

LEDBURY TOWN COUNCIL

Report of the October Fair Working Party Meeting

held on Monday 21 September, 2015

Present: Councillors: R Barnes, P Bettington, A Crowe, M Eager.

Also Present:

Mrs Ann Rogers	- Fairground Owner
Fiona Miles	- Balfour Beatty Living Places
Steve Churchill	- Balfour Beatty Living Places
Darren Hunt	- Technical Fire Safety Inspector
Jerry Meredith	- Ambulance Service
CSO David Alexander	- Ledbury Police

In attendance: Maria Bradman, Deputy Clerk to the Council

Prior to the start of the meeting members introduced themselves.

1. Apologies

Received from Councillor Francis.

2. Minutes of the last meeting were confirmed as an accurate record.

3. Matters arising from 2014 Event

Any matters to be addressed as the meeting progresses.

4. Compliance of Fire Regulations

Darren Hunt, Fire Safety Officer responsible for ensuring that the Fair complies with the required Fire Regulation informed members that there had be no issues last year and that he would arrange to meet with Ashley Rogers at 7.00am on 12th October to inspect the fair to ensure that the Fire Risk Assessment guidelines had be adhered to. Any Councillors wishing to to join them on the walk around are welcomed. Mr Ashley Rogers is required to submit the relevant paperwork to Darren Hunt 10 days prior to the event taking place and should contact Darren as soon as possible.

Action: Mrs Ann Rogers to inform Ashley of the requirement.

5. Road Closures and Traffic Management

Last year there had been some confusion over the Bye Street to St Katherine's Car Park closure. There had also been some complaints from the bus companies about the road closures; both Steve and Fiona have confirmed that they will ensure that the bus companies are fully aware of the impending closures. Fiona Miles offered some road signs through the Community Engagement Project.

Actions: Steve Churchill will issue confirmation of road closure timings as soon as possible.

Maria Bradman to apply for the extra signage through the BBLP Community Engagement Project.

6. Signage and Barriers

The Deputy Clerk informed members that she would ensure that all the signage used by LTC would be checked and ready for use. Signs would be displayed as usual:

- Ashley Rogers will display signs in the High Street advising of the road closure from Thursday, 8th October, 2014 and also signs on approach to the town.
- Town Council to organise manning the barriers in Bridge Street.
- Town Council to put up diversion & direction signs as usual.

7. Car parks and Parking

No issues to discuss.

8. Emergency Vehicle Assess

No concerns raised.

9. Policing

As per last year the Police would place cones around the Market House, on both sides of the High Street and the west side of the Homend and in addition to last year along Lawnside Road to prevent motorists from parking too close to the junction. These measures will ensure that parked cars do not hinder the setting up and running of the fair. CSO Alexander confirmed that the Police would patrol early on Sunday 11th October to remove any parked vehicles. The only concern raised was that last year the cones were put in place too early and this resulted in them being out of position by unknown individuals. CSO David Alexander agreed that the cones should be put in place in the early hours by the night shift team.

Action: CSO Alexander to organise the placement of cones.

10. Insurance Documents

Action: Ann Rogers to ensure that Ashley provides the Town Council with all the rides and stall holder insurance document as usual.

11. Opening Ceremony 2015

Invitations to be prepared as per last year's guest list for guests to join the Mayor and Ashley Rogers in a walkabout to enjoy the fun of the fair.

Action: The Deputy Clerk to organise.

12. Any other matters relating to the Working Party

Ann Rogers asked if the Town Council would consider a March Hop Fair as the Charter states that there should be two fairs per year.

Action: Deputy Clerk to check the Charter and the matter to be further discussed by the Environment and Leisure Committee meeting.

13. Toilets

Herefordshire Council should be contacted to extend the opening hours of the Church St toilets to 10pm and also ask if Love Ledbury would consider opening the Bye St toilets until 10pm for the duration of the October Fair.

Meeting closed at 3pm.