

**OLYMPICS WORKING GROUP held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN at 6.30 pm on 18 JUNE 2012**

Present: Councillor M Lemon – Chairman
Councillors D Morson and E Oliver

Also present: Councillor H Rolfe

Officers in attendance: J Mitchell (Chief Executive), R Auty (Assistant Director Corporate Services), G Bradley (Community Partnerships Manager), L Lipscombe (Emergency Planning Officer) and P Snow (Democratic and Electoral Services Manager)

OWG56 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Davies, Favell and Rich.

OWG57 MINUTES

The Minutes of the meeting of the Working Group held on 10 May 2012 were approved and signed by the Chairman as a correct record.

OWG58 BUSINESS ARISING

(i) Minute OWG54 – Diamond Jubilee

The Chief Executive reported that the national trust was happy for a tree to be planted at Hatfield Forest and appropriate publicity could be arranged in the next edition of Uttlesford Life. It was agreed to give consideration to burying a time capsule under the tree.

OWG59 'SPARKS WILL FLY IN UTTLESFORD' – DEBRIEF

The Chairman congratulated all those involved in the Sparks Will Fly project which he said had been excellent and well supported.

The Community Partnerships Manager reported that there was a funding shortfall of £2,757 to date but that this amount could be deducted from the sum of £20,000 allocated jointly for the Torch Relay and the Sparks Will Fly projects.

Councillor Rolfe commented that the event had been a great success but had suffered at times from being organised by three different bodies.

Reference was made to the final Sparks Will Fly event at Hylands Park, Chelmsford on 6 July and some complimentary tickets were distributed.

OWG60 OLYMPIC TORCH RELAY

Consideration was given to the detailed arrangements for the action plan for the Olympic Torch Relay event on 7 July. The Working Group discussed each of the actions listed on the plan and monitored the level of preparation in each case.

The stewarding arrangements were now all in place. Parking had been secured and all stewarding roles allocated in each of the four teams. All necessary road

closures in Saffron Walden were now in place. The Community Partnerships Manager confirmed that the event management plan would be submitted by the end of this week. Parking had been arranged at Audley End and Eastern Events had been engaged to manage the parking both there and at Carver Barracks. Parking arrangements at Stansted and Newport also discussed. A news release would be arranged in respect of the parking arrangements and letters would be sent to all businesses on the route.

The meeting discussed catering arrangements on The Common during the BBC Blue Peter broadcast. It had been agreed that the Council would benefit from catering sales in that 20% of all proceeds would be retained.

In terms of communications and advertising, the Working Group discussed the scheduled timings for the events in Stansted and Newport and the allocation of suitable locations in Saffron Walden for accredited photographers.

In conclusion, it was stated that all items of expenditure needed to be identified before a final budget could be prepared. It was expected that the event would be kept within budget.

OWG61 DIAMOND JUBILEE

The Partnerships Manager reported that there had been a good turnout at the beacon events and everything had gone as well as could be expected.

OWG62 DATE OF NEXT MEETING

It was agreed that further meetings of the Working Group would not be needed. Any necessary communications could be arranged via email. In conclusion, the Chairman thanked members and officers for their efforts and the Partnerships Manager in turn thanked Councillor Lemon particularly for his stewardship in relation to the Sparks Will Fly event.

The meeting ended at 7.25 pm.