

# **BAMPTON CHARTER FAIR**

## **TRAFFIC MANAGEMENT PLAN 2023**

### Introduction

Bampton Charter Fair is held on the public highway every year on the last Thursday in October throughout the town centre and on the side roads. It is one of the oldest surviving Charter Fairs in the country having been granted its charter in 1258 by King Henry III, and is a formally recognised “Heritage Event”.

### Organiser and timings of the event

The organiser is the town clerk, currently qualified for Traffic Management and Community Events.

Date of the event is 26<sup>th</sup> October 2023, and the roads will be closed to traffic from 23.59 25<sup>th</sup> October to 23.59 26<sup>th</sup> October. The event is open to the public from 0900 on 26<sup>th</sup> October and continues into the evening, finishing no later than 22.00.

The event is managed by Bampton Fair Committee.

Contact details for traffic management are –

Penny Clapham 07704 915211

Rupert White 07789 377412

### Impact

The event is held on the public highway throughout the town with road closures and no parking areas in place.

An alternative, signed route is in place for traffic to bypass the town. Signage indicating parking is in place for those attending the Fair.

Cyclists will be required to dismount at the road closures and can then walk their cycles through the closed areas.

### Planning & Public Transport

This event is held every year and is well established in the local calendar.

The only public transport is by bus and the companies are advised in advance of the road closures; temporary parking is provided in specially selected areas with suitable signage; disabled access parking is provided within the town with suitable signage.

### Emergency Access

A blue light route is maintained throughout the road closed areas in the event of fire, police or ambulance access.

### Directional Signage

Directional signage is placed at the required locations as shown on the map. Cones are placed on the ‘no parking’ areas, and the roads closed within the town will have barriers alongside to reinforce the closure areas.

Signs, cones and barriers are installed by qualified personnel. These items are owned by Bampton Town Council, maintained by them, and removed by the same qualified personnel after the event.

#### Management, Personnel & Communication

Stewards wearing the appropriate class 2 high visibility retroreflective jackets man the road closure areas advising those who ask of the signage directing the traffic. All stewards and marshalls are provided with radios linked to the central control and all undergo training before the event.

Communication prior to the event is in the form of advertising on the local facebook page, parish magazine, newspaper, websites, local radio.

#### Risk Assessment

An event plan and risk assessment is available which is updated annually. Public liability insurance is in place through the Council's insurers. All stallholders and entertainers are required to have their own public liability insurance. Those erecting/dismantling signage on the highway have Chapter 8 certification or Traffic Management for Community Events certification.

In the event of adverse or severe weather, the Fair is closed and all encouraged to leave the area safely, guided by the stewards. The Fair Organiser's decision is final.

Penny Clapham  
Clerk to the Council