



Event Management Plan 2023

Background.

Bampton Fair existed even before King Henry III granted it a Royal Charter in 1258 and is always held on the last Thursday of October. **This year it is on 26th October.** It is one of the oldest surviving Charter fairs in the country. The Charter for the Fair has been renewed allowing the running of the Fair to continue under its terms. For centuries, the fair mainly sold sheep and cattle and was the largest sheep fair in the South West of England. During the 1880's to 1980's it evolved to become the famous Bampton Pony Fair trading in Exmoor ponies.

Today this traditional Devon fair continues to attract local producers of foods and livestock, crafts and traditional skills from Exmoor and its surrounding villages. The streets, church, pubs and venues of Bampton are filled to overflowing with stalls, street entertainments, music, kids' zone, and a funfair. Archive photographs, film, songs, music and oral memories of the rich traditions and heritage of the fair itself have been compiled into a commemorative DVD. Due to the drop in Pony Sales county wide the auction of Ponies at Luttrell Farm had to be discontinued although Exmoor ponies will be available to view just before the bridge in Brook Street.

The event is a formally recognised 'Heritage Event' and has been supported by the Heritage Lottery Fund. Bampton Heritage Centre, located in St Michaels Church, was opened in September 2013. This provides extensive information on the history of Bampton, its residents, industries and activities with old photographs and much to explore. Back again this year is a programme of story telling by established authors of their own work co-ordinated by the Exeter Authors organisation.

Content.

	Page(s)
Background	1
Overview	
a) Responsibilities	3
Bampton Town Council	4
b) Traffic Management & Parking	4
c) Bad weather contingency plan.	5
d) Major Incident Evacuation Plan.	5
e) Cancellation / Event Stop.	5
Risk Assessment	6
Event Management Plan	8

Map and Locations with notes

9

Specific responsibilities

Crowd Management
Traffic Management
Car Parking
Medical Cover
Toilets
Lost Children
Stall Holders
Licensing
Alcohol
Fun Fair
Information - Public

Event Safety

11

- a) Fire
- b) Gas Appliances
- c) Temporary Power Supplies
- d) Tent Lighting
- e) Two Way Radios.

12

Team Contact Details

12

Stewards *General Instructions and location-specific instructions.*

13

- War Memorial
- Castle St / Morebath Road
- Quarryman's Rest
- Woodland Court

Road-closure Notice and Map

17

Radio Allocation and log sheet

19

Further Information:

Detailed Map of Bampton

22

Map of Road Closures with Notes

22

Mid Devon safety and support authority contacts.

23

Overview

a) Responsibilities.

1. Bampton Town Council

The Council have appointed a Fair Committee to oversee the delivery of their responsibilities for the running of the event. There is provision in the Council budget to cover the costs of providing the infrastructure for which it is responsible.

Bampton Fair Committee is responsible for coordinating the overall running of the Fair. The Committee is comprised of a minimum of three Councillors, members of the Community and the Clerk, whose job it is to co-ordinate the Fair activities. It will jointly ensure that Bampton Fair is:

- (i) properly organised and achieved.
- (ii) that fees and donations are collected.
- (iii) that required payments are made in a proper and timely manner.
- (iv) that accounts are kept and supplied for audit

The agendas and minutes of the Fair Committee are published on the Town Council website.

Specific responsibilities include-

1. HEALTH & SAFETY

All H&S issues related to the Fair. A Risk Assessment is provided below. Tasks associated with this responsibility are -

- a. Police Liaison and recruiting volunteer Stewards.
- b. Provision of medical cover.
- c. Toilets provision, permanent and temporary to accommodate 1000 people (Purple Book)
- d. Fire Escape safety scaffolding walkway from the Riverside car park
- e. The 'blue light routes' definition and agreement with police and emergency services.
- f. Arranging with MDDC for cleaning all the streets after the Fair.
- g. Communications, with the provision of two-way radios for co-ordination between some 9 sites and a central control
- h. Overseeing the Funfair and checking safety certificate and risk assessment

2. TRAFFIC

The Council is responsible for the definition and implementation of road closures and obtaining the necessary permissions from Devon County Council. Road closure flyers are delivered to all residents in main streets (move cars etc). Bampton Council owns its own traffic cones and safety barriers, arranges distribution and collection. Responsibilities also include signage (see below) and the recruiting and training of volunteer stewards to assist in traffic management on the day. The Council is responsible for liaison with the bus companies First and Beacon to re-route buses and make access to the Fair easy for passengers.

3. PARKING

These are sited at the recreation field car park and run by Bampton Football Club, and in the fields belonging to Neil Weston above the Scout hut, run by the Scouts. Coach drop off is at the Fraser Antistatic site near Scotts. Coaches visiting the Fair must book in

advance. Disabled parking is provided in Briton Street for 2023. The Council has reserved the Riverside car park from the Tuesday to the Friday so that the marquee can be erected. The Council are responsible for clearing the Station Road car park by the preceding Sunday for the arrival of the fun fair.

4. SIGNS

Flags through the streets, signage to warn of road closures and signs to close car parks. Where signs are erected they must be covered and uncovered to a fixed schedule and comply with rules and regulations. Road signs may only be fixed by those with training for safe procedures (Chapter 8 training or Traffic Management for Community Events, from Highways). Photos of the approved locations and positioning are contained with a map in a separate file.

5. STREET MARKET

This responsibility is delegated to the Town Clerk, who obtains bookings and collects the fees for all street traders. The Clerk also checks individual insurances, collects details of food outlets, advising the Environmental Officer at MDDC who may carry out checks on the day. Stalls using power and /or gas bottles must ensure their use does not endanger public safety.

6. FUN FAIR

The Council ensures the Station Road car park is clear from the previous Saturday and liaise with Rowlands who run the fun fair. Rowlands are responsible for ensuring the fair equipment does not endanger public or operator safety and the Council check the safety certificate and risk assessment.

7. FINANCES / INSURANCE.

The Council holds a budget for the Fair including the provision of insurance cover. By the 1st November the rent payment is made to the Lord of the Manor (who holds the lease for the Fair).

Any Fair profits go to support organisations and events within the community.

8. CRAFT FAIR IN THE PARISH CHURCH

- The Craft Fair in the Parish Church, with stalls across the pews. **Note: Heritage Centre open.**

9. MARQUEE opposite the Riverside Hall.

- Traditional skills and local producers

10. ENTERTAINMENT ONGOING THROUGHOUT THE DAY/PUBLICITY

b) Traffic Management & Parking.

The roads through the centre of Bampton (Brook St, Briton St, Castle St, Luke St & Station Road) are closed between the hours of 12 midnight on the night prior to the Fair until midnight on Fair day. The closures are implemented by volunteers against a traffic road management plan, submitted 3 months in advance and approved by Devon County Council.

Road Closure signs and temporary diversion signs are erected on all approaches to the closed roads by a team of trained volunteers using a set of agreed information as to positioning sites. The closure points at the Quarryman's, War Memorial and top of Castle Street are manned by Stewards who are in contact with each other and with the lead steward by means of two-way radios. Maps are available, and are reproduced in the programme, which specify the closed roads, parking, and location of all attractions and facilities.

Access roads and roads leading to the designated car parks are lined with no parking cones laid on the day prior to the Fair and collected on the evening of the Fair by a team of trained volunteers. The cones are laid past Scott's, along the Old Tiverton Road, South Molton Road, Morebath Road and the road to Shillingford as far as the old garage. The designated car parks are up Old Tiverton Road past the Scout Hut and managed by the Scouts (250 cars) and at the recreation field off Morebath Road, managed by Bampton Football Club (300 cars). Disabled parking is provided at Briton Street (20 cars) and Coach drop off at Fraser Antistatic at Scott's. The designated public parking is on grass fields which could become difficult in bad weather, although coconut matting and experienced stewards are used to facilitate movement.

The Blue Light access is from Luke, Castle and Briton Streets with a walking Steward escort to access those streets which are closed on the day. These are highlighted on the map on page 11 together with the muster points for use in the event of a major incident (see d below).

c) Bad Weather Contingency Plan.

In the event that either or both of the designated car parks become unusable due to wet weather a decision will be taken by the lead steward in conjunction with the Fair organiser to close these car parks and to remove the cones from the approach road to provide alternative parking for visitors. Cones will be removed as soon as possible from Scott's to the Old Tiverton Road, South Molton Road, Morebath Road and Shillingford road except where passing bays are needed in restricted width roads. All stewards will be advised by radio of the decision to close the car parks and can immediately advise queuing traffic.

d) Major Incident Evacuation Plan.

In the event of a major incident and in conjunction with the police and emergency services visitors and stall holders in the areas affected can be evacuated via Mary Lane to the churchyard and from the Brook Street, Newton Square area down, routes up Castle Street and down the side of the Spar to Newton Court can be used. People evacuated should remain in the evacuation areas until the all clear is given. Stewards are briefed on the codeword to be used in such an event and warnings are given over the PA system. Discussions will be held with the Police Officer in charge on the day to agree hand over criteria in such an event and the codeword in operation.

e) Cancellation / Event Stop.

If it becomes necessary to cancel or stop the event the decision will be made by the Fair organiser or in an emergency by the control room officer.

Fair Risk Assessment.

Overview

The management of the Charter Fair has evolved over the years since it's inauguration in 1258 but has been refined to reflect advice given in the 'Event Safety Guide' (Purple Book) published by HSE in 1999; The Guide 'Managing Crowds Safely' also published by HSE in 2000 and the HSE produced 'Health and safety checklist for village and community halls'.

The overall responsibility for Traffic Management, Parking, Police and Highway Authority liaison, Emergency Service cover including on site ambulance/medical cover and Health and Safety is held by Bampton Town Council who also arrange insurance cover for the whole event although all traders are required to have public liability insurance. Bampton Council liaises with local bus companies, coach companies and the local schools to ensure the re-routing of services on Fair day. The council liaises with Rowland's Fun Fair but the safe running of the fun fair is Rowland's responsibility. All volunteers are covered by insurance and wear Tabards.

Risk Assessment.

The Fair is organised and run by experienced personnel with well-established and defined tasks. However any event of this nature inherently involves some hazard and risks which have been assessed, assigned and control measures identified. They cover areas including, personal injury or illness, affray, toilet provision, fire, storm damage, lost children, traffic congestion, driver confusion, food safety, electrical equipment, animal welfare and major incident and terrorist risk.

These are addressed individually below.

Risk Identified	Persons at Risk (those involved)	Severity of risk High/ Medium/ Low	Measures to Control Risk	Responsible Agent.
Crime and Public Disorder (With pubs and alcoholic outlets open all day)	Public and Staff	Low	Landlords are experienced in spotting and dealing with incidents on premises. Stewards are briefed to watch out for signs of trouble and close liaison is maintained with the police presence. Pubs use plastic glasses on fair day. Knives, BB guns and laser pointers are not permitted to be sold at the fair and stallholders are advised via the Terms & Conditions	Town Council
Toilet provision	Public and Staff	Low	Public Toilets are located in the Station Road car park. Toilets are available in both the Community and Riverside Halls and at the Recreation field. Temporary toilets are provided at, Riverside Hall Car Park, and Brook St	Town Council
Fire	Public and staff	Low	Blue light routes have been declared with Fire authorities. Temporary electrical equipment is used in the marquee where fire extinguishers are provided. An emergency fire escape route is especially constructed at the rear of the marquee in the Riverside Hall Car Park.	Town Council

Fire - Food Concessions / Traders	Public and staff	Medium	Stall holders using gas must ensure that it is used safely and individual fire safety certificates produced and complied with	Town Council
Storm Damage / High Winds	Public and Staff	Low	The marquee is of sturdy construction and is securely anchored. Evacuation routes have been identified. Site is monitored and if high winds expected team are on standby to deal with damage.	Town Council
Lost Children	Young members of the public	Medium	Stewards are briefed to assist lost children and arrange for their safe relocation to the designated 'Lost Children's Point'	Town Council
Traffic Congestion	Public	Medium (High if very wet)	There is inevitable queuing for access to the designated car parks creating congestion past Scotts' and in Morebath Road. Stewards are briefed to assist and keep emergency routes clear.	Chief Steward
Driver Confusion	Public, Delivery and public transport drivers	Low	The existence of road closures and the alternative access routes are widely publicised and announced on local radio. Maps of diversions are publicised on the web site. Signage is positioned on all access road advising of access restrictions and alternative routes.	Town Council
Food safety	Public	Low	All stall holders and outlets selling food have to hold appropriate food safety certificates which are advised to, and checked by Environmental Health Officers	Town Council
Electrical Equipment	Public and users	Low	Temporary electrical equipment and lighting is used in the marquee and the music stage. Special isolation equipment is installed with trips to protect users.	Town Council
Animal Welfare	Ponies Chickens	Low	Approved pens are provided for ponies/chickens. Owners look after animal welfare. Reference is also made to the June 2012 guide "Preventing or controlling ill health from animal contact at visitor attractions"	Town Council
Contact with Animals	Public	Medium	Hand washing / Sanitation facilities are provided at animal petting area.	Exmoor Pony Group
Flood	Members of Public & stallholders.	Medium	Flood emergency procedure exists and actions identified if there is a sudden rise in river levels.	Town Council
Slips, Trip & Falls	Members of Public & stallholders.	Medium	Cables, Ropes etc. are protected and mating used in car parks as required. First Aid cover is available in the town.	Town Council
Major Incident, (Fire, Suspect Bomb, Gunman)	Members of Public & stallholders.	Low	Evacuation of Brook Street up Mary Lane to Cemetery and from Newton Square to Castle Street, the garage area by War	Chief Steward

			Memorial and Newton Court.	
Terrorist Risk, Suspect bomb, gunman, vehicle born IEDs	Members of Public & stallholders	Low	Above evacuation procedure. Physical vehicle barrier deployed at the three access / steward points	Chief Steward

Event Management Plan 2023

Programme

Note. Obtaining bookings from stallholders, street and craft fair and the booking of entertainers are done in advance. The programme goes to print in early October. The advance warning signs and advice on road closures are set up by the 11th of October.

Saturday 21st October 2023 main car park closed and cleared

Sunday 22nd October 2023 Rowlands Funfair arrives in the car park

Tuesday 24th October 2023.

- Briefing of Stewards and Radio Training at 6.30pm Community Hall
- Erection of emergency steps at rear of Riverside Car Park.
- Delivery and positioning of temporary toilets in pre agreed locations.
- Erection of marquee on the Riverside car park.

Wednesday 25th October 2023.

- Positioning of Road Closure and redirection signs
- No-Parking cones pre- positioned in agreed locations.
- Road Closures applied at midnight

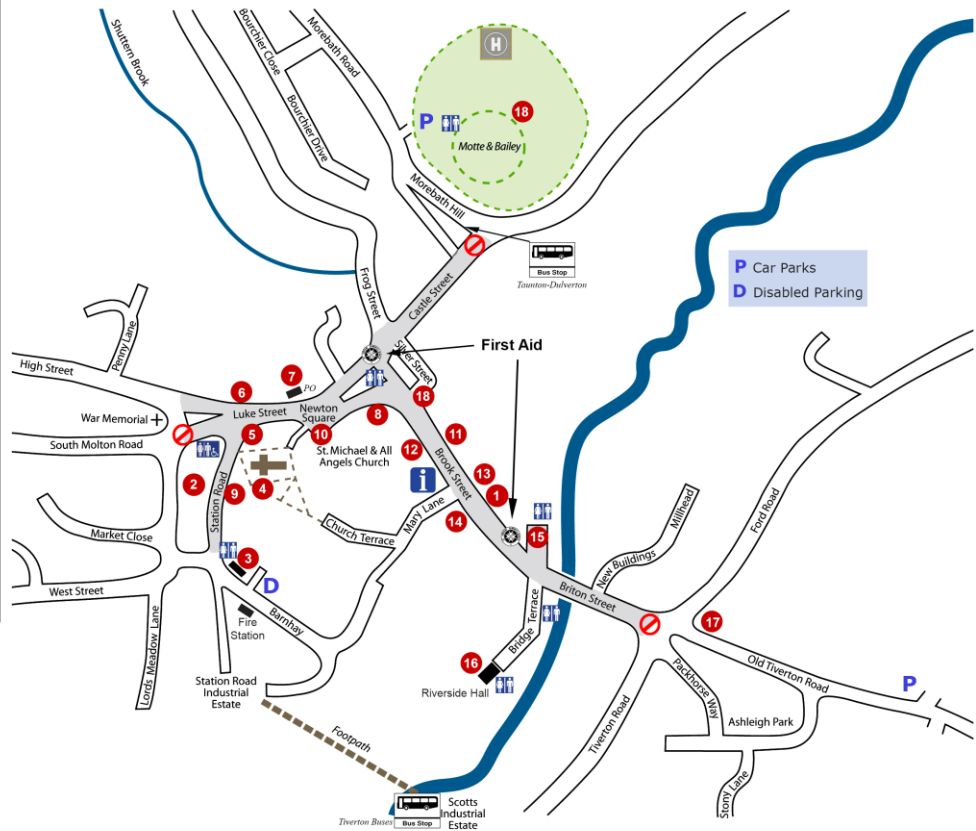
Thursday 26th October. (FAIR DAY)

- Stewards Man check points from 6am
- Control Point Manned from 8am
- Stalls open from 10am until 7/9pm
- Funfair open from 11am until late
- Opening Procession from War Memorial at 11am
- Music in Street 11am onwards
- Street Entertainers operating from 11.30 to 6pm
- Food Court/stalls remain open until 9pm

Friday 27th October 2023

- Streets cleaned before 7am
- Remove traffic cones

- KEY..**
1. Exmoor Ponies
 2. Fun Fair
 3. Community Hall - Cafe and Exeter Authors
 4. Church Craft Fair
 5. The Swan
 6. Bridge House
 7. Spar Shop - Post Office
 8. The White Horse
 9. LARC
 10. Live Music
 11. Fish & Chip Shop
 12. Toucan Cafe & Bistro
 13. Costcutters
 14. Bakery
 15. Local Produce/ traditional skills
 16. Riverside Hall/ PTFA Fun Zone
 17. Quarryman's Rest Inn
 18. Chicken Auction
- (Shaded area indicates road closed).



Specific Responsibilities / Personnel

Crowd Management

The Charter Fair is a free event though all visitor groups arriving by car are given a Fair programme with the location map and information to assist their welfare, for which there is a small charge. Expected numbers are normally around 1,000 and these are spread throughout the town. Roving Stewards monitor choke points and take action to avoid overcrowding. All stewards wear bright, Bampton Fair identifying, safety jackets.

Traffic Management

The roads through the town are closed from midnight on the Wednesday until midnight on the Thursday. Stewards man the road closed points from 6am until 8pm on the Thursday and roving stewards monitor traffic movement outside of these hours. All road closure points are manned from 7am to 8pm by Fair Stewards who wear bright, Bampton Fair identifying, safety jackets

Stall holders and other organisations are all allocated specific pitches which are marked in the streets. Some of these have been held by the same trader for generations. Each steward control point has full lists of locations and occupants (in alphabetic order) so they can be directed to their assigned location. Stallholders in the marquee and the Church arrive from 7am to a pre agreed timetable and their vehicles are escorted in and out of the area with reserved parking located close by.

Car Parking

Car Parks are located (see map) at the Recreation Ground (300 Cars) for visitors from the direction of Taunton, Dulverton and Morebath, and at the Scout Hut (250 Cars) for those from the Tiverton direction. Parking is charged at £5 per car and a programme to better inform visitors is provided. Free disabled parking is located in Briton Street.

Medical Cover

On Site - Medical cover is provided and located in Newton Square, see map. Bampton is served by its own First Responders team and routes and access for NHS Ambulance response to 111 or 999 calls has been agreed with Devon County Fire and Ambulance service who are aware of the event via their representative at the Mid Devon Safety Advisory Group. There are three defibrillators located around the town.

Toilets

Public Toilets are located (see map) at the main Car Park near the Church and at the Riverside and Community Halls. Temporary toilets are provided. The total number of toilets available can serve 1000 visitors (Purple Book)

Lost Children

Stewards are briefed to assist lost children and arrange for their safe relocation to the designated 'Lost Children's Point' at the information stand on the town side of the bridge. The lost children reporting and control point will be within the information stand (above). Stewards will relay details of any lost child to the control room, who will immediately put the information by two-way radio to all stewards. If a lost child is not located within 5 minutes the police should be notified. When a lost child is found Control must be notified. Control will immediately notify stewards. Control keeps a log which includes notification of all lost children incidents.

Stall Holders

There is availability for approximately 80 street stalls located in Luke, Brook and Briton Streets and Newton Square. The Clerk sends booking forms and Terms & Conditions to all regular stallholders approximately six months before the Fair. Enquires are also received from traders who have not previously attended the Fair and they are sent the relevant information and forms. Stallholders then return the completed Booking Forms, Payment, and copy of current NMTF/Public Liability Insurance.

Pitches are then allocated for all street traders. Pitch details and town access points are sent out at the beginning of October.

A list of all the food stalls is sent to the MDDC Environmental Health department one week before Fair day.

In the week before the Fair the pitches are marked and numbered in the streets and lists are prepared of who goes where in both pitch and alphabetical order to provide the Stewards with the information needed to ensure a staged filling of the streets during the early morning of the fair itself.

All stalls leave late evening on Fair day with the streets remaining empty to allow MDDC Operatives to carry out a full street clean before dawn on the Friday.

Licensing

All stallholders must hold and provide copies of their current NMTF/Public Liability

Insurance and this is checked by the Clerk. All food stall outlets are noted and a full list is provided to Mid Devon District Council Environmental health department one week before the Fair. Alcohol licenses are obtained by those who are selling alcohol of any description during the day.

Alcohol

The towns public houses operate as normal run by local licensed professional publicans who have staff who have worked with the event organisers for many years. Licensing regulations will be strictly adhered to. Excessive alcohol consumption will be monitored and action taken where necessary to ensure public safety. All drinks will be sold in plastic glasses.

Fun Fair

Rowlands by tradition operate a fun fair for the week of the Fair in the main car park near the Church, arriving on the Sunday morning before the Fair and departing overnight after Fair day. The Council ensure the Station Road car park is clear from the previous Saturday and liaises with Rowlands who run the fun fair. Rowlands are responsible for ensuring the fair equipment does not endanger public or operator safety and the Fun Fair operates safely.

Information - Public

Information boards are located through the town with detail of events and a map of all key locations of facilities and events. The days' programme will be on display in each entry marquee and within the information stand. An event information stand, permanently staffed, is located at the town end of the river bridge.

Full details and information is posted on the Fair web site and extensive use will be made of local radio and social media both leading up to and during the event regarding all matters of relevance for public information.

Event Safety

a. Fire

Fire extinguishers are provided at the marked Fire Points in the marquee and in the Riverside and Community Halls. The Stewards on duty are trained in their use. An emergency escape route is constructed from the back of the marquee to the lower level path next to the river and this is clearly signed. Responses to 999 calls in those streets included within the road closure area will be accessed by the designated Blue Light Routes with Stewards walking the appliances in.

All caterers and traders are required to conduct a risk assessment including fire and to have suitable fire fighting equipment on their stand.

b. Gas appliances

Where portable gas appliances are used, the stall holder / operators are responsible for ensuring their safe operation, bottles should be positioned to the rear of the stalls. Separation should be controlled to reduce ignition risks. A qualified gas engineer Alan Barrow is available to assist /check if required.

c. Temporary Power Supplies

Additional electricity supplies are installed by a qualified electrician, Chris Adams via a control panel adjacent to the marquee in the Riverside Hall Car Park. Portable generators are discouraged but must be diesel if used.

d. **Tents and Lighting**

Lighting is provided in the marquee.

e. **Two Way Radios.**

Good quality Motorola two way radios are hired with chargers from Contact Radio Communications Ltd who deliver them on the Friday before the fair and collect them from the Friday after the Fair. The charging point on Fair day is in the Control Room. All stewards are briefed on their use and on call signs to use.

f. **Record Keeping.**

An event and incident log is maintained in the Control Room and the resultant information is analysed for both post-event debriefing and the completion of recommended incident and safety reports.

Team Contact Details

(All 01398 numbers unless shown different)

Bampton Charter Fair Committee

Rupert White (Chairman & Councillor)	07789 377412
Penny Clapham (Clerk)	07704 915211
Simon Fouracres (Councillor)	07850 477310
Nick Bull (Councillor)	07711 912721
Edward Tanner	332233
Tony Mount	331527

Web site www.bampton.org.uk/charterfair/index.htm -

Chief Steward. Rupert White 07789 377412

Electrical	Chris Adams	331382	Mob 07791 388530
Gas / LPG	Alan Barrow - Gas Safe Reg	331963	Mob 07711 308966

Information/help point/lost children - Heritage Centre team

Car Parks	Rec Field	Chris Adams	331382	Mob 07791 388530
	Scout Hut	Dave Phillips		Mob 07868 494168

Medical cover - Intrepid Medical

Police PCSO Vicky Randle

Other Authorities.

Police -		999 (or 101)
Devon Highways - Richard Pryce	01392 382090	07817 122547
Fire Service Liaison Andy Aggett		01392 357209
Devon Highways Management Room		01392 380380
EA Health/H & S, Emergency Plan		01884 244603
Mid Devon District Council - Licensing /SAG.		01884 234996/7
Exmoor Luxury Loos -		01598 760200
Two Way Radio Supplier Contact Radio Communication Ltd: Mark Body		01633 270005

Useful Telephone Numbers web sites

Devon & Cornwall Police 101 (non emergency) **Emergency 999**
Crime-stoppers 0800 555 111
Devon & Somerset Fire & Rescue Service 01392 872200
East Devon District Council 01395 516551
Mid Devon District Council 01884 255255
Devon County Council 0845 155 1015
Victim Support 0845 30 30 900
Addiction - adult alcohol services 0845 130 2605
YSmart - drug & alcohol services for under 18s 01271 388162
Domestic Abuse Services Devon 0345 155 1074
Confidential Anti-terrorism Hotline 0800 789321
National Counter Terrorism Security Office www.nactso.gov.uk
MI5 - Security Service www.mi5.gov.uk

Stewards' responsibility, Instructions & Briefing

Roles, Responsibility and Briefing

All stewards wear bright, identifying, safety jackets. A full briefing including instruction on the use of the radios is provided on the Tuesday of Fair week. General instruction and advice are given to the over 50 Stewards involved, many of whom have done the task for many years. An excel spreadsheet allocates names, times and position for each Steward and this is cross checked at the briefing and training session. The training includes use of radios, communication protocols, special instructions, advice on limits of powers, need to remain visibly professional, review of stewards instructions for all points, cross check of times of duty, latest position on stallholders and entertainers attending, weather forecast and plans if bad weather is forecast.

Instructions

1. War Memorial (South Molton Road)

If visitors read the advance warning signs, and diversion signs, then stewards at this location should only encounter stallholder vehicles, disabled visitors traffic and buses, and anyone requiring the doctor's surgery.

- ✚ **STALLHOLDER VEHICLES:** (early morning only)
Each stallholder will have the necessary paperwork advising their pitch details. Please allow these vehicles **ONLY** to proceed into Luke Street.
These vehicles must drive with their hazard lights on, and at a dead slow pace as stallholders will be setting up
- ✚ **VISITORS CARS & DISABLED PARKING**
VISITORS: Car Parking is available at the recreation field or the Scouts field – please direct traffic back along the South Molton Road and advise them to follow the traffic diversion signs to the appropriate car park.
DISABLED PARKING:

Please wear your hi-vis vest at all times and pass this onto the person who relieves you.
If there are any problems, please use the radio and speak to the control room. Advice and help will be given.
The person who is on the last shift of the day, please can you return the radio and jacket to the Control Room.
The information sheet and the stallholder lists should have been collected from you during the day. If not, please also take this to the Control Room.

☺ Thank you for your help, it is very much appreciated ☺

CASUAL STALLHOLDERS (early morning shifts only)

Some traders may turn up on Fair morning hoping for a spare pitch. They will have no paperwork.

Please do not let them bring their vehicle into the main streets, or unload anything.

Park the vehicles outside the checkpoints and contact the Clerk who will arrange to meet them and allocate pitches if there are any spare, completing the necessary paperwork.

PACKING UP! (late shifts only)

Traders in the marquee are likely to be the first to leave. Stewards will escort these vehicles out of the street.

Some street traders see this as the point when they can also leave. However! No street stall holder traffic can move from Brook Street prior to 6pm.. If stalls have packed up before this time then they will have to wait until advised they can leave.

All street traders have been advised that they are welcome to continue trading up to 9pm if they want to.

If the weather on the day is bad, the Chief Steward/Organiser will make a decision as to what time traders can leave.

This information will be advised to all steward points via radio.

****All vehicles driving through the town, must at all times, drive with their hazard lights on, and at a dead slow pace as there will be pedestrians and also stallholders setting up or packing up****

2. Castle Street / Morebath Road

✚ STALLHOLDER VEHICLES: (early morning only)

Each stallholder will have a vehicle pass; also the necessary paperwork advising their pitch details. Please allow these vehicles **ONLY** to proceed into Castle Street.

****These vehicles must drive with their hazard lights on, and at a dead slow pace as stallholders will be setting up****

✚ ENTERTAINERS Our Entertainers have been advised to arrive at the Fair at the Castle Street end of town. They will arrive at various times throughout the day, depending when they are on stage. Please allow these vehicles to drive down the hill to the Entertainments Tent where Steve will be on hand to assist. The entertainers will have all necessary paperwork and vehicle passes.

✚ BUSES The bus companies have re-routed their services for Fair day, and temporary bus stops will be put in place: Castle Grove at the B3190 Morebath Road turning – 25B Taunton to Dulverton (First Somerset & Avon Ltd)

Please wear your hi-vis vest at all times and pass this onto the person who relieves you.
If there are any problems, please use the radio and speak to the control room. Advice and help will be given.

The person who is on the last shift of the day, please can you return the radio and Hi Vis Vest to the Control Room.

This information sheet and the stallholder lists should have been collected from you during the day. If not, please also take this to the Control Room

☺ Thank you for your help, it is very much appreciated ☺

3. Quarryman's rest

Stewards at this location should only encounter stallholder vehicles and visitors' cars.

✚ **VISITORS VEHICLES:**

Please direct all visitors to the car park at the Scout field in Old Tiverton Road.
The Scout group provide their own stewards to man the car park, take parking payment and issue Fair programmes.

✚ **STALLHOLDER VEHICLES:** (early morning only)

Each stallholder will have the necessary paperwork advising their pitch details. Please allow these vehicles to proceed into Briton Street.

These vehicles must drive with their hazard lights on, and at a dead slow pace as stallholders will be setting up

✚ There will be a one-way system in place in Ford Road (next to the Quarryman's).

From 6am to 1pm the road is one way from Ford to Bampton.

From 1pm to 6pm it is reversed, so is then one way from Bampton to Ford.

This system alleviates traffic congestion so it is important that it is adhered to.

Ford Road is unsuitable for large vehicles.

There is a 'ROAD CLOSED' sign in place at the Quarryman's end of Ford Road from 6am-1pm.

Should any vehicle, large or small, end up at the Quarryman's by mistake, please direct them up the Old Tiverton Road out of town.

Please do not try to turn them around as there is not enough room.

It is also disruptive to traffic flow, to the stall holders, and to our visitors.

Please wear your hi-vis vest at all times and pass this onto the person who relieves you.

If there are any problems, please use the radio and speak to the control room. Advice and help will be given.

The person who is on the last shift of the day, please can you return radio and Hi Vis Vest to the Control Room.

This information sheet and the stallholder lists should have been collected from you during the day. If not, please also take this to the Control Room

☺ Thank you for your help, it is very much appreciated ☺

All vehicles driving through the town, must at all times, drive with their hazard lights on, and at a dead slow pace as there will be pedestrians and also stallholders setting up/packing up

4. Woodland Court, Scotts (Fraser Anti-Static)

Woodland Court is the designated coach park, bus stop, and also a turning space for any lorries and other vehicles that may find themselves in the wrong place!

Some miss or ignore the Fair Access only signs and assume they can drive straight through town!

All lorries, coaches, buses and non-fair traffic must be directed into Woodland Court.

Stewards at this location can only **allow stallholder vehicles** and **fair visitors vehicles to continue** on to the Quarryman's Rest checkpoint.

Bus companies have re-routed their services for Fair day, and temporary bus stops have been put in place:

- Woodland Court (Scott's) 398 Tiverton to Minehead (Dartline)

Coach parties usually book in prior to the Fair, and coaches must be parked in Woodland Court.

Coach passengers are advised to enter the Fair on foot via the footpath which links Scott's estate to the Industrial Park near where the Fairground is located.

Directional signs will be in place.

**Please wear your hi-vis vest at all times and pass this onto the person who relieves you.
If there are any problems, please use the radio and speak to the control room. Advice and help will be given.**

The person who is on the last shift of the day, please can you return the radio and Hi Vis Vest to the Control Room.

This information sheet and the stallholder lists should have been collected from you during the day. If not, please also take this to the Control Room

☺ Thank you for your help, it is very much appreciated ☺

****All vehicles driving through the town, must at all times, drive with their hazard lights on, and at a dead slow pace as there will be pedestrians and also stallholders will be setting up, or packing up****

Putting out/ reclaiming signs collecting signage - Four Seasons Tree Services Ltd (Chapter 8 trained)

Installing cones/collection of road cones/barriers - 3 teams of 3

Duty Police: PCSO

School Closed. No unauthorised parking.

Surgery will be open and staffed (reception) 331304

TRAFFIC REGULATION ACT 1984

SECTION 16A

THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (BAMPTON CHARTER FAIR, BAMPTON TOWN) ORDER 2022

**TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING
& TEMPORARY PROHIBITION OF TRAFFIC (ONE WAY)**

NOTICE is hereby given that Devon County Council has made the above titled order.

From **WEDNESDAY 25 OCTOBER 2023**

for a maximum of 3 days

Anticipated Finish **THURSDAY 26 OCTOBER 2023**

Between the hours of **23:59 25th October and 23:59 26th October 2023.**

No person shall cause or permit any vehicle to proceed in a southerly direction between the hours of 6:00am to 13:00pm and a northerly direction between the hours of 13:00pm to 20:00pm on the sections of affected roads.

Roads affected-

FORD ROAD – FROM BRITON STREET TO FORD MILL

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads.

Roads affected -

VARIOUS STREETS IN THE AREA AFFECTED BY THE CHARTER FAIR., BAMPTON TOWN, B3227, BRITON ST, BROOK ST, WOODLAND CRT, OLD TIVERTON RD, TIVERTON RD, NEWTON SQ, BACK ST, LUKE ST, HIGH ST, CASTLE ST, WEST ST, BARNHAY, STATION RD, FORD ROAD, FORE ST, MOREBATH RD, SOUTH MOLTON RD, WIVELISCOMBE RD.

The alternative, signed, route for vehicles will be via - A396 EXETER INN ROUNDABOUT TO A396 BLACKCAT JUNCTION TO A396 GRANITE CORNER CROSS TO EXEBRIDGE CROSS TO LODFIN CROSS TO B3227 CASTLE ST JUNCTION.

This temporary restriction is considered necessary to enable -

BAMPTON CHARTER FAIR

For additional information contact:

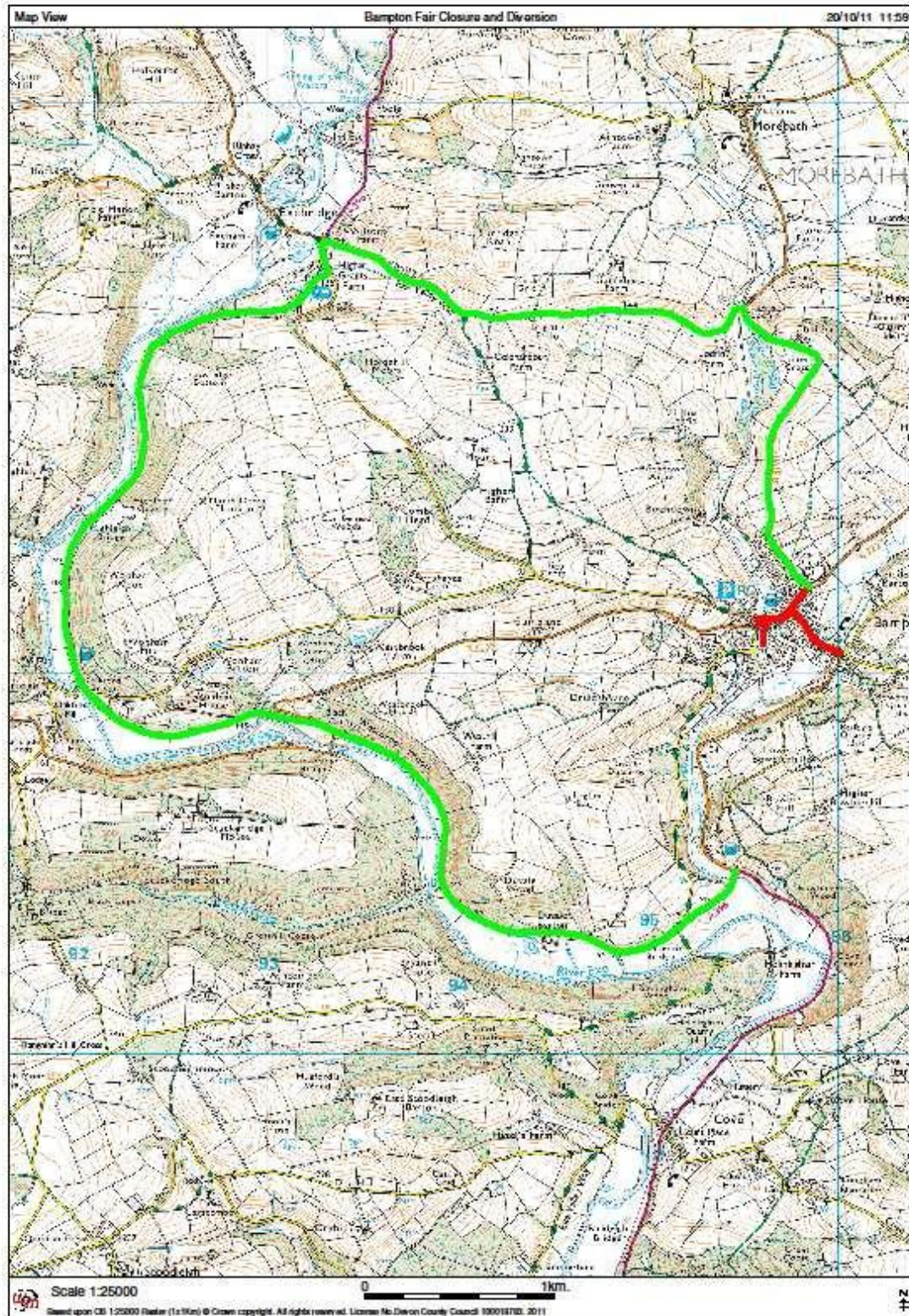
BAMPTON TOWN COUNCIL

Telephone: **07704 915211**

Dated: **tba**

Meg Booth
Chief Officer of Highways, Infrastructure Development &
Waste
Devon Highways
Devon County Council
County Hall
Exeter
EX2 4QD
Ref: TTRO2141444

Bampton Charter Fair



Bampton Fair – 26th October 2023 – Communications.

18.

For latest information visit our website on www.bamptoncharterfair.org.uk

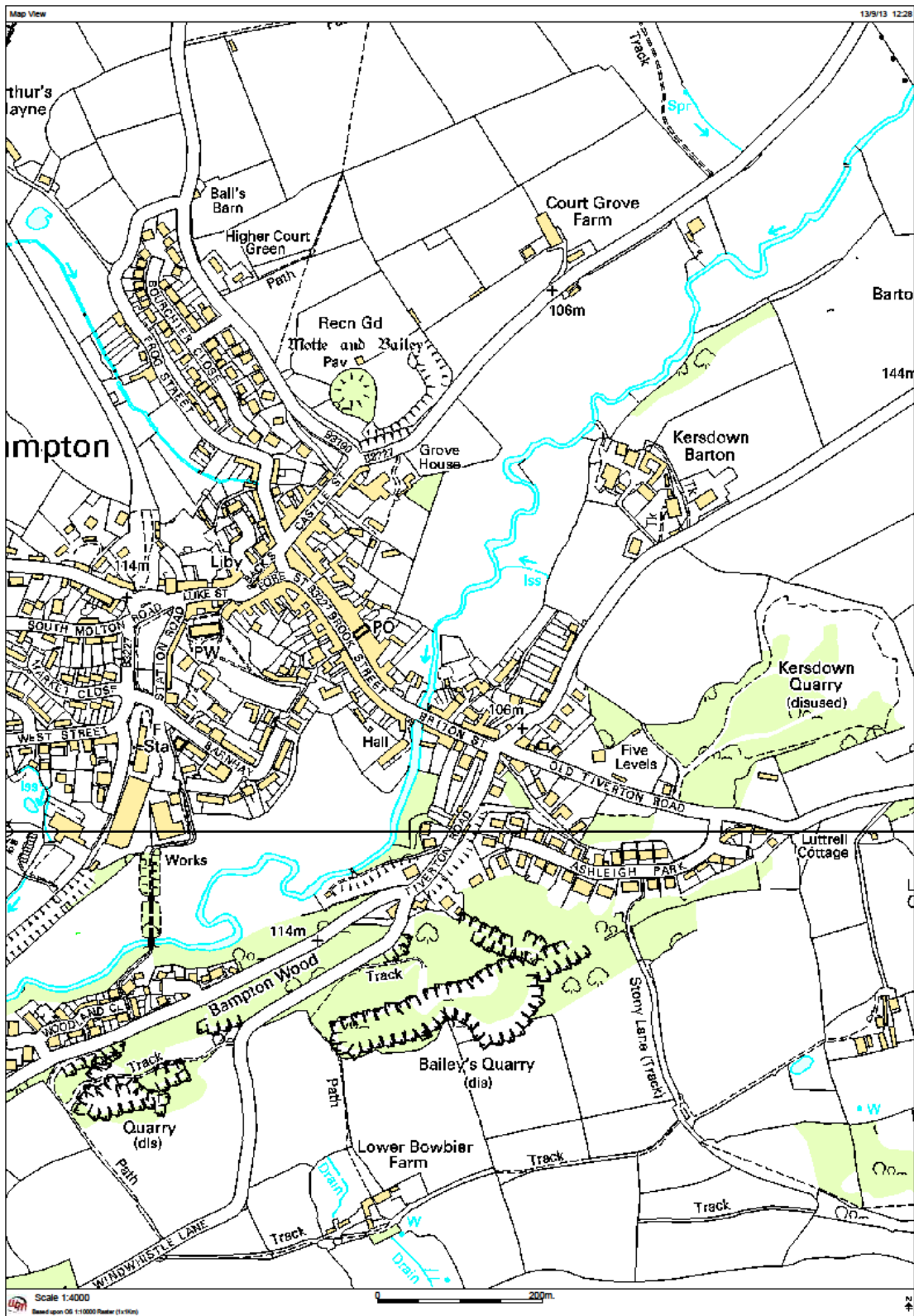
Bampton Charter Fair

Two- way radios are hired to allow communications between key points across the town on Fair day with the aim of providing immediate advice on what is happening and where, and alerting everyone to problems, especially if contingency plans have to be implemented. **All Radios are set to Channel 1**

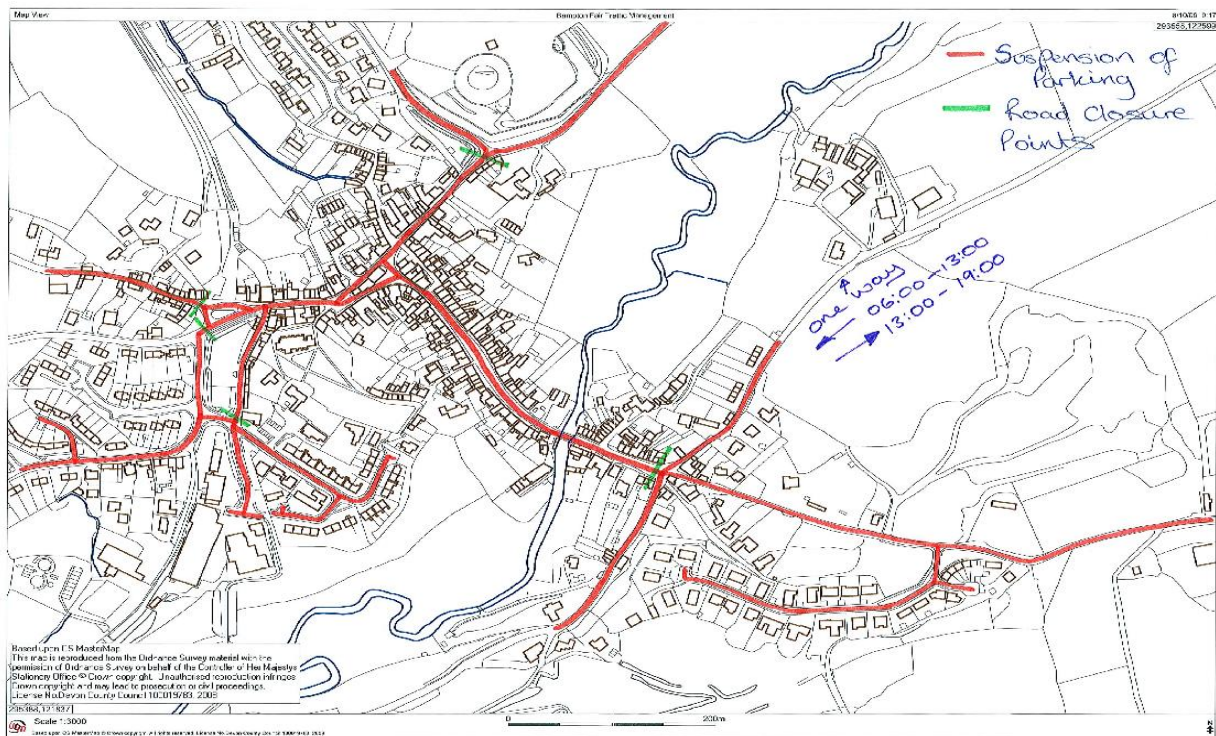
The Log numbers and allocation of the radios is as follows.

Radio Log No.	Point Held	Signed for	Please return to Control on completion.
1	Recreation field Car Park		
2	Scout Car Park		
3	Stewards – Scotts		
4	Stewards – War Memorial		
5	Stewards – Castle St / Morebath Rd		
6	Stewards – Quarryman’s		
7	Steward - Roving		
8	Steward – Riverside Hall		
9	Steward – Entertainments		
10	Bampton Town Council Representative		
11	Control Centre		
12	Clerk		
13	Exeter Inn - with repeater		

Bampton Charter Fair



Bampton Charter Fair



Map of Parking Restrictions (Bampton Fair)

Parking restrictions are imposed by the placement of no parking cones introduced from the afternoon of the Wednesday preceding the Fair and removed early morning on the day following the Fair.

Car parks are located at the Scout Hut (250 cars) and at the Recreation ground (300 cars) and these should be used by all Fair attendees. In the event of bad weather closing the designated car parks those cones in Tiverton Rd, Old Tiverton Rd and Ashleigh Park On the eastern Approaches, and South Molten are removed to allow parking on one side of the road only.

Bampton Charter Fair

Authorities Event Planning Leads				
Organisation	Contact	Service	Contact details	Notes
MDDC Safety Advisory Group (SAG)	Jo Pope SAG Chair Community Team Lead		jpoppe@middevon.gov.uk 01884 234996/7 communitysafety@middevon.gov.uk Tel: 01884 255255	Office hours
Police	Linda Coates Events Planning Officer	On call	Devon & Cornwall Police Tel: 101 Mobile: forceopsandevents@devonandcornwall.pnn.police.uk	Office hours
Neighbourhood Police	Insp Grant Leitch	On call	Sector Inspector for Mid Devon Tel: via Devon & Cornwall Police non-emergency 101 Mobile 07817 955663 Email: Grant.leitch@devonandcornwall.pnn.police.uk	Duty Officer so on shift
Fire	Andy Aggett Devon & Somerset Fire & Rescue Services	On call	Fire Protection Officer HQ - 01392 872 200 Email: ahallam@dsfire.gov.uk or generic email: exeterfs@dsfire.gov.uk .	Office hours
Ambulance	Will Kearns Resilience Officer Devon, Cornwall and Isles of Scilly South Western Ambulance Service NHS Foundation Trust	On call	Direct Line: 01392 453910 Mobile: 07717 468303 E-Mail: West.resilience@swast.nhs.uk Will.kearns@swast.nhs.uk	
MDDC Licensing (TENS)	Tom Keating and Phil White Licensing Lead Officer		Tel: 01884 255255 licensing@middevon.gov.uk	Office hours

Bampton Charter Fair

Police Licensing Team	Karen Davenport Licensing Officer		Tel: 01392 226313 karen.davenport@devonandcornwall.pnn.police.uk	Office hours
Highways Devon County Council	Richard Pryce Highways Coordination & Events Manager, Devon County Council or Steve Tucker Denice Daniel Amanda Pitchford Highways Neighbourhood Team		Tel: 01392 385271 Mobile: 07817 122547 Email: richard.pryce@devon.gov.uk Tel: 0345 1551004 Email: stephen.tucker@devon.gov.uk denice.daniel@devon.gov.uk Amanda.Pitchford@devon.gov.uk	Office hours
Mid Devon Public Health & Environmental Protection Team	Jo Pope Sue Sharland Rachel Cumes		Tel: 01884 255255 Email: jpope@middevon.gov.uk ssharland@middevon.gov.uk rcumes@middevon.gov.uk	Office Hours
Environment & Enforcement Team (inc. Mid Devon owned carparks)	Luke Howard Manager		Tel: 01884 255255 Email: lhoward@middevon.gov.uk	Office Hours
Highways England M5 and the A30	Gareth Price Emergency Planning Officer Highways England		Tel: 0117 3165765.	Office Hours

Last updated September 2023