



Town Council Offices
Drake Road Tavistock
Devon PL19 0AU
Tel: 01822 612799
Fax 01822 618300
goosefair@tavistock.gov.uk
Website : www.tavistock.gov.uk

Goose Fair Operational Meeting

Wednesday 17th August 2016 at 2pm

Tavistock Council Chamber

Present:

- Chair: Wayne Southall *Tavistock Town Council General Manager*
- Mayor Councillor Mandy Ewings
- Councillor Ted Sanders
- Councillor Julia Whitcomb
- Ken Sedgmen *Tavistock Town Council Works Manager*
- Rebecca Hadfield *Tavistock Town Council Cemetery Administrator*
- Jacqui Orange *Tavistock Town Council Works Administrator*
- Honey Foskett *West Devon Borough Council*
- Ian Harley *Raynet Emergency Communications Controller West Devon*
- Pete Cruse *DSFRS*
- Donna Coombes *Tamar Lions*
- Francis Church *Stagecoach South West*
- Sam Dixon *Stagecoach South West*
- Mike Killoran *SWAST Resilience Officer Devon, Cornwall & Isles of Scilly*
- Cathy Aubertin *West Devon Borough Council*
- Alan Wroath *Tavistock Lions*
- Claire Gould *Devon and Cornwall Police*

Apologies Received:

- Carl Hearn *Tavistock Town Council Town Clerk*
- Councillor Harry Smith
- PC Cathrine Veal *Devon & Cornwall Police*
- Douglas King *Devon & Cornwall Police*
- Richard Jones *Tavistock Lions*
- Alan Jenkins *Showmen's Guild*
- David Landick *Ward & Chowen*
- Tony Mogford *Safety Consultant*
- Tim Beckett *SWAST Operations Officer, West Devon*

- Paul Hawke *DSFRS*
- Richard Pryce *Devon County Council, Highways Coordination & Events Manager*
- Mark Ruston *Devon & Cornwall Police*

The meeting commenced at 2pm, the Chair welcomed all participants and introductions were made.

2016 GOOSE FAIR JUNE MEETING MINUTES

All members confirmed they had received the minutes from the previous meeting held in June. Minutes were confirmed as accurate.

PROCESSES / UPDATES

RH provided an update on the following points to those who were present at the meeting:

- Stallholder invoices were issued late June; to date 46 payments had been received. Approximately 97 outstanding. The deadline for payments was stated as 26th August.
- Permission in respect of land use had been obtained regarding Alexander Centre, Lumburn Rise, Harford Bridge, Tavistock College and South West Highways Yard.
- External Services SWAST, St John's Ambulance, Raynet, Stagecoach, Tony Mogford Safety Consultant have been retained.
- Tavistock Lions and Tamar Lions confirmed their engagement in respect of operating the park and ride sites.
- Additional event toilets had been ordered.

The General Manager explained the invoice process to the group, stating approx. 5% of traders do not return to Goose Fair the following year. Tavistock Town Council receives a high number of applications from new stallholders each year which form a waiting list. Tavistock Town Council look at reducing the number of catering stalls year on year. The General Manager confirmed there would be engagement with the Chamber of Commerce in regards to attracting new local stallholders.

Stagecoach confirmed arrangements for Goose Fair where in hand and reiterated their buses were DDA compliant and suitable for the park and ride sites (wheelchair access ramp, lowering floor).

EMERGENCY PLANNING DOCUMENTATION

Traffic, Parking & Pedestrian Management Plan

RH provided an update on the following points:

- Pete Cruse confirmed Tavistock Fire Station is not a feasible option for additional disabled parking.
- TTRO has been completed and issued for display 7 working days prior to Goose Fair.
- AA Signs application complete, includes additional signage for Pixon Lane, Harford Bridge, Lumburn Farm and Vigo Bridge.

RH confirmed the following amendments had been made to the Traffic, Parking & Pedestrian Management Plan:

- Plymouth Lions amended to Tamar Lions (*following feedback from Tamar Lions – all documentation to be amended accordingly*)
- "Police resources will only be used to deal with spontaneous traffic incidents which may occur during the duration of an event. Once the incident has been resolved the officers will

resume their normal duties.” (Page 4) - *Following feedback from D& C Police to avoid suggestion Police Officers will be used in attendance for the purpose of traffic management.*

Cathy Aubertin explained the Wharf car park will not be used by the fair this year. Instead the area will continue to be used as a car park although it would not be open on Tuesday night or Wednesday for vehicle movement or parking due to the road closures.

Honey Foskett advised WDBC would introduce temporary traffic lights at the Wharf car park entrance to manage traffic and that a 24 hour contact number of the company who are to install the lights would be made available. Honey Foskett agreed to confirm the situation to TTC when all the details are finalised.

As in previous years the Bedford Car Park will be used by Tommy Rowland for one week from Sunday 9th October. The bus station will be allocated to the fair (David Rowland) for the duration of Goose Fair on Wednesday 12th October (set up Tuesday pm).

Safety Plan

RH confirmed the following amendments had been made to the Safety Plan:

- “It is hoped representatives from the Police, Fire & Rescue Service, South West Ambulance Service Trust and St John Ambulance will also be in attendance throughout the course of Goose Fair”. (Page 5) – *Following feedback from DSFRS over concerns the Fire Service will be continually manning the Control Centre.*
- “Devon & Somerset Fire & Rescue Service aim to carry out an appropriate inspection regarding access prior to the Fair opening on the 12 October 2016”. (Page 6) - *Reference to DSFRS checking access points following feedback from DSFRS.*
- Hours of availability included for the role of the responsible person and deputy (Page 7) – *following feedback from DSFRS.*
- Access and escape routes which were checked hourly amended to every two hours or as appropriate (Page 33) – *following feedback from DSFRS.*
- Reference to temporary fire station removed – *following feedback from DSFRS.*

The General Manager confirmed the emergency contingency area will be located on Russell Street as per last year. It was discussed whether the Wharf car park could be used in an emergency as a back up to Russell Street.

Stagecoach confirmed their Risk Assessments would be forwarded to TTC in due course.

Alan Wroath requested clarification within the traffic management plan in regards to Blue Badge concessions for the park and ride

WDBC confirmed their engagement with DSFRS.

TTC and DSFRS are to continue liaising with each other in regards to the emergency planning documentation and any amendments which need to be made. Pete Cruse expressed his thanks in regards to the issue numbers on the aforementioned documents.

The General Manager explained the Equality Impact Assessment is under review and will be circulated mid September.

The General Manager advised Devon and Cornwall Police had issued guidance notes in regards to terrorism which TTC are currently reviewing and will incorporate within the Safety Plan for circulation mid September.

Ian Harley requested clarification from TTC as to how to respond should a vehicle attempt to drive through any of the roads affected by the road closure. It was also noted the Traffic Management Plan should include reference to the towing of a vehicle if it does not already. Ian Harley confirmed Raynet provide three tannoys for the duration of Goose Fair.

Alan Wroath requested a bus timetable in respect of the park and ride services. Francis Church confirmed stagecoach would circulate the timetable and assured the group the last time advertised would run.

Alan Wroath expressed his thanks for the portaloos which had been ordered for Lumburn Farm and reiterated additional lighting would be required for the site as well as the metal matting used in previous years which is preferred over plastic matting.

The Town Mayor suggested approaching Tavistock Football Club for use of their land during Goose Fair for additional coach parking. Rebecca Hadfield and The Mayor to liaise.

It was agreed it would be beneficial to have a contact list of all those who were present. Rebecca Hadfield to circulate contact details.

The Chair went round the meeting requesting any other business:

- Donna Coombes (*Tamar Lions*) requested signage detailing times and prices for the park and ride sites. Rebecca Hadfield to liaise with Tamar Lions.

The Chair thanked all participants for attending the meeting and confirmed the next operational meeting would be held Wednesday 28th September. The meeting concluded at 15:00.