

MINUTES OF THE RV SAFETY ADVISORY GROUP

THURSDAY 4 FEBRUARY 2016 @ 2.00pm

<u>PRESENT:</u>	Adrian Harper (Chair)	RVBC
	Linda Boyer	RVBC
	Phil Dodd	RVBC
	Catherine Moore	RVBC
	Diane Rice	RVBC
	Chris Shuttleworth	RVBC (from 3.10pm)
	Insp Ian Cooper	Police
	Gary Makin	Police Traffic (from 3.10pm)
	Chris Nolan	LCC
	Paul Guinan	Fire & Rescue
	Jon Drape	Summer Days)
	Rachel Lewis	Summer Days)
	John Tyrell	Summer Days) 3pm
	Amy Newhouse	Summer Days)
	Max Douglas	Summer Days)

	ACTION
APOLOGIES	
Apologies were received from Steve Taylor - NWAS.	
REVIEW OF PAST EVENTS / FEEDBACK (from November 2015 to date)	
<ul style="list-style-type: none"> • Nothing of note 	
EVENT CALENDAR – PROGRAMMED EVENTS 2016	
<ul style="list-style-type: none"> • Green Jersey cycle events – Chris Nolan not altogether happy with these events. They should be anti-clockwise rather than clockwise and had advised accordingly. Also concerned that a business is being conducted on the highway – Chris will check on the legality of this. The event being under the auspices of British Cycling provides some insurance. 	CN
<ul style="list-style-type: none"> • Jazz Festival – Chris Nolan has asked that permission for banners be agreed in advance with the organisers. 	CN
<ul style="list-style-type: none"> • St George’s Day Parade – Olwen to find out name of the organiser. 	OH
<ul style="list-style-type: none"> • Clitheroe / Longridge Mayor Making and Sundays – car front and back of processions as agreed last year. 	
FORTHCOMING EVENTS	
<ul style="list-style-type: none"> • Summer Days 2016 – A discussion of issues around Summer Days Festival and questions that needed to be asked / qualified later in the meeting with the attending representatives. 	
SUMMER DAYS FESTIVAL – JULY 2016	
Adrian welcomed the representatives from the Summer Days Festival to the meeting.	
Jon Drape gave an update on where preparations were up to for the Festival.	
The premises licence had now been granted with conditions attached. This is for one 3 day festival with a capacity of 10,500 including staff. Phil Dodd advised that this would be subject to agreement following receipt of dimensioned layout plans. Gates 13.00 – 22.00 with soft closing from 22.30 to be cleared by 23.00 hours.	
A portal had been created with access to all SAG members of documents (currently draft) for the Festival – Event Safety Management Plan; Traffic Management Plan; site plan etc. These will be updated as further meetings are held with the relevant parties. Personal invitations will be issued for these sub group meetings.	

Traffic Management – significant progress has been made although CN is concerned about the distance people attending will have to walk from the car park areas on both sides of the town. He suggested consideration be given to the use of taxis. Jon D has been analysing the postcode data to ascertain the numbers expected to need car parking. So far ticket sales stand at 3000 for Wednesday and 1000 for Friday. There also needs to be an agreed approach to residents permit parking so as not to raise the expectations of residents for other events. Coning will also need to be done to stop people parking irresponsibly and grinding the town to a halt. GM reported that the updated TM document on the portal is good and that the TM company is cooperative to work with.

Security and Policing – dealing mainly with ingress and egress. A paper on strategic objectives and threat assessments will be drafted before the sub group meeting for consideration by those attending.

Issues surrounding public access through the site for the passage of non-event goers will also be considered (particularly Castle Keep and the banking below the Keep). Good signage is imperative.

Security / Police will deal with drones.

Emergency Planning – Amy will require input from the relevant persons in the emergency services – again a draft plan will be done in advance of the sub group meeting. A table top exercise may also be done.

First Aid / Medical / Welfare – another sub group that will be arranged to include NWS once a provider has been appointed – currently out to tender.

Safeguarding / Lost children – it is anticipated that there will be some children attending so a policy will be drawn up.

Waste Management / Cleansing – talk to Adrian and Mark

Toilets – Dr Loos, Blackburn

Water – Water Mills – for drinking, washing, and elimination of waste

Alcohol & Drugs – policies will be drawn up to comply with licensing conditions and be linked to the security and policing.

Noise Management – this figured highly in the concerns of residents at the licensing hearing. Now that more information is known on the bands and sound systems used a modelling of the site will be done in order to identify potential areas of 'nuisance'. Contact will be made with residents at John Wall Court. There will also be a residents' hotline number in operation.

Fire Safety – a draft plan will be made available to F & R by end of March.

Local residents / businesses – there will be an on-going programme of meetings to update residents.

Food safety / Health & Safety – a little early yet to be letting concessions. To liaise with Eamonn Roberts on these issues.

The bandstand amphitheatre will be used for 1000 – 1200 persons. No adjustments made other than PA system and lighting.

Undecided about fireworks yet but probably not.

DATE OF NEXT MEETING

The next meeting of the RVSAG will be held on **Thursday 28 April 2016 @ 2.00pm in the Resources meeting room, Level B, Council Offices, Clitheroe.**

Summer Days representatives will give another update at this meeting.

The meeting closed at 3.40pm.