

[REDACTED]

From: [REDACTED]
Sent: 12 February 2020 10:02
To: [REDACTED]
Subject: Races and Coronavirus

[REDACTED]

Can you give me a quick call about races and coronavirus? We have an increasing number of enquiries about planning around the races and I wanted to check if the racecourse has any specific planning for this or not?

I am on 01242 264177.

[REDACTED]

Licensing Team Leader & Deputy DEPLO
Public Protection
Cheltenham Borough Council
Municipal Offices, Promenade, Cheltenham
External: 01242 262626 Internal: 4177



Stay up to date with licensing in Cheltenham on [Twitter](#).

A dark rectangular advertisement with white text. At the top, it asks "NEED A PERSONAL LICENCE QUALIFICATION?". Below this, it states "We offer a popular one day training course and exam, delivered by experienced licensing officers or e-learning followed by an exam." At the bottom left, the website "WWW.CHELTEHAM.GOV.UK/APLH" is listed. At the bottom right is the Cheltenham Borough Council logo, which includes a crest and the text "CHELTENHAM BOROUGH COUNCIL".

This email may contain information which is privileged and confidential. Please do not forward to anyone else without my consent.



From: [Redacted]
Sent: 09 March 2020 14:13
To: [Redacted]
Subject: FW: The Festival presented by Magners

FYI

From: [Redacted] [mailto:[Redacted]@thejockeyclub.co.uk]
Sent: 09 March 2020 14:11
Subject: The Festival presented by Magners

Hi everyone,

We are nearly ready and looking forward to seeing you in the morning.

I just wanted to touch base with the latest situation with The Festival presented by Magners, and the public health measures we are taking.

British Racing has been in close communication with the UK Government on the current public health situation.

As with events from England v Wales attended by the Prime Minister at Twickenham on Saturday to 10 Premier League games around the country this weekend, the Government guidance is for the business of the country to continue as usual, while ensuring we adhere to and promote the latest public health advice.

On that score, we have put the following in place:

- Pre-event communication advising all customers to follow official Government public health advice
- Directing visitors to the homepage of our website to this health advice:
<https://www.thejockeyclub.co.uk/cheltenham/injunction-and-terms-and-conditions/public-health-updates/>
- Installing additional toilets and hand washing facilities across Cheltenham Racecourse, in addition to our normal provisions
- Additional staff operating in all toilet areas to ensure that soap and drying facilities are constantly available.
- Antibacterial hand gel will be made available and we have published where dedicated hand sanitiser locations are on our website: <https://www.thejockeyclub.co.uk/globalassets/images/cheltenham/about/injunction/hand-sanitizer-wall---locations.pdf>. You may have seen hand sanitiser stations shown on the news that were in use at Twickenham, which we are using for The Festival
- Posters around the racecourse as a reminder of public health advice

Please do let me know if you have any questions and see you tomorrow.

With best wishes,



Confidentiality: This e-mail and its attachments are intended for the above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please reply to this e-

[REDACTED]

From: [REDACTED]
Sent: 04 March 2020 10:22
To: Internet - Communications [REDACTED]
Cc: [REDACTED]
Subject: FW: RE: Guardian enquiry Cheltenham festival...

[REDACTED]

This is really for [REDACTED] at the racecourse not us. Our advice will be to follow official Government advice.

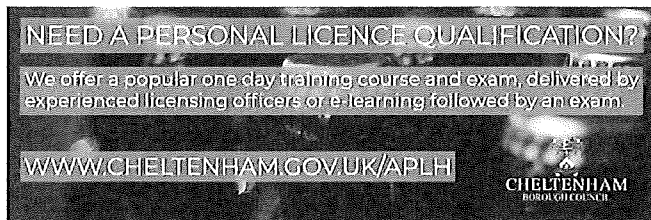
In terms of our actions, we are in daily contact with various agencies including PHE, GCC Public Health, NHS etc. but there is no specific advice over and beyond that published by PHE and Government. I send the latest advice to comms this morning.

[REDACTED]

Licensing Team Leader & Deputy DEPLO
Public Protection
Cheltenham Borough Council
Municipal Offices, Promenade, Cheltenham
External: 01242 262626 Internal: 4177



Stay up to date with licensing in Cheltenham on [Twitter](#).



This email may contain information which is privileged and confidential. Please do not forward to anyone else without my consent.

From: Internet - Communications <Internet-Communications@cheltenham.gov.uk>
Sent: 04 March 2020 10:19
To: [REDACTED]@cheltenham.gov.uk; [REDACTED]@cheltenham.gov.uk
Cc: Internet - Communications <Internet-Communications@cheltenham.gov.uk>
Subject: FW: Guardian enquiry Cheltenham festival...

Hi both
Please can you take a look at the enquiry as below?

Thanks

[REDACTED]
Communications Officer
Cheltenham Borough Council
01242 264 332



www.cheltenham.gov.uk

Working together to create a great future for Cheltenham

My working hours are all day Monday and all day Tuesday and Wednesday mornings. Please contact the Communications Team if your enquiry is urgent 01242 255 037 or email communications@cheltenham.gov.uk



From [REDACTED]@theguardian.com>
Sent: 04 March 2020 06:30
To: Internet - Communications <Internet-Communications@cheltenham.gov.uk>
Subject: Cheltenham festival...

Hope all is well...

[REDACTED] - Guardian news reporter here.

Might it be possible for me to speak to someone in about the Cheltenham Festival in the light of coronavirus?

Is there any advice for racegoers?

Are you doing anything in particular?

Is there a worry numbers will be down, which might impact on the town?

Thanks [REDACTED]

--

Mobile [REDACTED]

Twitter [REDACTED]

This e-mail and all attachments are confidential and may also be privileged. If you are not the named recipient, please notify the sender and delete the e-mail and all attachments immediately. Do not disclose the contents to another person. You may not use the information for any purpose, or store, or copy, it in any way. Guardian News & Media Limited is not liable for any computer viruses or other material transmitted with or as part of this e-mail. You should employ virus checking software.

Guardian News & Media Limited is a member of Guardian Media Group plc. Registered Office: PO Box 68164, Kings Place, 90 York Way, London, N1P 2AP. Registered in England Number 908396

From: Gareth Edmundson
Sent: 09 March 2020 10:53
To: Darren Knight
Cc: [Redacted] Tim Atkins; Paul Jones
Subject: Confidential SCG notes Covid-19

Hi Darren,

I have just finished the gold meeting, hope these notes help as an update. Darren [Redacted] please forward/edit to the wider group as you see fit.

From our perspective I think we need to have another Business Continuity meeting this week maybe Wednesday? Especially if cases start to spike and the government moves in to delay and encourages home working. We have to think about what sensible measures corporately we believe is acceptable for people to work from home but still allowing front line services to operate as normal.

Can someone also check in with Publica IT on this as to their readiness in case the govt announce something like this?

Give this a think and catch up later.

Notes from the SCG meeting 9am 9th March.

- [Redacted]
- [Redacted]
- [Redacted]
- No update was given on the races in terms of cancellation so the position remains the same. It is also unknown at this stage whether cancellation of mass gatherings or closure of schools will be implemented as part of any delay phase. This will come out of the COBRA meetings.
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

- [Redacted]

- [Redacted]

Gareth Edmundson
Chief Executive
Cheltenham Borough Council
01242 264100
email: gareth.edmundson@cheltenham.gov.uk



www.cheltenham.gov.uk
Working together to create a great future for Cheltenham

57



From: [Redacted]
Sent: 17 March 2020 11:41
To: Councillor Andrew McKinlay; Councillor David Willingham
Cc: Mike Redman; Tim Atkins; [Redacted] Internet - Communications; [Redacted]
Subject: BBC Inside Out West

Dear Cllrs

Please find the link to last night's airing of BBC Inside Out West Cheltenham Festival coverage, which included interview with Louis Krog.

The main narrative was around COVID-19 and impact on the race week in terms of visitor economy. However, important messages were conveyed around licensing checks for taxis, venue checks and safeguarding regarding sexual entertainment, clarity on legislation around sev and pop-up sev, partnership working with the police and others.

<https://www.bbc.co.uk/iplayer/episode/m000gk8m/inside-out-west-16032020>

It will be available for 29 days:

Best regards

[Redacted]
 Communications Officer
 Cheltenham Borough Council
 01242 264 332



www.cheltenham.gov.uk

Working together to create a great future for Cheltenham.

My working hours are all day Monday and all day Tuesday and Wednesday mornings. Please contact the Communications Team if your enquiry is urgent: 01242 255 037 or email communications@cheltenham.gov.uk

ACHIEVEMENT AWARDS 2019 WINNERS



Covid-19: Advice for staff working during Cheltenham Festival

This advice note is for all staff undertaking duties during the 2020 Cheltenham Festival outside of normal office duties.

Whilst the overall risk of infection remains low at present, the significant increase of people coming to Cheltenham for the Festival will increase the risk of infection and contamination. This advice note to staff is based on the best available advice currently issued.

Steps staff must take to minimise the risk of infection:

1. Staff must undertake regular and thorough hand washing using warm water and soap. Arrangements have been made for staff to access the Civil Enforcement Officer's room at the rear of the Municipal Offices that is equipped with hand washing facilities. Access via:
 - a. Outdoor access code: [REDACTED]
 - b. Inside door access code: [REDACTED]
2. Disposable hand towels will be made available for use. Avoid using fabric towels.
3. Minimise the use/reliance on hand gels or sanitisers as an alternative to hand washing.
4. Carry tissues with you and use them to catch your cough or sneeze. Bin the tissue and wash your hands as soon as possible (or as a temporary measure use a sanitiser gel).
5. Avoid touching your eyes, nose and mouth with unwashed hands.

If you suspect you may have had contact with an infected person during duties or develop symptoms (cough, high temperature or shortness of breath), please follow the official advice <https://111.nhs.uk/covid-19> and notify your line manager.

7

From: [REDACTED]
Sent: 02 March 2020 18:23
To: [REDACTED] Tim Atkins; Gareth Edmundson
Cc: [REDACTED] Darren Knigh [REDACTED]
 [REDACTED] Internet - Customer Relations;
 Mike Redman; Tracey Crews
Subject: RE: URGENT - Strategic Coordination group meeting - Coronavirus

Dear All

Key sitreps from SCG this afternoon:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Cheltenham Festival - jockey club are looking to be directed by central government. BHA are in discussions via COBRA.
- [REDACTED]
- [REDACTED]
- [REDACTED]

Next SCG is scheduled this Wed at 4pm following first TCG which is being scheduled by Wed as well
 We will be updated as and when necessary in the interim
 Any issues/queries at this stage then do just ask
 TTFN
 Yvonne

From: [REDACTED]
Sent: 02 March 2020 17:09
To: [REDACTED] Tim Atkins; Gareth Edmundson
Cc: [REDACTED]
Subject: RE: URGENT - Strategic Coordination group meeting - Coronavirus

[REDACTED]

We were given an email address where we can request the minutes from.

[REDACTED]

Sent with BlackBerry Work
 (www.blackberry.com)

From: [REDACTED]@cheltenham.gov.uk>
Date: Monday, 02 Mar 2020, 5:06 pm

To [redacted]@cheltenham.gov.uk <[redacted]@cheltenham.gov.uk>, Tim Atkins <Tim.Atkins@cheltenham.gov.uk>, Gareth Edmundson <Gareth.Edmundson@cheltenham.gov.uk>
Cc: [redacted]@cheltenham.gov.uk <[redacted]@cheltenham.gov.uk>, [redacted]@cheltenham.gov.uk <[redacted]@cheltenham.gov.uk>

Subject: RE: URGENT - Strategic Coordination group meeting - Coronavirus

Dear Gp
Did anyone get the notes from the SCG on Sat?
TTFN
[redacted]

From: [redacted]
Sent: 02 March 2020 13:13
To: [redacted] Tim Atkins; Gareth Edmundson
Cc: [redacted]
Subject: RE: URGENT - Strategic Coordination group meeting - Coronavirus

[redacted] Gareth,

On reflection, I think it may be better for [redacted] to join the call as public protection team leader. Hope that is ok [redacted]. She will come up at 4 to sit in with Gareth.

The details for the SCG teleconference is as follows:

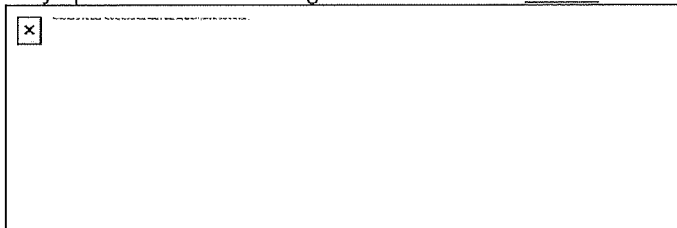
Tel: [redacted]

Pin: [redacted]

[redacted]
Licensing Team Leader & Deputy DEPLO
Public Protection
Cheltenham Borough Council
Municipal Offices, Promenade, Cheltenham
External: 01242 262626 Internal: 4177



Stay up to date with licensing in Cheltenham on [Twitter](#).



This email may contain information which is privileged and confidential. Please do not forward to anyone else without my consent.

From: [redacted]@cheltenham.gov.uk
Sent: 02 March 2020 13:04
To: [redacted]@cheltenham.gov.uk; Tim Atkins <Tim.Atkins@cheltenham.gov.uk>; Gareth Edmundson <Gareth.Edmundson@cheltenham.gov.uk>
Cc: [redacted]@cheltenham.gov.uk <[redacted]@cheltenham.gov.uk>, [redacted]@cheltenham.gov.uk <[redacted]@cheltenham.gov.uk>
Subject: RE: URGENT - Strategic Coordination group meeting - Coronavirus

Gareth will do the teleconference.

[REDACTED] will send the dial-in details.

[REDACTED] will also be joining the call.

Thanks [REDACTED]

From [REDACTED]

Sent: 02 March 2020 12:59

To: Gareth Edmundson <Gareth.Edmundson@cheltenham.gov.uk>; Tim Atkins <Tim.Atkins@cheltenham.gov.uk>

Cc: [REDACTED]@cheltenham.gov.uk; [REDACTED]@cheltenham.gov.uk; [REDACTED]

[REDACTED]@cheltenham.gov.uk; [REDACTED]@cheltenham.gov.uk

Subject: URGENT - Strategic Coordination group meeting - Coronavirus

Following the meeting on Saturday there is another meeting today (teleconference) at 4pm which requires Gold attendance (Tim or Gareth).

Please can you confirm who will be doing this, [REDACTED] will provide the details.

Thanks [REDACTED]

8



From: Darren Knight
Sent: 06 March 2020 20:52
To: * Service Managers; * Corporate Management Team
Cc: * Executive Leadership Team
Subject: Councillor Alex Hegenbarth; Internet - Communications
Coronavirus
Importance: High

Hello

Coronavirus Update:

You will be aware there are now confirmed cases of novel Coronavirus (COVID-19) in Gloucestershire - Tetbury. Whilst the risk from the virus remains low, we wanted to update you on the latest actions being taken and remind you who to contact if you have any queries or concerns. We are trying to take an appropriate and measured response whilst keeping the situation under constant review.

Business Continuity:

- The Business Continuity Team is meeting on a weekly basis to monitor the situation and involving our partners to ensure we co-ordinate our responses. We are taking the opportunity to learn from cases and responses from around the country
- Thank you to those of you that have updated your business continuity plans and put them on the S drive. We will be reviewing these plans next week with the Directors to ensure we have identified the priority areas of the business that we will support if staffing is reduced
- Gareth has issued a direct instruction to all staff that have laptops that these **must** be taken home each evening. In the event that we have to close all or part of the building our laptops give us the ability to work from home and therefore form an essential part of our business continuity plans. If you require a suitable bag/backpack/trolley to transport your laptop please speak to Emma Morgan
- Remember to keep in touch with your teams about their holiday/travel plans and encourage them to look at the latest government advice <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>. Remember if you/they have any questions about self-isolation etc. you can direct your questions to me to ensure a consistent, risk based approach to decisions are made across the organisation
- If you pick up any information regarding local companies who are experiencing problems due to coronavirus please can you let me know
- For those staff that may have never used their laptop outside of the office, can you please ask those officers to test them to ensure they can work from home. ICT would like to know in advance, if there are any problems that need addressing

General Hygiene:

- Wipes have been placed around the offices and we would encourage you to wipe down the desk after use to ensure it is clean for the next person
- We encourage you to keep washing your hands regularly and, for the specified time (2 times Happy Birthday). The cleaning team are restocking supplies at lunchtime as usage has gone up which is a good sign
- We are getting the cleaners to wipe handles key pads regularly but you can support the team and protect each other by ensuring you have clean hands and wipe down buttons on printers, phones etc. when you use them.
- Remember the NHS guidance on catching and spreading germs is on this link <https://www.nhs.uk/conditions/coronavirus-covid-19/>.

Questions & Communication:

- To reiterate we continue to make decisions based on the information available at a point in time
- You will appreciate in an ever-changing situation it is even more important that we work with and support each other
- We have set up some information on the website for our customers (<https://www.cheltenham.gov.uk/coronavirus>) and will be placing information on the intranet next week so please ensure that you read posts and direct your teams to do the same
- We are receiving enquiries from members of the public asking the Council to cancel race week. We are advising residents that the decision on whether the Cheltenham Races takes place is not one that falls within the remit of Cheltenham Borough Council. Any decision to postpone or cancel the races will be made by the Racecourse under instruction from Central Government
- If you have any questions or concerns please come directly to me. If I am not available please contact Gareth.

Darren

Darren Knight CMgr FCI CMICS
Executive Director of People & Change
Cheltenham Borough Council

01242 264387 



www.cheltenham.gov.uk

Working together to create a great future for Cheltenham

From: Darren Knight
Sent: 15 April 2020 18:01
To: [REDACTED]
Subject: FW: Racecourse enquiry - response for sign off

From: Darren Knight
Sent: 09 April 2020 11:24
To: [REDACTED] Tim Atkins
Cc: Internet - Communications
Subject: RE: Racecourse enquiry - response for sign off

Tim has suggested an amendment, which has been made below

"The decision as to whether the Cheltenham Races took place was not one that fell within the remit of Cheltenham Borough Council. Any decision to postpone or cancel the races had to be made by the racecourse under instruction and/or guidance from central government. The council's powers do not extend to cancel events such as the Cheltenham Races and any other large scale events that are organised outside of the council."

Can we also include this reference when contacting Gloslive - This was an email that was sent to community stakeholders including individual local Cllrs.

Darren

From: [REDACTED]
Sent: 09 April 2020 11:17
To: Darren Knight; Tim Atkins
Cc: Internet - Communications
Subject: Racecourse enquiry - response for sign off

Darren and Tim

As discussed, I have made the race course press office aware of our enquiry and proposed response. I need to respond to the journalist by 1pm, so please can you let me know before then if you have any further suggestions or changes to the following response (please also let me know who I can attribute the quote to):

RESPONSE

"The decision as to whether the Cheltenham Races took place was not one that fell within the remit of Cheltenham Borough Council. Any decision to postpone or cancel the races had to be made by the racecourse under instruction and/or guidance from central government. At the time, no such instruction had been given and therefore, the races went ahead as planned. The council's powers do not extend to cancel events such as the Cheltenham Races and any other large scale events that are organised outside of the council."

Stakeholder email issued by the race course to all CBC councillors on 10 March:

Subject: THE FESTIVAL - CHELTENHAM RACECOURSE

Dear Sir/Madam

As a community stakeholder, we care very much about the wellbeing of all parties relating to the staging of our events. As such, I wanted to write to you to share some insight into the latest situation with The Festival being staged Tuesday 10th March to Friday 13th March, and the public health measures we are taking.

British Racing has been in close communication with the UK Government on the current public health situation.

As with events from England v Wales attended by the Prime Minister at Twickenham on Saturday to 10 Premier League games around the country this weekend, the Government guidance is for the business of the country to continue as usual, while ensuring we adhere to and promote the latest public health advice.

On that score, we have put the following in place:

- Pre-event communication advising all customers to follow official Government public health advice
- Directing visitors to the homepage of our website to this health advice:
<https://www.thejockeyclub.co.uk/cheltenham/injunction-and-terms-and-conditions/public-health-updates/>
- Installing additional toilets and hand washing facilities across Cheltenham Racecourse, in addition to our normal provisions
- Additional staff operating in all toilet areas to ensure that soap and drying facilities are constantly available
- Antibacterial hand gel will be made available and we have published where dedicated hand sanitiser locations are on our website: <https://www.thejockeyclub.co.uk/globalassets/images/cheltenham/about/injunction/hand-sanitizer-wall-locations.pdf>. You may have seen hand sanitiser stations shown on the news that were in use at Twickenham, which we are using for The Festival
- Posters around the racecourse as a reminder of public health advice

While we are taking these precautions, I thought you might also be interested in the comments of the Chief Medical Officer responsible for Scotland, speaking ahead of the Six Nations match with France. Dr Catherine Calderwood said: "I've looked at the scientific evidence very carefully, and what's emerging is that there's actually very little impact on virus spread from mass gatherings, particularly if they are in the open air. This is not a risk to the Scottish population in hosting this match."

As one of the major sporting events in this country, The Festival is of huge importance to the sporting community but also provides significant benefit locally, delivering upwards of £100m in economic benefit to the local community; we are taking all steps to ensure that this event takes place as safely as possible for racegoers, participants and local residents.

Please do let me know if you have any questions and I hope to see you at Cheltenham Racecourse very soon.

ENDS

Many thanks, [REDACTED]

[REDACTED]
Communications and web team leader
Cheltenham Borough Council
01242 26 4231



www.cheltenham.gov.uk

Working together to create a great future for Cheltenham

Darren Knight

From: [Redacted]
Sent: 12 March 2020 13:52
To: Darren Knight
Subject: Re: Public Meetings - Coronavirus

Dear Darren,

Thank you very much for your prompt reply. Much appreciated. Thank you also for alerting me to the Council's dedicated website.

Kind regards

[Redacted]

Sent from my iPad

On 11 Mar 2020, at 14:29, Darren.Knight@cheltenham.gov.uk wrote:

Dear [Redacted]

Public Meetings – Coronavirus

Thank you for taking the time to raise an important concern.

Firstly, from a Cheltenham Borough Council perspective, I do want to assure you that the Council is taking this situation very seriously. We have mobilised our own business continuity group which is linked to wider agencies both in Gloucestershire and nationally to prepare and consider what actions are needed to mitigate the impact of Covid-19 should the spread of the virus continue to increase in the coming weeks and months. We are following the latest Government advice and guidance.

Currently, public meetings are planned to continue, but this matter is being kept under constant review by the Council's Business Continuity Team. It is up to members of the public to determine if they want to attend any planned public meetings. Some Council meetings are now webcast via YouTube and so can now be viewed from home. The Council has a dedicated webpage providing advice and information to concerned residents - <https://www.cheltenham.gov.uk/coronavirus>

If I can be of any further assistance, please do not hesitate to contact me.

Darren Knight CMgr FCMI CMICS
Executive Director of People & Change
Cheltenham Borough Council

01242 264387 [Redacted]

<image002.jpg>

<image004.jpg>

<image006.jpg>

From: Darren Knight
Sent: 15 April 2020 16:48
To: [REDACTED]
Subject: FW: Coronavirus and Cheltenham Races

From: Darren Knight
Sent: 13 March 2020 09:27
To: [REDACTED]
Cc: Internet - Customer Relations
Subject: Coronavirus and Cheltenham Races

Dear [REDACTED]

Cheltenham Races

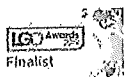
Thank you for your email. I understand your concerns regarding the risks posed by the spread of Covid-19. However, the decision on whether the Cheltenham Races takes place is not one that falls within the remit of Cheltenham Borough Council. Any decision to postpone or cancel the races will be made by the Racecourse under instruction from Central Government. At present, no such instruction has been given and therefore, the races is going ahead as planned.

From a Cheltenham Borough Council perspective, I do want to assure that the Council is taking this situation very seriously. We have mobilised our own business continuity group which is linked to wider agencies both in Gloucestershire and nationally to prepare and consider what actions are needed to mitigate the impact of Covid-19 should the spread of the virus continue to increase in the coming weeks and months. However, as I say above, I am afraid our powers do not extend to cancel events such as the Cheltenham Races and any other large scale events that are organised outside of the Council.

Yours sincerely

Darren Knight CMgr FCMi CMICS
Executive Director of People & Change
Cheltenham Borough Council

01242 264387 [REDACTED]



www.cheltenham.gov.uk

Working together to create a great future for Cheltenham

Beth Sears

From: Darren Knight
Sent: 15 April 2020 16:48
To: [REDACTED]
Subject: FW: Cheltenham Races

Importance: High

From: Darren Knight
Sent: 10 March 2020 18:22
To: [REDACTED]
Cc: Internet - Customer Relations
Subject: Cheltenham Races
Importance: High

Dear [REDACTED]

Cheltenham Races

Thank you for your email. I understand your concerns regarding the risks posed by the spread of Covid-19. However, the decision on whether the Cheltenham Races takes place is not one that falls within the remit of Cheltenham Borough Council. Any decision to postpone or cancel the races will be made by the Racecourse under instruction from Central Government. At present, no such instruction has been given and therefore, at the time of writing this, the races are going ahead as planned.

From a Cheltenham Borough Council perspective, I do want to assure that the Council is taking this situation very seriously. We have mobilised our own business continuity group which is linked to wider agencies both in Gloucestershire and nationally to prepare and consider what actions are needed to mitigate the impact of Covid-19 should the spread of the virus continue to increase in the coming weeks and months. However, as I say above, I am afraid our powers do not extend to cancel events such as the Cheltenham Races and any other large scale events that are organised outside of the Council.

If I can be of any further assistance, please do not hesitate to contact me.

Darren Knight CMgr FCMi CMICS
Executive Director of People & Change
Cheltenham Borough Council

01242 264387 [REDACTED]



www.cheltenham.gov.uk
Working together to create a great future for Cheltenham

From: Darren Knight
Sent: 15 April 2020 16:49
To: [REDACTED]
Subject: FW: Cheltenham Races

Importance: High

From: Darren Knight
Sent: 09 March 2020 21:58
To: [REDACTED]
Cc: Internet - Customer Relations
Subject: Cheltenham Races
Importance: High

Dear [REDACTED]

Cheltenham Races

Thank you for your email. I understand your concerns regarding the risks posed by the spread of Covid-19. However, the decision on whether the Cheltenham Races takes place is not one that falls within the remit of Cheltenham Borough Council. Any decision to postpone or cancel the races will be made by the Racecourse under instruction from Central Government. At present, no such instruction has been given and therefore, at the time of writing this, the races will be going ahead as planned.

From a Cheltenham Borough Council perspective, I do want to assure that the Council is taking this situation very seriously. We have mobilised our own business continuity group which is linked to wider agencies both in Gloucestershire and nationally to prepare and consider what actions are needed to mitigate the impact of Covid-19 should the spread of the virus continue to increase in the coming weeks and months. However, as I say above, I am afraid our powers do not extend to cancel events such as the Cheltenham Races and any other large scale events that are organised outside of the Council.

Yours sincerely

Darren Knight CMgr FCSI CMICS
Executive Director of People & Change
Cheltenham Borough Council

01242 264387 [REDACTED]



ACHIEVEMENT AWARDS 2019 WINNERS



www.cheltenham.gov.uk

Working together to create a great future for Cheltenham



From: Darren Knight
Sent: 16 April 2020 13:28
To: [Redacted]
Subject: FW: Race week

Sent with BlackBerry Work
(www.blackberry.com)

From: [Redacted]@cheltenham.gov.uk>
Date: Thursday, 16 Apr 2020, 1:26 pm
To: [Redacted]@cheltenham.gov.uk>, Darren Knight <Darren.Knight@cheltenham.gov.uk>
Subject: Race week

Hi [Redacted] and Darren
I've looked through vuelio and my emails the only external races related emails are:

One where we were setting up the shadowing for BBC reporter Hayley Mortimer and our licensing team. It's lengthy and nothing significant other than agreement she could film and that she wanted access to the sev venues. Film is as below.
<https://www.bbc.co.uk/iplayer/episode/m000gk8m/inside-out-west-16032020>

Second - [Redacted] asking follow up questions regarding PSPO and that was responded as below.

At the time I was responding on social media with the following:

The decision for the Cheltenham races to go ahead or not is not one that can be made by Cheltenham Borough Council, it is for the official event organiser Cheltenham racecourse to make, based on advice and guidance from central government. The racecourse are also in regular contact with agencies including: Public Health England, Gloucestershire County Council, NHS, Cheltenham Borough Council and the local resilience forum. The latest government information can be found at www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public, advice from the NHS can be found at www.nhs.uk/conditions/coronavirus-covid-19/

Hope that helps
[Redacted]

Mon 09/03/2020 13:03

Hi [Redacted]
Click on the link www.cheltenham.gov.uk/PSPO, Public Spaces (Cheltenham) Order 2017 and it will tell you the full list of where this Order applies. Page 8 onwards will help you ref parks open spaces etc.
Best

[Redacted]
Communications Officer
Cheltenham Borough Council
01242 264 332



www.cheltenham.gov.uk

Working together to create a great future for Cheltenham

My working hours are all day Monday and all day Tuesday and Wednesday mornings. Please contact the Communications Team if your enquiry is urgent 01242 255 037 or email communications@cheltenham.gov.uk

ACHIEVEMENT
AWARDS 2019
WINNERS 



From: [redacted] <[redacted]@reachplc.com>

Sent: 09 March 2020 12:00

To: Internet - Communications <Internet-Communications@cheltenham.gov.uk>

Subject: Re: Media release: Public Space Protection Orders - advice for visitors and residents during race week

Thanks [redacted]. Can you please confirm exactly which parks one cheltenham this applies to?

On Mon, 9 Mar 2020 at 11:56, <Internet-Communications@cheltenham.gov.uk> wrote:

Media release

09 March 2020

Public Space Protection Orders - advice for visitors and residents during race week

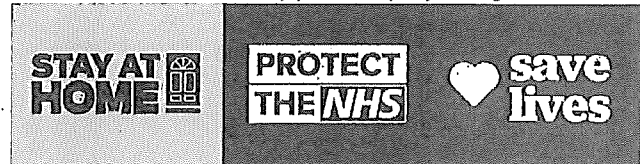
[redacted]
Communications Officer
Cheltenham Borough Council
01242 264 332



www.cheltenham.gov.uk

Working together to create a great future for Cheltenham

My working hours are all day Monday and all day Tuesday and Wednesday mornings. Please contact the Communications Team if your enquiry is urgent 01242 264 321 or email communications@cheltenham.gov.uk



cheltenham.gov.uk/coronavirus.

From: Darren Knight
Sent: 17 April 2020 09:19
To: [REDACTED]
Subject: FW: THE FESTIVAL - CHELTENHAM RACECOURSE

From: Councillor Steve Jordan
Sent: 16 April 2020 21:50
To: Darren Knight
Subject: FW: THE FESTIVAL - CHELTENHAM RACECOURSE

From: Councillor Steve Jordan
Sent: 10 March 2020 11:33
To: [REDACTED]
Subject: FW: THE FESTIVAL - CHELTENHAM RACECOURSE

Dear [REDACTED]

Thank you for your email. I understand the concerns you raise although as you will be aware when it comes to whether or not the racing goes ahead in the current circumstances is not a decision for the council but for central government.

For me the key thing is that any decision should be based on best medical advice. I'm not privy to that advice but it appears this is what government is following based on statements by the Chief Medical Officer. Clearly things are complicated as overreacting (eg recent panic buying) can create as many problems as underreacting. The important thing in tackling COVID-19 is that everyone follows the advice given.

I have attached the latest information we have received from the racecourse which I hope is helpful.

Kind regards, Steve.

From: [REDACTED]
Sent: 22 April 2020 09:09
To: [REDACTED]
Subject: FW: [EXTERNAL] Cheltenham Festival - Coronavirus

From: [REDACTED] (Sky News) [REDACTED]@sky.uk>
Sent: 21 April 2020 17:18
To: [REDACTED]@cheltenham.gov.uk>
Cc: Internet - Communications <Internet-Communications@cheltenham.gov.uk>
Subject: RE: [EXTERNAL] FW: Cheltenham Festival - Coronavirus

Thanks very much, [REDACTED]. Your speedy response is appreciated, too!

From: [REDACTED]@cheltenham.gov.uk [REDACTED]@cheltenham.gov.uk>
Sent: 21 April 2020 16:23
To: [REDACTED] (Sky News) [REDACTED]@sky.uk>
Cc: Internet-Communications@cheltenham.gov.uk
Subject: [EXTERNAL] FW: Cheltenham Festival - Coronavirus

Hi [REDACTED]

Thanks for your enquiry, I am in the press office so [REDACTED] passed me your email.

Here is a response, I hope it helps.

RESPONSE:

Councillor Steve Jordan, leader said:

"The decision as to whether the Cheltenham Races took place was not one that fell within the remit of Cheltenham Borough Council. Any decision to postpone or cancel the races had to be made by the racecourse under instruction and/or guidance from central government."

Stakeholder email issued by the racecourse to community stakeholders including individual local councillors:

Subject: THE FESTIVAL - CHELTENHAM RACECOURSE

Dear Sir/Madam

As a community stakeholder, we care very much about the wellbeing of all parties relating to the staging of our events. As such, I wanted to write to you to share some insight into the latest situation with The Festival being staged Tuesday 10th March to Friday 13th March, and the public health measures we are taking.

British Racing has been in close communication with the UK Government on the current public health situation.

As with events from England v Wales attended by the Prime Minister at Twickenham on Saturday to 10 Premier League games around the country this weekend, the Government guidance is for the business of the country to continue as usual, while ensuring we adhere to and promote the latest public health advice.

On that score, we have put the following in place:

- Pre-event communication advising all customers to follow official Government public health advice
- Directing visitors to the homepage of our website to this health advice:
<https://www.thejockeyclub.co.uk/cheltenham/injunction-and-terms-and-conditions/public-health-updates/>
- Installing additional toilets and hand washing facilities across Cheltenham Racecourse, in addition to our normal provisions
- Additional staff operating in all toilet areas to ensure that soap and drying facilities are constantly available
- Antibacterial hand gel will be made available and we have published where dedicated hand sanitiser locations are on our website: <https://www.thejockeyclub.co.uk/globalassets/images/cheltenham/about/injunction/hand-sanitizer-wall---locations.pdf>. You may have seen hand sanitiser stations shown on the news that were in use at Twickenham, which we are using for The Festival
- Posters around the racecourse as a reminder of public health advice

While we are taking these precautions, I thought you might also be interested in the comments of the Chief Medical Officer responsible for Scotland, speaking ahead of the Six Nations match with France. Dr Catherine Calderwood said: "I've looked at the scientific evidence very carefully, and what's emerging is that there's actually very little impact on virus spread from mass gatherings, particularly if they are in the open air. This is not a risk to the Scottish population in hosting this match."

As one of the major sporting events in this country, The Festival is of huge importance to the sporting community but also provides significant benefit locally, delivering upwards of £100m in economic benefit to the local community; we are taking all steps to ensure that this event takes place as safely as possible for racegoers, participants and local residents.

Please do let me know if you have any questions and I hope to see you at Cheltenham Racecourse very soon.

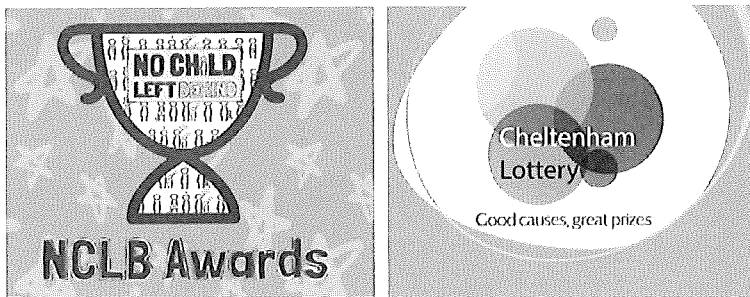
ENDS

Many thanks



Communications and web team leader

Cheltenham Borough Council



This email is from an external source. Please do not open attachments or click links from an unknown or suspicious origin. Phishing attempts can be reported by sending them to phishing@sky.uk as attachments. Thank you

Information in this email including any attachments may be privileged, confidential and is intended exclusively for the addressee. The views expressed may not be official policy, but the personal views of the originator. If you have received it in error, please notify the sender by return e-mail and delete it from your system. You should not reproduce, distribute, store, retransmit, use or disclose its contents to anyone. Please note we reserve the right to monitor all e-mail communication through our internal and external networks. SKY and the SKY marks are trademarks of Sky Limited and Sky International AG and are used under licence.

Sky UK Limited (Registration No. 2906991), Sky-In-Home Service Limited (Registration No. 2067075), Sky Subscribers Services Limited (Registration No. 2340150) and Sky CP Limited (Registration No. 9513259) are direct or indirect subsidiaries of Sky Limited (Registration No. 2247735). All of the companies mentioned in this paragraph are incorporated in England and Wales and share the same registered office at Grant Way, Isleworth, Middlesex TW7 5QD

Darren Knight

From: Gareth Edmundson
Sent: 06 March 2020 12:13
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Race Week Covid-19 Virus

Dear [REDACTED]

Thank you for your email. I understand your concerns regarding the risks posed by the spread of Covid-19. However, the decision on whether the Cheltenham Races takes place is not one that falls within the remit of Cheltenham Borough Council. Any decision to postpone or cancel the races will be made by the Racecourse under instruction from Central Government. At present, no such instruction has been given and therefore, at the time of writing this, the races will be going ahead as planned.

From a Cheltenham Borough Council perspective, I do want to assure you that the Council is taking this situation very seriously. We have mobilised our own business continuity group which is linked to wider agencies both in Gloucestershire and nationally to prepare and consider what actions are needed to mitigate the impact of Covid-19 should the spread of the virus continue to increase in the coming weeks and months. However, as I say above, I am afraid our powers do not extend to cancelling events such as the Cheltenham Races and any other large scale events that are organised outside of the Council.

Kind regards

Gareth Edmundson

From: [REDACTED]
Sent: 05 March 2020 17:10
To: Gareth Edmundson <Gareth.Edmundson@cheltenham.gov.uk>
Cc: [REDACTED]@cheltenham.gov.uk
Subject: Race Week Covid-19 Virus

Dear Mr Edmundson,

We and many other people in Cheltenham are very concerned that Race Week is going ahead given the threat of Covid-19 virus. As you know, it will bring thousands of people to the racecourse. They will be in close proximity to each other, shouting, cheering, coughing and sneezing in the stands; jostling shoulder to shoulder in the confines of the bar. Afterwards, all piling into town to party and, finally, going to stay in hotels and the homes of many families that rent out rooms. Can you imagine how many lives that puts at risk? Please cancel Race Week. I understand it is short notice and that it will be financially devastating for those that have so much invested in it. However, surely containing the spread of this deadly virus is more important? It is putting us all at unnecessary risk.

I have also sent this e-mail to the Mayor.

Yours sincerely,

[REDACTED]

Darren Knight

From: Gareth Edmundson
Sent: 06 March 2020 13:55
To: [REDACTED]; Internet - Communications
Cc: Councillor Steve Jordan
Subject: RE: Races and Covid-19

Thanks [REDACTED]

I have fielded an email enquiry myself and have put forward the agreed lines but this doesn't prevent some in the wider community assuming that we have influence over such matters.

•

From: [REDACTED]
Sent: 06 March 2020 13:52
To: Internet - Communications <Internet-Communications@cheltenham.gov.uk>
Cc: Gareth Edmundson <Gareth.Edmundson@cheltenham.gov.uk>; Councillor Steve Jordan <Steve.Jordan@cheltenham.gov.uk>
Subject: Races and Covid-19

Comms/Gareth and Cllr Jordan,

Just a heads up. Took a call from a very angry gentleman about why the council is allowing the races to go ahead despite the risk.

I tried to explain it was not the council's decision to make but he was not having any of it or was not interested in any explanation or context.

Amongst the things he was threatening, he was going to contact the CEO and Leader directly via email.

He said he was also going to mobile support and start a change.org petition immediately.

[REDACTED]

Licensing Team Leader & Deputy DEPLO
Public Protection
Cheltenham Borough Council
Municipal Offices, Promenade, Cheltenham
External: 01242 262626 Internal: 4177



Stay up to date with licensing in Cheltenham on [Twitter](#).

[Redacted]

From: [Redacted]@gloucestershire.gov.uk>
Sent: 20 April 2020 16:35
To: [Redacted]
Subject: RE: Cheltenham Festival

Hi

We have a number of requests around this and am working with [Redacted] on a response so can pick it up.

thanks

[Redacted]

Communications Team
Gloucestershire County Council
Block 3 Floor 2, Shire Hall, Westgate Street, Gloucester, GL1 2TG
Tel: 01452 328087
Mobile: [Redacted]
[Redacted]@gloucestershire.gov.uk
www.gloucestershire.gov.uk

From: [Redacted]@cheltenham.gov.uk [mailto:[Redacted]@cheltenham.gov.uk]
Sent: 20 April 2020 16:32
To: [Redacted]
Subject: FW: Cheltenham Festival

Hi [Redacted]

Your phone line has been engaged so I'm forwarding this enquiry to you. Could we please discuss before I return a response?

I log off at 4:45 back on from 9:30 tomorrow so can catch up then if that is easier.

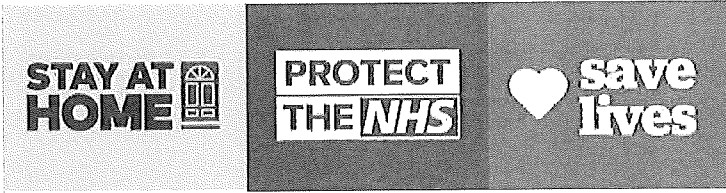
Best regards

[Redacted]

Communications Officer
Cheltenham Borough Council
01242 264 332



www.cheltenham.gov.uk
Working together to create a great future for Cheltenham
My working hours are all day Monday and all day Tuesday and Wednesday mornings. Please contact the Communications Team if your enquiry is urgent 01242 264 321 or email communications@cheltenham.gov.uk



cheltenham.gov.uk/coronavirus

From: [redacted]@bbc.co.uk>
Sent: 20 April 2020 15:51
To: [redacted]@cheltenham.gov.uk>
Subject: RE: Cheltenham Festival

Hi [redacted]

I'm not sure what's going on with the phones!

So I suppose I just wanted to chat through the council's remit when it comes to assessing the impact locally – Gloucestershire has a much higher rate of infections and deaths than neighbouring areas but that may have nothing to do with Cheltenham Festival. I just wondered if any work is taking place speaking to the public, businesses etc about symptoms post the Festival?

It's something I am looking at doing but will hold fire if this work is already being done by someone else – eg borough council or county council

Thanks

[redacted]

From: [redacted]@cheltenham.gov.uk [mailto:[redacted]@cheltenham.gov.uk]
Sent: 20 April 2020 15:49
To: [redacted]
Subject: RE: Cheltenham Festival

Hi [redacted]

I am thank you hope you are too. I did try to call a couple of times, spoke to a colleague of yours but for whatever reason it wouldn't connect through to you.

I'm not sure if you had our statement on this but for reference:

"The decision as to whether the Cheltenham Races took place was not one that fell within the remit of Cheltenham Borough Council. Any decision to postpone or cancel the races had to be made by the racecourse under instruction and/or guidance from central government."

Are there any specific questions you had in mind?

I'll be logging off in an hour but happy to pick up in the morning?

Best regards

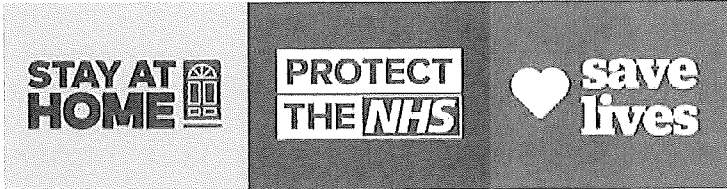
[redacted]
Communications Officer
Cheltenham Borough Council
01242 264 332



www.cheltenham.gov.uk

Working together to create a great future for Cheltenham

My working hours are all day Monday and all day Tuesday and Wednesday mornings. Please contact the Communications Team if your enquiry is urgent 01242 264 321 or email communications@cheltenham.gov.uk



cheltenham.gov.uk/coronavirus

From [REDACTED]@bbc.co.uk>

Sent: 20 April 2020 14:54

To [REDACTED]@cheltenham.gov.uk>

Subject: Cheltenham Festival

Hi [REDACTED],

Hope you are keeping well.

I've been tasked with looking into the claims that Cheltenham Festival is responsible for the spread of coronavirus. It's a tough one to quantify either way. But I wondered if the Borough Council is doing any work around this?

Can we have a chat over the phone?

Thanks

[REDACTED]

[REDACTED]

BBC Radio Gloucestershire

[REDACTED]

Think before you print - only print this email if absolutely necessary.

This email and any attachments are strictly confidential and intended for the addressee only.

If you are not the named addressee you must not disclose, copy or take any action in reliance of this transmission and you should notify us as soon as possible.

This email and any attachments are believed to be free from viruses but it is your responsibility to carry out all necessary virus checks and Gloucestershire County Council accepts no liability in connection therewith.

From: Internet - Communications
Sent: 22 April 2020 12:10
To: [REDACTED]
Subject: FW: cheltenham races
Attachments: RE: Cheltenham Festival

From: [REDACTED]@gloucestershire.gov.uk>
Sent: 20 April 2020 17:54
To: [REDACTED]

Subject: cheltenham races

Hi all

Please find below statement used to respond to various questions re Cheltenham races and any link to number of cases in the Cheltenham area.

Thanks,

[REDACTED]

Sarah Scott, Gloucestershire's Director of Public Health said: "There are many factors that could influence the number of cases in an area, including population density, age and health profile and the position of an area on the pandemic curve. It is also not possible to make comparisons between hospital trusts across the region as they all serve populations of differing size and characteristics. Fortunately the South West region has seen the lowest number of cases and deaths in the UK and we continue to work hard to support communities during these unprecedented times."

Notes to editors

The decision to go ahead with the festival was taken by the racecourse, based on national guidance at the time. In view of the decision to proceed, we provided advice to the racecourse in relation to additional hygiene measures that they could put in place for racegoers and staff.

[REDACTED]

Communications Team
Gloucestershire County Council
Block 3 Floor 2, Shire Hall, Westgate Street, Gloucester, GL1 2TG
Tel: 01452 328087
Mobile [REDACTED]
[REDACTED]@gloucestershire.gov.uk
www.gloucestershire.gov.uk

Think before you print - only print this email if absolutely necessary.

This email and any attachments are strictly confidential and intended for the addressee only.
If you are not the named addressee you must not disclose, copy or take any action in reliance of this transmission and you should notify us as soon as possible.

This email and any attachments are believed to be free from viruses but it is your responsibility to carry out all necessary virus checks and Gloucestershire County Council accepts no liability in connection therewith.