

**From:** Jon Bryant  
**Sent:** 03 September 2024 08:58  
**To:** Janet Laveau  
**Cc:** Paul Collard  
**Subject:** RE: Re[2]: Licensing Compliance Visit

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Janet

Thank you for your reply and update I can advise the third party accordingly.

Moving forward could I ask that for future events the Event Plan is sent through to [licensing@midsussex.gov.uk](mailto:licensing@midsussex.gov.uk) and also to Paul Collard the Emergency Planning Officer. I have forwarded the current EMSP to Paul for the necessary circulations. Once the date for this year's event has been confirmed please could you update Paul and myself.

In respect of the question regarding placing signs to regulate traffic flows I would suggest that West Sussex County Council Highways department would be best placed to advise.

I have attached the link to their enquiry webpage <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/report-other-road-or-pavement-problems-1/>

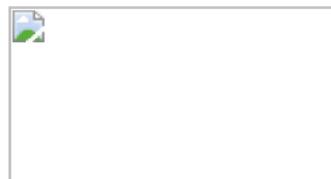
Kind regards

Jon

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[www.midsussex.gov.uk](http://www.midsussex.gov.uk)



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**From:** Janet Laveau · [REDACTED]  
**Sent:** Monday, September 2, 2024 11:22 AM  
**To:** Jon Bryant <[Jon.Bryant@midsussex.gov.uk](mailto:Jon.Bryant@midsussex.gov.uk)>  
**Subject:** Re[2]: Licensing Compliance Visit

Dear Jon,

Thank you very much and I hope all is well with you.,

Yes - I'd emailed our event management plan 3 -4 weeks ago to the email address I had from last year and when I didn't get a reply back, I called the Council who informed me that this department was now outsourced to a private company. I was able to reach Nigel Cannon who was involved last year and he told me that he didn't deal with these types of events any longer but would refer it to the correct people. I have attached the event management plan for you in case it didn't arrive with you.

The date for the event is not fully finalised but we've been given the direction to be ready for the 1st week-end of October or possibly the 2nd week-end.

Yes, we are in coordination with Sussex Police, a risk assessment has been done and is included in the event management plan, and of course dynamic risk assessments are done continually, professional child care facilities have been engaged. There will also be on-site first aid and emergency medical services. We have both in-house and private security companies on 24 hour/day and and outside parking company. As covered last year, there is no alcohol save for the dinner on Saturday night which is served by the catering company and there is no sale of alcohol at any location.

We've been doing quite of bit of review on the traffic management and I have a question in regards to any permits we might require to put up signs to direct vehicle traffic to assigned parking areas. We have tried to reconfigure the traffic flows and establish parking assignments to reduce pedestrian foot traffic as much as possible on the road itself. I realise that won't be completely possible to eliminate fully because people will be people with their own minds. For this eventuality, we will stanchion off specific sections on the side of the road for any foot traffic and then have a lolly-pop man at either end of this section of the road as a safety factor.

However, I wanted to put up sufficient signs so vehicle can easily spot where their assigned parking is, however I couldn't find any information on the website if I need

to obtain permits for putting up the signs. Are you able to direct me on who I should contact for this.

Thank you again ,  
Janet

----- Original Message -----

From "Jon Bryant" <[Jon.Bryant@midsussex.gov.uk](mailto:Jon.Bryant@midsussex.gov.uk)>  
To "Janet Laveau" <[REDACTED]>  
Date 02/09/2024 08:45:13  
Subject RE: Licensing Compliance Visit

Dear Janet,

I have received information from a third party that preparations have started with the build for this year's International Church of Scientology conference at Saint Hill Manor and that it is due to be held in October.

Please could you confirm the date of this year's event, if in fact it is being held, and confirmation that the below licence conditions have been complied with.

*You are required to notify the relevant health and safety enforcing authority of all upcoming events to be held within the grounds of Saint Hill Manor, 6 weeks prior to the actual event occurring detailing the nature of the event and any activities carried out on site.*

*Large events (over 1000) people - full risk assessments will be completed. Full liaison with Sussex Police and Professional Childcare will be appointed*

The Licensing Team have not received any notification of the date of this year's event.

I look forward to hearing from you.

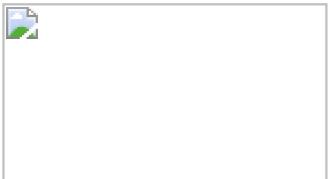
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