Queen Elizabeth Olympic Park
Licensing, Operational Planning & Safety Group (Parkwide) - LOPSG

FINAL Minutes
LOPSG meeting held on Wednesday 28 March 2018 – 10am
at LLDC Marketing Suite, Level 10, 1 Stratford Place, Montfichet Rd, E20 1EJ

Attendees:
Sheila Roberts  LBN – Enforcement & Safety – Chair
John Newcombe  LBN – Enforcement & Safety
Antonella Trow  LBN – Enforcement & Safety - Minutes
Kerry Wood  LBN – ASB and Nuisance
Chris Barry  Arriva
Peter Kingham  BTP
Paul Bassett  C2C Rail
Karl Winstanley  DLR
Sara-Ellen Williams  LLDC
Sarah Cook  LLDC
Chiara Malerba  LLDC
Gary Ashe  TFL – London Underground
Gilbert Yule  Lendlease
Graham Harris  LS185
Eric Blacker  MPS
Daniel Buck  Lee Valley
Georgina Burdon  Slammin
Paul Rooney  Slammin
Bertie Cole  Arcadia
Simon Legg  Event People
Tom Solly  Sigma Safety
Simon Joynes  Joynes and Nash
Sean Williams  Slammin
Jeremy Lankshear  Imagination
James Slatford  Imagination
Hayley Whittaker  Shell
Kirsteen Meldrum  Shell
Victoria Grossmith  Virgin Sport
Liam Worth  Virgin Sport
Neil McGuigan  England Hockey
Nick Martin  England Hockey
Catherine Boyd  Tower Hamlets
Richard Latham  Westfield
Adrian Hodgson  Westfield

Details

1. Introductions and apologies
Sheila Roberts chaired the meeting, welcomed the group and introductions made. The Chair reminded members that the minutes will be published once approved.

Apologies received from the following members:
Dave Sadler, LS185;  Derek Worsfold, BTP;  Foyez Uddin, TFL Buses;  Sophie Stone, Lee Valley;  Lydia Tickner, LLDC;  Mark O’Brien, LFB;  Stuart Phillips, South Eastern Railway

2. Minutes and Actions from last meeting
Minutes of the last meeting dated 31 January 2018 checked and approved for accuracy.
<table>
<thead>
<tr>
<th>Date</th>
<th>Actions from Previous meetings and updates</th>
<th>Owner</th>
<th>Status</th>
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<tbody>
<tr>
<td>29 Nov 17</td>
<td><strong>GNLR</strong>&lt;br&gt;10k planned for the 1&lt;sup&gt;st&lt;/sup&gt; July has yet to be confirmed. Other events scheduled on the 4&lt;sup&gt;th&lt;/sup&gt; July 2018 have all been confirmed. A full debrief meeting still needs to be organised, LS185 and LBN to follow up.</td>
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<td>28 March 18</td>
<td><strong>GNLR will no longer be taking place. The Corporate Relay is still going ahead and with less than 5k participants there is no need for them to attend the LOPSG meetings.</strong></td>
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<td>CLOSED</td>
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<td>31 Jan 18</td>
<td><strong>Tough Mudder – 23 &amp; 24 March 18</strong>&lt;br&gt;Hockey specific meeting took place and great progress was made. Members working positively together to resolve pending issues.&lt;br&gt;Westfield have had dialogue via email and are satisfied with the structure of the event and spectator route proposed.</td>
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<td><strong>28 March 18</strong>&lt;br&gt;Lydia Tickner (LLDC) to hold a separate debrief meeting with Tough Mudder and they have been informed that they do not need to attend a LOPSG debrief.</td>
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<td>CLOSED</td>
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<td>31 Jan 18</td>
<td><strong>QEOp Works</strong>&lt;br&gt;LLDC requested an update on their traffic order which is due back by 1&lt;sup&gt;st&lt;/sup&gt; March for all major events. SEW informed CT that they need to know as a matter of urgency when it will be updated so they can implement it, an action plan needs to be in place to resolve the issue.</td>
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<td><strong>28 March 18</strong>&lt;br&gt;LBN (JN) to follow this up and keep LLDC updated.</td>
<td>JN / CT</td>
<td>OPEN</td>
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<td>31 Jan 18</td>
<td><strong>Stadium Updates</strong>&lt;br&gt;South Eastern have requested to be added to the circulation list advising of game change dates and times in advance. Graham Harris (LS185) to ensure Stuart Phillips is on the distribution list.</td>
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<td><strong>28 March 18</strong>&lt;br&gt;Graham Harris (LS185) stated that he will request Andy Pincher adds Stuart Phillips (South Eastern Rail) and Paul Basset (c2c Rail) to the football schedule update list.</td>
<td>LS185</td>
<td>OPEN</td>
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<td>31 Jan 18</td>
<td><strong>A.O.B.</strong>&lt;br&gt;LVRPA enquired about the update on the Olympic Park junction (Hainault cycle route), CT to follow-up with the engineer responsible to advise LVRPA.</td>
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<td><strong>28 March 18</strong>&lt;br&gt;JN (LBN) to follow up with CT and update LVRPA as soon as possible.</td>
<td>JN / CT</td>
<td>OPEN</td>
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<td>31 Jan 18</td>
<td><strong>A.O.B.</strong>&lt;br&gt;LLDC advised that they have a more comprehensive version of the larger events schedule which can be circulated.</td>
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<td><strong>28 March 18</strong>&lt;br&gt;LLDC Park programme to be distributed to stakeholders.</td>
<td>LLDC</td>
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<td>AGENDA ITEMS</td>
<td>ACTIONS</td>
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<td>3. Virgin Sport Hackney – Sunday 20th May 2018</td>
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<td>The event is in its fifth year and currently sold out with 20k participants which is an uplift on last year. Resources have been put in place to manage the larger numbers and work has been done with Hackney to facilitate the increase. The event is to start on Hackney Marshes at 9am and it is anticipated that it would be a longer start due to the volume of participants. <strong>A full arrivals and departure plan will be shared shortly.</strong></td>
<td>Virgin Sport</td>
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<td>Virgin Sport shared information and discussions continued covering the following topics:</td>
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<td>- Two stewarding security companies have been appointed with full radio contact and ISO.</td>
<td>Virgin Sport</td>
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<td>- The route remains the same as the 2017 Hackney Half.</td>
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<td>- Road closure and reopening times schedule shared with members and discussed in detail.</td>
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<td>- Detailed route map distributed and discussed showing water stations, first aid locations, energy drink stops, entertainment area, fan hub and sanitary facilities.</td>
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<td>- Ongoing meetings with Homerton Hospital and medical suppliers.</td>
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<td>- Transport discussions are ongoing with Here East and Westfield.</td>
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<td>- Advance communication to all neighbours on the estate to be sent out and will be added to the Tower Hamlets website.</td>
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<td>LBN (JN) advised Virgin that they need to ensure their stewarding knowledge and competency is of a high standard and confirming that they have level 3 supervisors and CSAS registered stewards. This all needs to be included in their EMP.</td>
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<td>Virgin Sport are advised to keep TFL buses informed of the Here East bus diversion planned.</td>
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<td>LS185 confirmed that they are in dialogue with Virgin Sport with regard to road access to the stadium for the Rolling Stones concert.</td>
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<td>4. England Hockey Fanzone – 21 Jul to 5 Aug 2018</td>
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<td>England Hockey presented their spectators fanzone and hand outs were issued covering the Spectator Village opening and closing times, Spectator Village map highlighting all the key locations i.e. catering section, information hub, Frontier bar, screen production, hockey museum, town plaza, stage and screen area, toilets, logistics and sponsors as well as current and target sales.</td>
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<td>The expectation is to have 60% of ticket holders visiting the Spectator Village, the site capacity is scoped at 7k.</td>
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<td>In depth discussions continued focusing on:</td>
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<td>- Vehicle ingress and egress</td>
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<td>- Routes of spectators shuttles and accredited shuttles</td>
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<td>- CSE transport provider</td>
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<td>- Ongoing liaison with TFL and LBN</td>
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<td>- Clash dates with Muller Anniversary Games on 21 &amp; 22nd July and discussed quicker and more direct routes.</td>
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<td>- 8 Core Catering Units with alcohol being sold only on the site. No food and drink will be allowed into the hockey and tennis centre but will be allowed in the Fanzone and clear comms to be devised.</td>
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<td>- First Aid, information hub, general lost &amp; found, water points, wayfinding and signage and sanitary facilities in place</td>
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<td>England Hockey informed the group that they have appointed a large Health &amp; Safety provider to oversee their event with 24 hour security on site and dedicated security and stewarding staff. Radio comms will all linked into Village control and Event control rooms. <strong>The stewarding dot plans is still a work in progress.</strong> Mobile CCTV will be in operation and monitored through the Village control room.</td>
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<td>Security searching regime still needs to be finalised for both the venue and the Spectators Village.</td>
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### Structures

Hackney Building control section 30 licence still be to applied for.

**LVRPA**

- It was noted that LVRPA (DH) will feed back comments on their documentation, egress needs to be watched and staffing split to be clear. Extra resourcing on clash dates needs to be addressed.

LBN advised organisers that they should continue having discussions with LS185 and LLDC ensuring all updates are put in writing for audit purposes.

LS185 offered their assistance with V&A and signage.

### 5. Shell – 5 to 8 July 2018

Shell presented an overview of their event which is now in its third year. They expect around 15-20k visitors to the new site. They are currently developing content of what will be going into the experience.

Stakeholders discussed in depth the various areas of interest:

- It was noted that there will be individual paddocks to house the students this year.
- Festival site route was discussed and the DDA issue raised and will be taken into account.
- Main stage with side shows and stage content reviewed.
- Full plans have already been submitted with evacuation routes identified.
- Fuel storage, phase build plan and road closures all shared and discussed. Road closures will be extended from last year and working closely with LLDC to make it efficient for all partners.
- Campsite remains the same as 2017 with small incremental improvements made based on comments from the debrief.

LS185 requested that Shell’s H&S team need to open dialogue with James Egan who is the lead from the Stadium. GHarris (LS185) to be invited to the meeting on Tuesday.

JN (LBN) added that they need to see more details in terms of the alcohol limited to Friday night.

**Shell**

### 6. Arcadia (5 & 6 May 2018)

Slammin updated stakeholders on ongoing plans for the Arcadia Music Festival in May following on from their last meeting with LOPSG in January 2018.

- It was noted that they will have 44 SIA registered security personnel on site with both male and female security searchers.
- There will be a dress rehearsal on the Friday and residence and LFB will be notified of the test. **Copy of the letter to be sent to JN (LBN) for review.** All on Park residence will be invited to attend the dress rehearsal and there will be a dedicated customer service line which will be directed to park control.

**Slammin –**

**Traffic**

Advance warning signs to be installed and the TMP revised. There will be a one way closure on Waterden Road for hard egress only. Organisers are in consultation with taxis and buses to discuss the impact on their services.

**Production**

**Site specific documentation due next week ending 6th April 18.** There is a team on site who worked the event at Glastonbury viewing structure safety and crowd safety.

- It was noted that the Hackney have agreed an extra 10mins to take the licence to 22:40.

**Slammin –**

### 7. QEOP Works Update

It was noted that the North South Highway works will have an impact on many of the events on the QEOP including Hackney Half and Arcadia. JN advised the group that LBN have concerns about egress.
8. Stadium Update

Football
- West Ham v Southampton Saturday 31 March – increased security measures in place, including reinforcements and staffing provisions. 3pm KO with egress and ingress being BAU.
- West Ham Open day – Tuesday 3 April with door opening at 9am ending about 1pm. Draft EMP to be raised and shared.
- West Ham V Stoke game on Monday 16 April with KO of 20:00.
- Friday 20 April – Premier League 2 game vs Arsenal scheduled
- Saturday 10 May – West Ham v Manchester City
- Thursday 10 May – West Ham v Manchester United
- Saturday 13 May – West Ham v Everton which will be the last game of the season

Concerts
- 22 & 25 May – Rolling Stones Concert
- 15 & 16 June – Jay Z and Beyonce
- 22 & 23 June – Foo Fighters

Athletics
- 14 & 15 July - Athletics World Cup
- 21 & 22 July – Muller Anniversary Games
- Also working with the Great Newham Run on their corporate relay.

9. LLDC Events Update

- Hackney and Shell are mass participation events and will be working on their 2019 & 2020 requirements. Potential clash with Ride London in 2019.
- Ongoing work with Great Get Together and Harvest Stomp events on the North Park along with other small scale events listed on the events schedule.
- Planned filming scheduled for next week and Carpenters Road will be closed over night from 7pm till 5am on 4, 5 & 6 April 2018. LLDC have been in touch with Network Rail and a traffic plan was submitted to CT (LBN).
- Funfair planned for the May bank holiday, however, no plans for Beach East this year.

10. A.O.B.

AEG Music Event in Tower Hamlets
Tower Hamlet advised stakeholders of a large scale music festival taking place in Victoria Park. The festival will attract approximately 100k visitors over the week with a breakdown as follows:

- Monday to Thursday – approx. 30k
- Friday & Saturday – approx. 40k
- Sunday – approx. 35k

The event will be low sound during the weekday and Vanguardia have been retained to oversee the event. Organisers are currently in talks with TFL. There will also be a centralised complaints area.

11. Date of Next meeting:

Next LOPSG meeting scheduled for Wednesday 25 April 2018.