



# EDLESBOROUGH PARISH COUNCIL

## Martyn's Law Policy

This policy is adapted from the NALC Advice Note - *Preparing for the Terrorism (Protection of Premises) Act 2025*, published 25/07/25

### Background

Martyn's Law is the common name for the Terrorism (Protection of Premises) Act 2025, which received Royal Assent on 3 April 2025. It is named in memory of Martyn Hett, one of the victims of the 2017 Manchester Arena attack, and reflects the campaign led by his mother, Figen Murray OBE. The Act is intended to improve preparedness and protective security at certain publicly accessible premises and events. As at 2 October 2026, the substantive duties under the Act have not commenced and there is no legal requirement to comply with them until they are brought into force. The Council will nevertheless prepare proportionately, using the statutory guidance published on 15 April 2026 and corrected in August 2026, and will review this policy when commencement arrangements or further official guidance are published.

1. Assessment of terrorist threats.
2. Consideration of risk.
3. Mitigation measures.
4. Training and preparedness.
5. Responsibility and accountability.

### How the Act may apply to Edlesborough Parish Council

The Act does not apply by capacity alone. Premises will be qualifying premises only where they comprise a building, or a building together with associated land; are wholly or mainly used for one or more activities listed in Schedule 1 to the Act; and it is reasonable to expect that at least 200 individuals may be present from time to time in connection with that use. The assessment must include workers and others present in connection with the relevant use, not merely the stated fire-safety capacity.

- **Standard duty premises** — qualifying premises where it is reasonable to expect 200 to 799 individuals to be present.
- **Enhanced duty premises** — qualifying premises where it is reasonable to expect 800 or more individuals to be present.
- **Qualifying events** — events at premises where it is reasonable to expect at least 800 individuals to be present at the same time and public access is controlled by payment, ticket, pass, invitation or another condition. Qualifying events are subject to the enhanced requirements; there is no standard tier for events.

Council-owned or managed locations and parish events must therefore be assessed individually against the statutory tests. Ownership alone does not establish that a location is in scope.

- **Edlesborough Pavilion** — assess and record the relevant Schedule 1 use, the number reasonably expected to be present and the person or organisation controlling the premises for that use.

- **Edlesborough Village Green and Edlesborough War Memorial** — open land alone will generally not be qualifying premises. An event held there may be a qualifying event if it meets all of the event conditions, including the 800-person threshold and controlled-access requirement.

**Edlesborough Memorial Hall** — on the present information, its stated maximum capacity of 80 means that it is unlikely to meet the 200-person threshold. This conclusion must be revisited if the use, operating arrangements or number reasonably expected to be present changes.

## Premises and Event Assessment Register

Complete and review this register for each potentially relevant premises and event. Record the evidence supporting each conclusion and update the assessment whenever the use, attendance, access arrangements or person in control changes.

| Premises and Event Assessment Register                |                                   |                                                                     |                                                                        |                                                                   |                                                                                          |                                                           |
|-------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Premises or event                                     | Relevant use / type               | Maximum number reasonably expected                                  | Public access controlled?                                              | Person or organisation in control                                 | Scope decision / tier                                                                    | Evidence, actions and review date                         |
| <b>Edlesborough Pavilion</b>                          | Premises — confirm Schedule 1 use | To be assessed, including workers and others connected with the use | Not determinative for premises                                         | ECSC CIO<br>ECSC Trading Company Ltd                              | Pending assessment: outside scope / standard / enhanced                                  | Record evidence, actions, assessor and review date        |
| <b>Edlesborough Memorial Hall</b>                     | Premises — confirm Schedule 1 use | 80 stated maximum                                                   | Not determinative for premises                                         | Clerk to Council<br>Hirers of events with large numbers attending | Likely outside scope on current attendance information                                   | Reassess if use, operation or expected attendance changes |
| <b>EB Lions Annual Awards Day, Edlesborough Green</b> | Event on open land                | To be assessed                                                      | Record tickets, payment, passes, invitations or other entry conditions | Confirm before each event — EB Lions FA Committee                 | Qualifying event only if all statutory conditions are met, including at least 800 people | Record event plan, evidence, actions and review date      |
| <b>St Mary's Village Carnival,</b>                    | Event on open land                | To be assessed                                                      | Open space no control over entrance.                                   | Confirm before each event — St Mary's                             | Qualifying event only if all statutory conditions                                        | Record event plan, evidence,                              |

|                                                                 |                                        |                |                                                                        |                                                                                   |                                                                     |                                                      |
|-----------------------------------------------------------------|----------------------------------------|----------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------|
| <b>Edlesborough Green</b>                                       |                                        |                | Controlled parking area.<br><br>Stall holders book stalls in advance.  | Carnival Committee                                                                | are met, including at least 800 people                              | actions and review date                              |
| <b>Act of Remembrance, Edlesborough War Memorial</b>            | Event on open land                     | To be assessed | Free public access                                                     | Confirm before each event – St Marys Church                                       | Likely outside scope unless all qualifying-event conditions are met | Record voluntary protective measures and review date |
| <b>ECSC CIO event extending onto Edlesborough Village Green</b> | Event involving premises and open land | To be assessed | Record tickets, payment, passes, invitations or other entry conditions | Confirm from event and operating arrangements – ECSC CIO and ECSC Trading Company | Assess premises and event tests separately                          | Record evidence, actions, assessor and review date   |

## Next steps

The Home Office statutory guidance was published on 15 April 2026 and corrected in August 2026. The Council will use the current guidance and official factsheets when assessing premises, events, responsibility and preparatory measures, and will review this policy when commencement arrangements or further guidance are published.

Edlesborough Parish Council:

- Has signed up for ProtectUK updates and monitors Home Office, SIA and counter-terrorism guidance.
- Will establish and maintain contact with the local police Counter Terrorism Security Adviser and the local authority emergency planning or protect-duty lead where appropriate.
- Will maintain a written assessment for each potentially relevant premises or event, recording its relevant use, expected attendance, access arrangements, who has control and the resulting scope decision.
- Will consider terrorism-related risks and proportionate emergency arrangements as voluntary good practice before commencement and where locations or events fall outside the Act.
- Will identify the statutory responsible person for each qualifying premises or qualifying event by reference to actual control and contractual arrangements.
- Will require the Clerk to report material developments and recommendations to the Council.

## EPC Policy for Significant Events in the Parish and at Council-Owned or Managed Venues

The Clerk will annually inform Thames Valley Police of the following significant events in Edlesborough Parish.

The Clerk will register Council-managed events with the local Safety Advisory Group (SAG) where applicable.

### Implementation of Martyn's Law

For each premises or event that may fall within the Act, the Council will determine and record the responsible person by identifying the individual, company or organisation with control of the premises for its relevant Schedule 1 use, or control of the site for the purposes of the event. Statutory responsibility cannot be transferred merely by Council resolution or by contracting out services, although the responsible person may allocate practical tasks. Contractual and hire arrangements must clearly record who has control and which tasks each party will perform.

- **EB Lions Annual Awards Day on Edlesborough Green** — EB Lions FC Committee may organise and deliver agreed event-safety tasks. Before each event, the Council and organiser will record which party controls the event site and is therefore the responsible person.
- **St Mary's Village Carnival on Edlesborough Green** — St Mary's Village Carnival Committee may organise and deliver agreed event-safety tasks. Before each event, the Council and organiser will record which party controls the event site and is therefore the responsible person.
- **Act of Remembrance at Edlesborough War Memorial** — St Mary's Church may organise and deliver agreed event-safety tasks. Before each event, the Council and organiser will record which party controls the event site and is therefore the responsible person.  
NB Edlesborough Parish Council will erect road closure notices two weeks in advance of the event. The road closure points will be manned by volunteers for the duration of the road closure.
- **ECSC CIO events extending onto Edlesborough Village Green** — ECSC CIO may organise and deliver agreed event-safety tasks. Before each event, the Council and organiser will record which party controls the event site and is therefore the responsible person.

Each organisation will be notified of its allocated tasks and of the need to cooperate and share relevant information. Such notification does not, by itself, determine or transfer statutory responsibility.

For events in Edlesborough Pavilion, the Council will examine the lease, licence, hire and operating arrangements with Edlesborough Community Sports Club CIO and any trading company. The responsible person will be the party with control of the premises for the relevant use or of the site for the event; the parties may allocate tasks but cannot contract out of statutory responsibility.

This policy and the following advice will be shared with the following organisations.

- EB Lions FC
- St Mary's Village Carnival Committee
- St Mary's Church
- ECSC CIO and Trading Company

The policy will be reshared when updated/reviewed.

| Signed for and on behalf of Edlesborough Parish Council |                                  |
|---------------------------------------------------------|----------------------------------|
| Name                                                    | Cllr Rosie Booth                 |
| Signature                                               | <i>R Booth</i>                   |
| Position                                                | Chair                            |
| Date adopted                                            | 15/10/2026                       |
| Minute Record                                           | 20.4 Revised Martyn's Law Policy |

## Advice for All Organisations.

### Key requirements

Once the substantive duties commence, the responsible person for all qualifying premises and qualifying events will be required to notify the Security Industry Authority as prescribed and, so far as is reasonably practicable, ensure appropriate public protection procedures are in place for evacuation, invacuation, lockdown and communicating information to people on the premises or at the event.

- **Standard duty premises** — the notification and public-protection-procedure requirements above are the statutory duties. A particular format of terrorism risk assessment is not itself prescribed for the standard tier.
- **Enhanced duty premises and qualifying events** — additional duties apply, including reasonably practicable public protection measures to reduce vulnerability and the risk of physical harm, documenting compliance and providing that document to the SIA. Where the responsible person is an organisation, it must designate a senior individual as required by the Act.
- **Voluntary good practice** — proportionate risk assessment, written plans, staff or volunteer briefings, training, exercises, record-keeping and liaison with emergency services may help preparation, but this policy must not describe every such activity as a statutory standard-duty requirement.

### Understanding the threat from terrorism

The United Kingdom (UK) faces a persistent threat from terrorism. Although attacks are rare, the impact of such attacks is very high. It is therefore important to take sensible and proportionate steps to prepare for such an incident. Terrorists in the UK have used a range of attack types, including:

- Use of knives, fire, guns or other weapons.
- Deliberately driving a vehicle into a crowd.
- Using explosive devices which can be carried by a vehicle, person or in the post to a location.
- Setting fire to buildings or open sites with dry vegetation.
- Poisoning.

As proportionate preparatory good practice, organisations using Edlesborough Parish Council venues should consider how premises and events could be affected by a terrorist incident and which attack methods may be relevant. Where the Act applies after commencement, the responsible person must meet the applicable statutory duties. Matters to consider include:

- The nature and layout of the premises and its operating environment.
- Which types of terrorist attack could be relevant to the premises or event.
- Which staff and volunteers should receive proportionate information, instruction or training.
- Who will put the relevant procedures into action during an incident.
- How procedures and relevant information will be communicated to occupiers, hirers, workers, volunteers and members of the public.

## Practical emergency planning

- *Warning people of an attack* — Warning people of an attack can save lives by alerting them to the danger and directing them towards safety. Things to consider include:
  - In the event of an attack, what actions will be taken to communicate with people on your premises rapidly?
  - Include information about any available communication systems. How will they be used and who will use them?
  - Consider what messages will be used.
- *Lockdown procedures* — Lockdown means locking doors or other barriers to prevent access to part or all of a site or building. Lockdown aims to reduce the immediate threat of harm by delaying attackers and preventing people from inadvertently putting themselves into the path of danger. As part of lockdown, you may wish to consider bringing customers, visitors, workers and nearby members of the public into the building, before securing doors, when you assess it is safe and appropriate to do so. Lockdown will not always be appropriate, so careful consideration must be given as to the circumstances in which lockdown should be used. Lockdown actions should not be taken if people are put at risk. Things to consider include:
  - Explain how you will lockdown your premises in an emergency and in what circumstances this is likely to be possible. Check that existing doors and shutters can be locked quickly and safely from the inside. Identify secure rooms and areas that can be locked quickly.
  - What action will you take to ensure relevant workers know how to lockdown the premises? Your actions should include details of the role that relevant staff and volunteers play in locking down the premises and how and when they have practised locking down the premises.
  - How will people on your premises be informed that it has been locked down and that they should not attempt to leave because of the threat outside? Create clear instructions for staff on when and how to initiate a lockdown.
- *Evacuation plans* — Getting people safely and quickly away from danger could save lives. Identify potential evacuation routes to take people away from the threat. Careful consideration must be given to the circumstances in which evacuation takes place. Things to consider include:
  - Describe your evacuation plan, including mapping out and signing exit routes and designated muster points away from the building and potential threats. Assign trained marshals or volunteers and detail the roles they will play in evacuating premises. Some counter terrorism police teams have advised that designated muster points should not be advertised as this may make this point a target.

- What action will you take to ensure your relevant workers/volunteers know how to evacuate the premises? Your actions should include any training, how and when relevant staff and volunteers have practised evacuating the premises.
- How will you communicate with people at the premises in the event of an evacuation? It is important to communicate where the threat is clearly so that they can evacuate from it.
- Have you taken action to ensure your evacuation plan supports and does not conflict with those for neighbouring premises?
- *Use of fire and medical equipment* — Research into serious injuries shows that the quicker people are treated, the greater their likelihood of survival. Using simple techniques with readily available equipment can save lives. Health and safety risk assessments already in place in your premises will be relevant. Consider if additional first aid and fire safety equipment may be needed in the response to a terrorist attack. Things to consider include:
  - Complete a first aid needs Assessment detailing any findings and when it was completed.
  - Regularly check that first aid or fire safety equipment is up to date, fit for purpose and readily available. Consider adding PACT trauma packs to your first aid equipment.
  - Ensure relevant workers and suppliers of first aid for events have been trained to use that equipment as part of their terrorism protection training, or otherwise, record the training as well as planned refresher training. For example, the supply of wound packs that close knife wounds.
- *Notification of emergency services* — Getting the emergency services to the scene of an attack quickly with the right resources is key to saving lives and preventing further harm. Passing key information to the police will enable an effective and appropriate response. The police will pass information to the other emergency services. Things to consider include:
  - How will you ensure all relevant workers/volunteers understand how to contact the police? Include how and when you will brief relevant workers/volunteers on what to say to the police. The safety of the caller is a priority.
  - Could you display posters of the appropriate material that summarises emergency contact numbers and the information the police need to know in the event of a terrorist incident? If so, where will you do so?
  - Ensure someone is assigned to meet and brief the first responders on arrival.
- *Coordination with wider plans* — Getting early warning of an attack can vastly improve responses and maximise the effect of life-saving actions. Things to consider include:
  - Have you communicated with the persons responsible for neighbouring premises during your planning? If not, what action will you take to identify and contact such persons?
  - How will you communicate with them in the event of a terrorist incident?
  - Integrate your plans with local authority and emergency service protocols.
  - Register council-managed events with the local Safety Advisory Group (SAG) where applicable.

- Participate in community resilience forums or emergency planning exercises.

## Publicly accessible locations and wider public protection

Public open spaces and war memorials that do not meet the statutory criteria are outside the duties imposed by the Act. Edlesborough Parish Council nevertheless chooses to consider proportionate protective-security good practice for such publicly accessible locations, including:

- Public open spaces.
- War memorials.

Voluntary protective measures for PALs include:

- Awareness training — Roll out general awareness training to councillors, staff, volunteers, community groups so that all have the basis of terrorism training, know how to identify suspicious packages or behaviour and know how to respond.
- Encourage vigilance — Display national campaign material where relevant.
- Design out risk — Use landscaping and street furniture to restrict unauthorised vehicle access.
- Ensure clear sightlines — Avoid dense foliage or structures that create concealment or impede visibility.
- Collaborate with local police and community groups — Share concerns and intelligence.
- Plan for informal gatherings or spontaneous events — Especially around anniversaries, protests, or national moments.

## Resources and support

- [Action Counters Terrorism \(ACT\) e-learning](#) — Free online training for organisations.
- [Protect UK](#) — Guidance and training tools.
- [Local Police Counter-Terrorism Security Advisers](#) — Provide specialist advice on physical and procedural security measures, assist with site-specific risk assessments and security planning, offer guidance on event security and vulnerability management, and deliver ACT awareness training and other counter-terrorism resources.
- [Local authority emergency planning or protect-duty lead](#) — Can support interpretation of current guidance, coordination of emergency and security planning, and liaison with the Local Resilience Forum or Safety Advisory Group.
- [Home Office statutory guidance on the Terrorism \(Protection of Premises\) Act 2025](#) — Current statutory guidance, published in April 2026 and corrected in August 2026.
- [Terrorism \(Protection of Premises\) Act 2025](#) — The enacted legislation.