

**TOUR DE FRANCE WORKING GROUP held at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN at 7.30 pm on 13 JANUARY 2014**

Present: Councillor H Rolfe - Chairman.
Councillors I Evans, S Harris and M Lemon.

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

Others present: Abigail Cheverst (Project Coordinator, Essex County Council), Councillor S Eden and Mr S Lloyd (Saffron Walden Town Council), representatives from The Sampfords; Swards End and Felsted.

TF1 **INTRODUCTIONS**

Councillor Rolfe welcomed all present. He said membership of the group should be fluid so that it would encompass others as needed, including cycling group representatives as there were none present tonight.

TF2 **TERMS OF REFERENCE**

The terms of reference were agreed as follows.

To consider and, as appropriate, recommend to Cabinet action to be taken on potential opportunities and developments associated with the Tour de France/Britain 2014 in order to maximise the benefit for the district of Uttlesford.

To act as ambassadors during the run-up to the event by:

- Enlisting support of Members, local authorities and other agencies
- Promoting the agreed project(s)
- Providing advice and guidance
- Ensuring appropriate related funding was identified
- To meet on an ad hoc basis, as required.

The Group to be in operation in the lead-up to the event on Monday 7 July 2014 and to undertake a post-event review after which the group would cease to exist.

Councillor Rolfe said it would be important to promote a legacy for the district from the Tour de France, in terms of longer-term benefits such as health or cycling provision.

It was agreed to invite representatives from local cycling groups to the next meeting.

The Community Partnership Manager said she would report on a meeting she would be attending with the Saffron Walden Carnival organiser.

TF3

OUTLINE OF THE EVENT AND ESSEX MEETINGS STRUCTURE

The Community Partnership Manager gave a presentation regarding the Uttlesford stage of the Tour. Key outcomes for the UK stages included showcasing the landscape and promoting tourism. The route was now probably fixed, but timings might still change.

Members were informed about how the meetings of the working group fitted in to the planning structure for the event within Essex. The traffic management and crowd management plans were due to be completed by 17 February. Road traffic orders would be imposed to ensure no cars were parked along the route. The group were advised of the risks and issues to be addressed by the Essex CC steering group, and were shown a draft plan (currently not for wider publication).

The event would be coordinated by Tour de France organisers and Transport for London. ASDA would sponsor the "Tour Makers", that is, trained stewards.

The Community Partnerships Manager said the message being stressed from the organisers was that for local authorities the Tour would mean "business as *unusual*". Road transport would be affected significantly by closures for much of the day on 7 July 2014, with consequent disruption. It was therefore important to ensure any local factors were fed back to the ECC planning group.

TF4

ROLES AND RESPONSIBILITIES

The Community Partnerships Manager referred Members to a draft plan outlining the roles and responsibilities of all groups involved in organising the event. Comments from local authorities on this plan were due to be submitted by 17 January. Uttlesford's responsibilities were essentially those such as parking for a potentially large volume of visitors and managing the community activities for and needs of visitors for the duration of the road closures. The main issues were local stewarding, car parking and communication with ECC.

Councillor Evans said from her experience of attending the Tour de France, it was necessary to plan for spectators having to remain in one location for quite some time to enable the pre-tour publicity vehicle to come through. Barriers tended to be erected the night before.

The Chief Executive said the aim of the group would be to determine what contribution this Council could make, without getting in the way.

Abigail Cheverst joined the meeting. She said the scale of the event was potentially huge and there was a possibility that the Essex stage of the Tour would be the biggest ever Tour de France attendance. The districts' main responsibility would be ensuring that their local knowledge informed those managing the route; other responsibilities were street cleansing and litter-picking the next day.

The company with responsibility for crowd management, Innovision, was visiting the area next week for a site inspection, and it was vital that local knowledge from the Council should be passed through to the organisers.

Ms Chervest said the Tour was an opportunity to showcase the area, and she suggested working with the arts community, museums, schools and outreach programmes to promote the event and the local area. ECC would produce a pack for schools.

The Community Partnership Manager said it was important to be clear about what the Council could be responsible for, for example it seemed First Aid was not the responsibility of the Tour de France and therefore was a local responsibility.

Ms Chervest said Transport for London were trying to confirm whether in fact First Aid was the responsibility of Innovision; if it fell to local authorities however, this responsibility for need to be handled in a co-ordinated manner.

Ms Chervest said ECC was negotiating over money from the £10 million which the Government had made available for the entire operation. The money needed to be spent and then claimed. Officer time would be given in kind; business as usual would not be funded but anything over and above it would be funded. There was no money for "soft extras" such as community encouragement.

Councillor Rolfe said the Council had earmarked £20,000 towards the costs of car parking, loos and clearing up. It was important to avoid duplication of funding.

Ms Chervest said there would be thousands of race volunteers. The Tour Makers would have a high-profile similar to that of the volunteers for the Olympics. They would be provided with uniforms. There was also a role for local volunteers to act as transport ambassadors and litter pickers. It was agreed that information about for applications to be official ASDA-sponsored volunteers would be promoted on the Council's website. The deadline for such applications was 20 January.

In reply to a question by the Chairman, officers confirmed that the responsibility for ensuring public liability insurance covered local volunteers lay with the Council.

It was agreed that officers would circulate the presentation slides to members of the working group.

TF5

LOCAL ISSUES

Members considered the possible need for schools to close for the event, in light of the emphasis from ECC that on 7 July 2014 it would not be "business as usual". Ms Chervest said schools would be informed of logistical difficulties and that local businesses were closing. Local knowledge on which schools would

be affected was important, once the traffic management plan was published. The Assistant Director Corporate Services said once this information was confirmed schools and businesses likely to be affected could be contacted.

Ms Cherverst said ECC would email every business in the county. It was important to identify the groups and services that might struggle on the day, to encourage them to find a solution. As a last resort there would be access points which would be made known only as necessary. She would be attending the route inspection by representative from Capita on 23 January. Councillor Rolfe asked officers to invite to the site inspection a representative from each of the town or parish councils on the route (Saffron Walden Town Council, Radwinter, The Sampfords, Swards End and Felsted). It was agreed that the Community Partnerships Manager would send a pro forma to the parish and town councils to seek their input regarding questions about the event.

Members discussed possible major road closures currently being considered at county level.

TF6

COMMUNITY EVENTS

Members agreed that since there would be many people coming to watch the Tour and the roads would be closed all day, each community would need to consider well in advance the events it wished to arrange. Logistics in view of the road closures would need careful thought. It was vital that organisers of events were aware of what would be possible in view of the restrictions on visitors' movement once the roads were closed. It was agreed the Community Partnerships Manager would issue a further pro forma to town and parish councils directly affected, in order to collate such information.

The working group agreed it was of great importance that local event information from town and parish councils should be passed to the Working Group. For example, a family cycle event in Saffron Walden was already being publicised, but it was becoming apparent that approvals by the relevant authorities were not in place and clearly needed to be.

The representative from Felsted asked how pedestrians would cross the route in order to access facilities including parking. It was noted that farmers might be willing to make available fields for parking and they should be encouraged to contact their local parish councils. This request for parking areas to be identified would be incorporated into the pro forma being circulated.

Regarding the schools on the route, particularly for The Sampfords, it was agreed to discuss the issues affecting schools at the next meeting.

Members asked whether street parties should be encouraged, and how businesses would get involved. The Chairman said it was for communities to organise street parties, although the rolling road closures affecting the route and other main roads into the area would need to be taken into account. However, the fact that the race would take up only a small part of the day for spectators meant communities would probably wish to hold complementary events for them to attend.

Members agreed communities should be aware of the potential to promote views of their areas from the helicopters filming the race, as this would provide a good opportunity for floral displays promoting Uttlesford's towns and villages.

TF7

ANY OTHER BUSINESS

The Emergency Planning Officer said access to emergency crossing points should be referred to Highways for park and ride access. There could be a need for car parks on either side of the route.

Ms Cherverst said this point had already been raised. She added that school buses would be banned from the route due to the risk of breakdown.

TF8

DATE OF NEXT MEETINGS

A list of future dates would be brought to the next meeting.

7.30pm - Monday 17 February 2014

7.30pm – Monday 10 March 2014.

The meeting ended at 9pm.