

**TOUR DE FRANCE WORKING GROUP held at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN at 7.30pm on 17 FEBRUARY 2014**

Present: Councillors K Artus, I Evans and M Lemon.

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

Others Present: Abigail Cheverst (Project Coordinator, Essex County Council), Councillors S Eden and R Harrington (Saffron Walden Town Council, representatives from the parish councils of The Sampfords, Swards End and Felsted.

TF9 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Harris and Rolfe.

In the absence of both the Chairman and Vice-Chairman, the Chief Executive chaired the meeting.

TF10 MINUTES OF THE PREVIOUS MEETING

The minutes were signed as a correct record.

TF11 ESSEX COUNTY COUNCIL UPDATE

Ms Cheverst said that the Council had to work with Parish Councils to ensure the event was successful. The route was unlikely to change. The entire route would be closed from 7.30am to 4pm. If this time changed it would be an earlier close time. Roads off the route would be access only. Crowd management would be handled by Capita. Access issues should be focussed on, as Saffron Walden and Felsted would be pinch points. Screens might be set up in some areas depending upon crowd numbers to alleviate potential issues. Parish Councils could help with access issues by providing information about potential problem roads. Essex County Council was trying to make sure residents and businesses were aware of what would be happening.

The Community Partnerships Manager said she would circulate a link to frequently asked questions surrounding the Tour de France.

Ms Cheverst said that Parishes needed to identify ways residents could be assisted, including potential access roads and finding out about local events. There could temporary car parks where possible. Farmers could be contacted relating to this. Local volunteers were needed for car parks and way finding. The Emergency Planning Officer was corresponding with the County Council with regards to dealing with any potential emergencies. Details would be circulated on how to deal with parking controls.

The Community Partnerships Manager said access through Felsted was narrow. A Park and Ride scheme might not be as effective in this instance, redirecting people to Rayne might be more effective.

Councillor Harrington asked whether there could be rolling road closures. He asked what would happen to residents' vehicles on the route.

Ms Cheverst said that a rolling road closure could not be used. Race activity was intense and over a long period. The route had to be free of vehicles at all times. A common sense approach would be used with regards to residents' vehicles.

Councillor Artus said it was important that residents would be given numerous warnings about moving vehicles.

Councillor Harrington asked whether schools would be closed on the day of the event.

Ms Cheverst said that there had been notification of the event and this would continue. Schools had been given a choice on whether they wanted to close.

TF12

ROLES AND RESPONSIBILITIES UPDATE

The Community Partnerships Manager said the District Council should focus on car parking, cleansing and toilets. The Council Offices is likely to be closed, with the exception of access for emergency services. The provision of a Park and Ride system for Saffron Walden was being investigated..

Ms Cheverst said that where toilets were a matter of public safety, Innovision would fund them.

Councillor Eden suggested using the Common as a base for some toilet facilities. She asked whether Audley End House could be used.

Councillor Artus asked whether any facilities were being used as a helipad.

The Community Partnerships Manager said that for spectators, first aid services would be provided. Extra first aid provision would have to be paid for. Discussions with Audley End House are taking place. No provisions had been made for helicopter use. There was unused land on the Common which could be used.

TF13

LOCAL ISSUES UPDATE

The Community Partnerships Manager said local issues had been covered. It was important to think ahead. Communication with major business, as well as village halls was also important.

A representative from Swards End asked what measures the postal service was taking to adapt to the demands on the service caused by the event.

Councillor Eden asked what would happen to services such as Meals on Wheels.

Ms Cheverst said the postal service would try to adapt to the circumstances. The County Council was working to address potential issues with bus services. The County Council was identifying care homes, but it was difficult to identify private care homes. Parish councils could help in this respect.

TF14 COMMUNITY EVENTS

The Community Partnerships Manager said there was going to be a meeting at County Hall to discuss community events. There would be arts group events to support the tour. She needed to know about these events.

A representative from Felsted said that an event was being held in his area before the Tour de France. He asked whether decorations from this event were allowed to stay up.

Ms Cheverst said that parish council's did not need to communicate with hospitals. This was the County Council's responsibility. Events before the Tour de France could keep up their decorations, provided they did not interfere with the race, or pose a risk to public safety. Arts funding was the responsibility of the Arts Council. There could be workshops at schools related to the event.

TF15 ANY OTHER BUSINESS

Councillor Lemon asked what was being done to notify the public of what they should do, before and during the event.

A representative from Swards End asked about road improvements. Bad weather could use roads on along the route to be damaged.

A representative from Felsted asked about provisions for big screens.

Abigail Cheverst said there was information on the County Council website. If there were any problems with roads on the route, the Community Partnerships Manager should be contacted. The route was being inspected daily. No works were currently requested. Big screens would be used for crowd management. Innovision would pay for screens needed for this purpose.

TF16 DATE OF NEXT MEETING

The next meeting would be held on 10 March 2014 at 7.30pm.

The meeting ended at 8.30pm.