

**OLYMPICS WORKING GROUP held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN at 6.30 pm on 30 JANUARY 2012**

Present: Councillor S Favell – in the chair.

Also present: Councillor H Rolfe and C Mummery (Artistic Manager for Sparks Will Fly).

Officers in attendance: G Bradley (Community Partnerships Manager); L Bunting (Democratic Services Officer); L Lipscombe (Emergency Planning Officer); J Mitchell (Chief Executive) and C Wingfield (Museum Curator).

OWG31 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors A Ketteridge, M Lemon and D Morson. There were no declarations of interest.

OWG32 MINUTES

The Minutes of the meeting of the Working Group held on 13 December 2011 were approved and signed by Councillor Favell as a correct record. There were no matters arising.

OWG33 'SPARKS WILL FLY IN UTTLESFORD' – UPDATE

The Community Partnerships Manager gave a presentation to those present to update them on the current position with the event to take place on 19 May 2012. She went through the programme which would start at 1.30 pm with workshops taking place on the Museum grounds all afternoon. The actual Champion's procession would start at 4.00 pm from the Council Offices and arrive at the Museum at 4.30 pm.

Catherine Mummery distributed information on the giant bead which was to be presented to the visiting Champion by the local sporting heroes. Ms Mummery had produced an example of the Uttlesford bead which was to be filled with images of the District submitted by residents or visitors of their 'treasured places' throughout the Uttlesford area. A flyer was being produced outlining details of a competition to be held inviting people to take photographs of a place special to them or their family within Uttlesford. Each district was providing its own version of the bead for presentation.

The Community Partnerships Manager went on to report that local schools were participating by making banners for the route. Part of the procession was being organised by a company who specialised in theatrical events, but it was explained that the route had been walked by officers to determine any particular problems which might arise during the event. It was anticipated that approximately 100 local stewards in total would be required to help with this event and the Olympic Torch event. Staff at the Council offices would be asked for volunteers for the day as well as other organisations. Councillor Rolfe indicated that he would like to be included if the route were assessed again and said he would also be available to help as a steward.

The Community Partnerships Manager distributed a summery outlining the current financial position for information.

OWG34 OLYMPIC TORCH

The Community Partnerships Manager gave a presentation on progress so far with the Olympic Torch Relay. She briefly outlined how other districts were organising the celebrations in their parts of the torch route. There were also a number of local events taking place in Uttlesford on the same day including fetes at Great Dunmow, Newport, Radwinter and Ugley. Saffron Walden Common and the town itself would have events taking place as well as a barbeque at the Lord Butler Fitness and Leisure Centre.

The Community Partnerships Manager said she was concerned over security. She reported that the procession itself would be covered by outriders and the police but when the convoy had passed through to its next location, there might not be much of a police presence in the town if for some reason they had to be deployed elsewhere. Other organisations such as the Round Table and also Carver Barracks were to be contacted with a view to arranging stewards. Training would have to be provided and muster points arranged in each of the locations concerned. Road closure orders would need to be arranged. She also referred to the fact that a wedding was being held at the Council Offices at the same time as the procession.

The Emergency Planning Officer reported on a conference she had attended which had outlined details of the Olympic procession. She said that the national media were to try to achieve a new story a day through the routes being travelled. The local Olympic torch bearers were to receive their letters of notification but no-one as yet knew who they were. Along the planned routes advance groups would distribute keepsakes to the public.

OWG35 DIAMOND JUBILEE

The Community Partnerships Manager reported that she had attended a meeting with Saffron Walden Town Council and other organisations to discuss the events being organised. With regard to the trees being provided by the Diamond Jubilee Trust mentioned in the last meeting's minutes, she commented that there were only 7,500 tree packs available. All parishes had received information on obtaining the packs.

The Museum Curator said that the Museum were to hold Diamond Jubilee themed events and a display in the Great Hall of relevant objects.

OWG36 DATE OF NEXT MEETING

The next meeting was arranged to be held on Monday, 5 March 2012 at 6.30 pm.

The meeting ended at 8:00 pm.