

**OLYMPICS WORKING GROUP held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN at 6.00 pm on 10 MAY 2012**

Present: Councillor M Lemon – Chairman.
Councillors P Davies, A Ketteridge, E Oliver and J Rich.

Also present: Councillor H Rolfe.

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

OWG50 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillor D Morson, C Mummery (Artistic Manager for Sparks Will Fly) and C Wingfield, Museum Curator. There were no declarations of interest.

OWG51 MINUTES

The Minutes of the meeting of the Working Group held on 16 April 2012 were approved and signed by the Chairman as a correct record.

OWG52 'SPARKS WILL FLY IN UTTLESFORD' – UPDATE

The Community Partnerships Manager reported that the progress was on target. Letters were to be sent to residents in the vicinity of the route of the procession notifying them of rolling road closures and also parking restrictions in Museum Street and Castle Street. Parking cones were to be used on the day to indicate that no parking would be allowed.

Unfortunately, the local sporting heroes who had been chosen to present the glass bead at the ceremony, had both pulled out because of other commitments. The Community Partnerships Manager said that one of the people nominated as a sporting hero had been invited to undertake the presentation role and would be supported by two young people for a local school. A short discussion took place regarding which member would take on the role of making the announcements on the day. The Chairman was selected.

The Emergency Planning Officer said that she had received enough volunteers for stewarding duties on the day. Radio contact with all key staff would be kept during the event. Also referred to was car parking for the stewards as there would not be space for them at the Council offices car park because the area would be used for the gathering of the procession and dancers.

OWG53 OLYMPIC TORCH

The Community Partnerships Manager reported that no road closures were required as a rolling closure would be put in place by the Metropolitan Police who were to deal with the procession as it arrived.

Details were provided of some of the activities taking place on Saffron Walden Common during the day. The BBC would be present along with a Blue Peter team and the radio station 5 Live. Risk assessments had been undertaken by the Police and a meeting would be held on 17 May to discuss final details.

Councillor Ketteridge commented that the Blue Peter section would be a closed area. He thought that this was not allowed under Town Council policy. The Community Partnerships Manager said that the Town Council had been present at all discussions and there should not be any problem. However she said she would contact the Town Clerk to check the situation.

Councillor Rolph suggested that an announcement should be made at the Full Council meeting on 15 May to keep all members informed of the key points of events for both the Sparks Will Fly and Olympics Torch processions. The Working Party agreed with this suggestion. Councillor Rolph would therefore present a statement at the Full Council meeting.

Councillor Ketteridge asked if anything was being done before the procession about pot holes in the High Street. The Community Partnerships Manager said that she had discussed the state of the roads with Essex Highways who were to deal with the problem as soon as they could.

The Chairman asked how many people were expected to attend the event. It was estimated that around 5,000 people could attend at a time during the day. Car parking was an issue and the Community Partnerships Manager was due to speak to Audley End with a view to using their field for parking.

A press release would be issued next week from the BBC and the event was also to be reported on locally. The Chairman asked whether posters could be distributed to parishes. The Community Partnerships Manager noted the suggestion.

The Emergency Planning Officer said that numbers were short for stewarding at this event and she was still trying to obtain more volunteers. The Chairman thanked her and the Community Partnerships Manager for all their hard work.

OWG54 **DIAMOND JUBILEE**

The Community Partnerships Manager reported that all beacons had now been registered and there were many different events happening in the District.

A discussion then took place on the positioning of an oak tree to commemorate the Queen's Jubilee. The Chief Executive considered that it should be placed somewhere in the centre of the District. It was suggested that a ceremony should take place with attendance by Members of the Council. Councillor Rolph was to raise the subject at the Cabinet meeting taking place this evening.

OWG55 **DATE OF NEXT MEETING**

The next meeting was arranged to be held on Monday, 18 June 2012 at 6.30 pm.

The meeting ended at 7.45 pm.