

TOUR DE FRANCE WORKING GROUP MEETING held at COUNCIL OFFICES SAFFRON WALDEN at 7.30pm on 10 MARCH 2014

Present: Councillor H Rolfe (Chairman)
Councillor M Lemon

Officers Present: R Auty (Assistant Director Corporate Services), G Bradley (Community Partnerships Manager), L Lipscombe (Emergency Planning Officer), J Mitchell (Chief Executive) and A Rees (Democratic Services Support Officer)

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

TF17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Evans

TF18 MINUTES OF THE PREVIOUS MEETING

The minutes were signed by the Chairman as a correct record, subject to the addition of Councillor Lemon, and the removal of Councillor Harris to the list of those present.

TF19 MATTERS ARISING

TF11 – The Community Partnerships Manager said that she still needed to circulate a link to a page with frequently asked questions about the Tour de France.

TF13 – Councillor Eden asked if there was any further information regarding Meals on Wheels.

The Community Partnerships Manager said that projects like Meals on Wheels were dealt with by a social care group. Members should still inform her of areas of concern.

TF15 – Councillor Rolfe asked for an update on road improvements.

The Community Partnerships Manager said that Essex County Council had a plan to deal with issues along the route.

Councillor Rolfe asked for an action plan to be formed at the end of the minutes.

TF20 COMMUNICATIONS UPDATE

The Assistant Director Corporate Services said there was to be a meeting with other councils. The draft communications plan would be sent to

Essex County Council, as well as working group members, soon. Contact with businesses had been made regarding the event. An article was to be placed in Uttlesford Life. The Assistant Director Corporate Services and the Communications Manager would be organising an event on 21 March. It was important that only correct information was given to the press.

Councillor Eden said that it was important to inform businesses of potential disruption as early as possible.

The Community Partnerships Manager said that Essex County Council would be writing to businesses on 19 May. Did members want to communicate with businesses earlier?

Councillor Lemon said that it was important that businesses were given as much notice as possible. This would help them adapt to demands caused by the Tour de France.

Councillor Rolfe said that the Assistant Director Corporate Services should send guidance to parish and town councillors about dealing with inquiries about the tour.

AGREED that:

- The draft communications plan was to be sent to Essex County Council, as well as the relevant town and parish councils.
- The Community Partnerships Manager would begin writing to businesses about the event.
- The Assistant Director Corporate Services would send guidance to town and parish councillors about how to respond to inquiries about the tour.

TF21

ROLES AND RESPONSIBILITIES

The Community Partnerships Manager said that discussions about the granting of licenses for events on the day of the tour had taken place. Feedback had been received about infrastructure and where it should be placed.

Councillor Rolfe asked who was responsible for crowd management.

A representative from Felsted raised concerns about roads that needed to be used as access to parking in Felsted.

Councillor Harrington asked where cars that needed to be towed off the route would be taken.

The Community Partnerships Manager said that Capita was responsible for crowd management. Residents on the route would be given 14 days notice to move their cars. Cars that had to be removed would be towed to the nearest safe area.

Councillor Lemon asked who the public should contact if their vehicle had been towed.

The Emergency Planning Officer said that Essex Police should be contacted regarding towed vehicles.

Councillor Eden asked what was being done about disabled parking. What schools would be closing? Could their car parks be used? Could Audley End be used?

Councillor Lemon said that it was important to inform people that vehicles used by disabled would have to be moved.

The Chief Executive said that car parks would be full early, possibly as early as 6am.

The Assistant Director Corporate Services said that Dame Bradbury's school was going to stay open. School car parks were unlikely to provide a useful solution to parking given their small size.

The Community Partnerships Manager said that discussions were ongoing with Carver Barracks. Discussions with Audley End would begin after discussions with Carver Barracks.

Councillor Rolfe said that the proximity of Audley End would make it a better solution.

A representative from Felsted said that they were trying to provide 2,000 parking spaces.

A representative from The Sampfords said that discussions would be beginning soon regarding parking.

Councillor Rolfe asked what was being done about parking spaces on the east side of the town.

The Chief Executive said that parking spaces could not be provided where they were not available. Residents would have to be reminded to park in available spaces early.

Councillor Eden asked what provision was being made for toilets. Who would pay for toilets? Would there be a podium for the mayor?

The Community Partnerships Manager said that placement of toilets was being looked at. Saffron Walden Fire Station was a possible location. The Council would have to pay for toilets. There was currently no request to provide a podium for the mayor. She would raise the issue with Capita.

AGREED that:

- The public be informed about the process of inquiring about towed vehicles.
- Capita be asked about provision of a podium for the mayor.

TF22

LOCAL ISSUES UPDATE

A representative from Felsted said that it was important to contact social care about any disruption that may be caused by the tour.

The Community Partnerships Manager said that they had already been contacted. Other issues should be flagged up by town and parish councils.

Councillor Eden suggested using a variety of means to provide information, such as advertising at Saffron Screen.

Councillor Rolfe said that the announcement of the logo would be a good time to communicate with residents and businesses.

The Assistant Director Corporate Services said that Essex County Council was sending a letter to every house and business in the district. A targeted letter was to be sent to places directly affected by the tour. Alternative advertising methods will be looked at. Use of the logo requires approval and it could prove more efficient to communicate without use of the logo.

AGREED that:

- Alternative means of advertisement would be looked at.
- Parish and town councils continue to raise concerns with the Council.

TF23

COMMUNITY EVENTS

Representatives from Felsted said that village field was to be used. Entertainment would start at 7am on the day of the tour. The erection of a screen was fundamental to their plans. It was imperative that the legacy of Flich Way Park was preserved.

The Community Partnerships Manager said that Capita would be erecting screens. She would raise the issue at the next meeting with Capita on 17 March.

A Representative from The Sampfords said that he was not aware of any events being planned, other than by the pub.

Councillor Eden said that Saffron Walden Town Council had planned an eight day carnival before the tour. Food stalls would be set up in the Market Square in the day of the event.

Councillor Rolfe asked who was responsible for the bike ride taking place along the route the day before the tour.

Councillor Eden said it was being organised by the organiser of the carnival.

The Community Partnerships Manager said that a temporary road closure order had not yet been applied for.

A representative from Seward's End said that the village hall was planning a BBQ on the day of the tour. He asked how many people would be likely to attend the tour along different parts of the route.

The Community Partnerships Manager said that the Crowd Management Plan showed where people would be along the route.

Councillor Rolfe said that only the pub in Great Chesterford was having an event on the day of the tour.

TF24

ANY OTHER BUSINESS

Representatives from Felsted asked whether they needed an Emergency Evacuation Plan.

The Emergency Planning Officer said it was not yet known whether Felsted Parish Council would need an Emergency Evacuation Plan.

The Community Partnerships Manager said that Essex County Council arts team had applied for funding to dress the road. Displays would need to be the size of a football pitch or else they would not be picked up by aerial cameras.

Councillor Eden asked what money would be available for beautification projects along the route.

The Chief Executive said that there would be no funding made available.

TF25

DATE OF NEXT MEETING

It was agreed that next meeting would be held on 14 April.

The meeting ended at 8.50pm.

ACTION POINTS

Minute TDF20	The draft communications plan was to be sent to Essex County Council, as well as the relevant town and parish councils.
Minute TDF20	The Community Partnerships Manager would begin writing to businesses about the event.
Minute TDF20	The Assistant Director Corporate Services would send guidance to town and parish councillors about how to respond to inquiries about the tour.
Minutes TDF21	The public be informed about the process of inquiring about towed vehicles.
Minute TDF21	Capita be asked about provision of a podium for the mayor.
Minute TDF22	Alternative means of advertisement would be looked at.
Minute TDF22	Parish and town councils continue to raise concerns with the Council.