1991;
- Road Traffic Regulation Act 1984;
- Highways Act 1980;
- The Health and Safety at Work Act 1974.

KCC Highways & Transportation will offer advice and guidance on the following:

- The maintenance of clear and safe routes for traffic of all categories including pedestrians;
- The implementation of road closures or other temporary traffic management measures. A road closure made under Section 21 of the Town Police Clauses Act 1847 will be processed by district authorities with KCC Highways & Transportation approval; Temporary Traffic Regulation Orders are processed by KCC Highways & Transportation and require at least 12 weeks' notice;
- Liaise with the statutory undertakers to avoid conflict with or minimise the effect of roadwork's on an event. Event applications should be made at the earliest opportunity to avoid conflict with planned works. 12 weeks should be regarded as the minimum notice period to secure road space;
- KCC Highways & Transportation will give directions where any activity is deemed to be working on the highway (placing traffic management measures etc.) or in any circumstances where it is considered there are any perceived or actual safety issues on the highway.

KCC Highways & Transportation will issue consents to place event directional signage, traffic management measures, where event plans fail to meet the required standard a refusal to place traffic management measures or work on the highway will be issued.

8.9 Role of the emergency services on the Event Safety Advisory Group

To provide "Scrutiny", "Review" and "Advice" on event management plans and associated documentation submitted for ESAG review.

Each service will be represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority of the relevant service to give advice and guidance and make recommendations on safety issues and advise on: -

- All technical/legal aspects of legislation within the remit of the Service as they relate to sports grounds/ public events. Specific issues as follows:

Kent & Medway Fire and Rescue Service - Site issues

- Location and layout;
- Crowd density factors;
- Emergency evacuation requirements;
- Emergency response access.

Planning Issues

- Emergency water supplies for firefighting;
- Fire service emergency response;
- Validation of Site emergency plan;
- Development of CBRNE emergency plan – where necessary;
- Emergency evacuation procedures;
- Validation of Fire risk Assessments;

Fire Safety Regulatory Enforcement

- General Fire Precautions;
 - Fire prevention
 - Means of escape
 - First aid fire fighting
 - Fire detection and alarms
 - Arrangements for instruction and training
 - Mitigating the effects of fire
- Permanent structures;
- Tents or moveable structures;

Kent Police

The role of the Police at public events is based on the need to discharge their core responsibilities, which are:

- The prevention and detection of crime;
- The prevention of/or stopping of breaches of the peace;
- Traffic regulations within the legal powers provided by statute, in limited circumstances;
- Activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities;
- Police resources will not be routinely deployed to tasks which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers.

The Police, in partnership with the event organiser and other agencies, will carry out their duties and policing objectives contained within their Operational Order under the direction of the Police Commander and will include:

- To prioritise requests for police attendance to incidents that may occur at the event;
- To respond to incidents that comes under their core responsibilities as detailed above;
- To liaise with event organisers and other agencies as and when required, and co-ordinate the activation of a contingency plan;
- To consult with the Event Organiser with regards to Event Traffic Management Plan.

In any circumstances where the Police decide that they have to take overall control of all safety or public order aspects at the event by virtue of their duty to preserve life and protect property, they shall notify the Event Organiser of that decision. During this period of Police primacy, the employees and agents of the event will work in conjunction with and under the direction of the Police Commander.

The Police Commander reserves the right to alter any proposed arrangements which they have reason to believe may place public safety at risk or result in public disorder or criminal offences. The Police Commander will inform the Event Organiser of their decision and the reasons for that decision.

South East Coast Ambulance Service (SECAMB)

To ensure that events have event plans with first aid provision that is within the event safety guidelines and major incident site evacuation plans;

To ensure that effective communication exists between the Event Organiser's provisions for first aid and medical cover with the Ambulance Service and other Emergency Services that may be required to attend the event;

To advise the Event Organiser on Ambulance Service matters as follows:

- Emergency Vehicle Access/Egress;
- Emergency Evacuation Routes;
- Holding areas;
- Major Incident Plan;
- Emergency Evacuation Procedures;
- Medical Risk Assessment.

NHS/CCG

- The National Health Service (NHS) will be a standing member of this group, however individual NHS organisations will attend when the event is judged to have an impact on its service provision;
- A ESAG health issues checklist prepared by NHS England on behalf of all NHS organisations should be completed by the ESAG and submitted to the Local Health Resilience Partnership for review;
- ESAGs should draw public health advice from Public Health England and Local authority public health.

9. Form of minutes of the Group

- Each meeting of the Event Safety Advisory Group will be prearranged to an agenda published in advance of the meeting with minutes recorded in accordance with the council's set procedures.
- The minutes of the meetings will be circulated to all Group members and to such other parties as may be determined by the Chair;
- Documents will be circulated to all Group members and to such other parties as may be determined by the Chair which will detail:
 - all documents that have been received, date circulated and some may show their status as "restricted";

The FOIA Inter-Agency protocol adopted by Kent Police Service, Thanet District Council and other public authorities will operate where information is requested from the group's records and the involvement of another public authority is necessary prior to the decision about the disclosure or non-disclosure of information.

10. General

All members of the ESAG and associated Sub-Groups will operate within the areas identified as their roles and responsibilities in Section 8 above

Where a member of the ESAG objects to a proposed event, the objection will be in line with their identified roles and responsibilities as mentioned in paragraph Section 8 above.

All members of the Group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.

Appendix 1

Attach Thanet ESAG Members Table

Thanet SAG Members

CORE MEMBERS

CHAIR of SAG

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Penny Button	Head of Safer Neighbourhoods	Thanet District Council (TDC)	Penny.button@thanet.gov.uk	01843 577425

VICE CHAIR of SAG

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Sheila Coupe	Health and Safety Advisor	EK Human Resources	Sheila.coupe@ekhr.org	07837 520276
Stephen Turner (Steve)	EKHR Health and Safety Advisor	EK Human Resources	Stephen.turner@ekhr.org	07837 520208

OUTSIDE ORGANISATIONS

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Neil Edwards	Streetworks Manager (East)	KCC Highways	Neil.edwards@kent.gov.uk	03000 413612
Emma Wraight	Thanet Roadworks Co-ordinator	KCC Highways	Emma.wraight@kent.gov.uk	03000418369
Andrew Herbert	Lane Rental Route Manager, Thanet and Dover	KCC Highways	Andrew.herbert@kent.gov.uk	03000 413661 07920792337
Kent Police	Central Mailbox	Kent Police	planning@kent.pnn.police.uk	01622 798510
Insp Rhiannan Simpson		Kent Police	Rhiannan.simpson@kent.pnn.police.uk	??
PC Nicki Youngs		Kent Police	10194@kent.pnn.police.uk	01622 798615 07772 113236

NHS	For information only	NHS	Ekh-tr.emergencyplanning@nhs.net	01227 864398
SECAMB		South East Coast Ambulance Service (SECAMB)	events@secamb.nhs.uk	
KFRS		KFRS	TFS.EastGroup@kent.fire-uk.org	01622 212451
Garry Lovejoy	Operational Planning & Response Manager	Kent Fire & Rescue Service East Kent Group	Garry.lovejoy@kent.fire-uk.org	07875 421115 01622 692121 Ext 6109
NHS Extra	NHS Extra	NHS	Epo.mtw@nhs.net	

LOCAL AUTHORITY DEPARTMENTS

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Suzie Hooper	Events and Community Projects Officer	TDC - Events	Suzie.hooper@thanet.gov.uk	01843 577409 07787 294498
Gillian Gray	Community Projects Support Officer	TDC - Events	events@thanet.gov.uk	01843 577735
Philip Bensted	Regulatory Services Manager	TDC - Licensing	Philip.bensted@thanet.gov.uk	01843 577630
Robin Chantrill-Smith	Civil Enforcement Manager	TDC - Parking	Robin.chantrill-smith@thanet.gov.uk	01843 577472
Chris Jarvis	Interim Cleansing Manager	TDC – Street Scene Services Cleansing	chris.jarvis@thanet.gov.uk	01843 577117 07881 319755
Jane Stratford	Customer/Supplier Management Officer	TDC – Waste and Recycling Waste	Jane.stratford@thanet.gov.uk	01843 577745
Steve Scully	Senior Resilience Officer	KCC & TDC Emergency Planning	Steve.scully@kent.gov.uk Steve.scully@thanet.gov.uk	03000 419504 07740 185261
Luke Glover	Assistant Engineer	TDC – Emergency Planning	Luke.glover@thanet.gov.uk	01843 577627
Building Control Team	Building Control	TDC – Building Control	Building.control@thanet.gov.uk	01843 577502
Amanda Berry	Environmental Health Officer – Ramsgate & Broadstairs	TDC – Representing Environmental Health for Morgan Sproates	Amanda.berry@thanet.gov.uk	01843 577422
Christopher Brown	Environmental Protection Officer – Margate & The Villages	TDC – Representing Environmental Health for Morgan Sproates	Christopher.brown@thanet.gov.uk	01843 577400
Morgan Sproates	Environmental Protection Manager	TDC – Environmental Health	Morgan.sproates@thanet.gov.uk	01843 577081
Roger Wragg	Open Spaces Manager	TDC – Open Spaces	Roger.wragg@thanet.gov.uk	01843 577848
Chris Weller	Building Control Manager	TDC – Building Control	Chris.weller@thanet.gov.uk	01843 577156

INVITED REPRESENTATION**OUTSIDE ORGANISATIONS**

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Warren Jarvis		Kent Police Planning Team – Traffic Management	Warren.jarvis@kent.pnn.police.uk	01622 798523 07870 252156
Graham Baldock		Maritime and Coastguard Agency	Graham.baldock@mcga.gov.uk	
Ian Day		Stage Coach	ian.day@stagecoachbus.com	01843 572164
Ian Waterfield		Stage Coach	ian.waterfield@stagecoachbus.com	
William Bellamy		SECAMB	William.bellamy@secamb.nhs.uk	07768551342
Alvin Wedderburn		South Eastern Railway	Alvin.wedderburn@southeasternrailway.co.uk	
Adam Hewett	Officer in Charge- Southeast Sector	British Transport Police	Adam.hewett@btp.pnn.police.uk	02082096239
James Uren	RNLI Lifeguards Thanet & Swale	RNLI	James_uren@rnli.org.uk	07785 438360
		Red Cross		
		St John's Ambulance		
		Maritime Volunteer Service		
		Margate Ambulance Core		

INVITED REPRESENTATION**LOCAL AUTHORITY DEPARTMENTS**

Name	Responsibility	Organisation	E-mail Contact	Telephone Contact
Christodolou Adamou	Finance Assistant	TDC – Financial Services	Christodolou.adamou@thanet.gov.uk	01843 577682
Debbie Yandle Berryman	Public Protection Manager	TDC – Environmental Health	Debbie.huckstep@thanet.gov.uk	01843 577183
Paula Harbidge	Tourism Manager	TDC - Tourism	Paula.harbidge@thanet.gov.uk	01843 577644
Emma Dadds	Tourism Officer	TDC - Tourism	Emma.dadds@thanet.gov.uk	01843 577637
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