

**LEDBURY TOWN COUNCIL**

E.2

Report of the October Fair Working Party Meeting  
held on Wednesday 23<sup>rd</sup> August, 2017.

**Present:** Councillors: R Barnes, M Eager, K Francis

**Also Present:** Ashley Rogers – Rogers Fun Fair  
Fiona Miles, Balfour Beatty Living Places  
CSO David Alexander

**In attendance:** Karen Mitchell, Clerk to the Council

**1. Apologies**

Received from:

Cllrs A Crowe, E Fieldhouse, A Manns and N Morris.

Darren Hunt (Fire Safety Officer)

Steve Churchill (Balfour Beatty - Streetworks Manager)

**2. Matters arising from 2016 Event**

Cllr Eager was concerned that the traffic lights in the town centre had not been switched off/covered for the duration of the Fair. Fiona Miles advised that traffic regulations did not permit the lights to be covered; they would have to be switched off.

**Action: LTC to contact Vince Beecham at BBLP to check legalities for switching off the lights, and subject to advice, to obtain a cost for doing so.**

**3. Compliance with Fire Regulations**

Mr Ashley Rogers to submit the relevant paperwork to Fire Safety Officer 10 days prior to the event. An inspection will take place as usual prior to the start of the fair.

**4. Road Closures and Traffic Management**

**Action: LTC to submit a road closure request as follows:**

1) Ledbury High Street from junction of Bye St. to Upper Cross junction. 2) Homend from Junction with Bye St to junction with Bank Crescent. 3) Bye St from Junction with High St. to junction at Bridge Street. 4) Bye St from junction with High St. to St Katherine's Car Park.	
Date of commencement : <b>Closures 1-3</b> 09/10/16  <b>Closure 4</b> 08/10/16 From 6pm	Duration of Closure: <b>Closures 1-3:</b> From 5pm - 10.30pm on 9 <sup>th</sup> and 10 <sup>th</sup> October 2017 (5½ hours daily)  <b>Closure 4:</b> to 10.30pm on 10/10/17 (road stays closed for duration of the fair)

*Note: In line with BBLP charging structure a charge of £250 will be made for the road closure.*

**Action: LTC to give advance notification to bus companies of road closures.**

## **5. Signage and Barriers**

**Actions: LTC to ensure signage is checked and put in place.**

**Ashley Rogers to display signs in the High Street and approaches to the town re Fair dates and road closures.**

**LTC to deliver barriers to suitable locations; Ashley Rogers to close off roads in accordance with road closure timings.**

**LTC to contact Ledbury Maritime Cadets to see if interested in manning barriers.**

**Police to put out traffic cones on Saturday night around the Market House; both sides of the High Street; west side of the Homend; Lawnside Road to prevent motorists from parking too close to the junction.**

## **6. Car parks and Parking**

Fair living vehicles will be situated in the Lawnside Road car park.

## **7. Emergency Vehicle Access**

No concerns raised.

## **8. Policing**

No issues raised. CSO Alexander confirmed that there will be a Police presence on both nights of the fair.

## **9. Insurance Documents**

**Action: Rogers family to ensure fairground operator insurance documents are lodged with LTC prior to start of fair.**

## **10. Opening Ceremony 2017**

Town Crier to lead mayoral party in procession at 5pm. Opening Ceremony to commence at 5.15pm.

**Action: LTC to organise invitations to tea party at Town Council offices prior to opening ceremony. Herefordshire Town Mayors to be invited to attend.**

## **11. Any other matters relating to the Working Party**

None raised.