

TOUR DE FRANCE WORKING GROUP MEETING at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN at 7.30pm on 14 APRIL 2014

Present: Councillor H Rolfe (Chairman)
Councillor I Evans

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

Others Present: Abigail Cheverst (Project Co-ordinator, 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. The head teacher of Felsted School.

TF26 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Lemon and John Mitchell (Chief Executive).

TF27 **MINUTES OF THE MEETING HELD ON 10 MARCH 2014**

The Chairman signed the minutes as a correct record of the meeting.

TF28 **MATTERS ARISING**

TDF20 – The Assistant Director Corporate Services said the draft Communications Plan was sent to Essex County Council.

TDF20 – The Assistant Director Corporate Services had been written to about the event.

TDF20 – The Assistant Director Corporate Services said town and parish councillors were aware of how to respond to press enquiries.

TDF21 – The Community Partnerships Manager said that residents had not been formally told about the process of enquiring about towed vehicles.

TDF21 – The Community Partnerships Manager said that Capita were supportive of a podium being erected for Saffron Walden town's mayor. They had issued no guideline on clothing for the mayor.

TF29 **COMMUNICATIONS UPDATE**

The Assistant Director Corporate Services said that progress had been good. There had been an event in Saffron Walden to commemorate the point marking 100 days until the Tour. The Council had rebuilt the part of the Council's website about the Tour. This included an interactive map of the Tour route. There had been a focus on providing businesses with information. Businesses that were most likely to be

affected by the Tour had been identified. An event to help businesses understand how the Tour would impact upon them was being arranged. Response so far had been limited. The County Council had offered to hold an event with Councillor Bentley to help explain the benefits of the Tour.

Councillor Eden asked whether road side boards could be used to help advertise the event.

The Assistant Director Corporate Services said that this was being looked at. It would be subject to advertising consent.

Ms Cheverst said that using road side boards would be looked at. There could be issues with the boards being placed along the route of the Tour.

The Assistant Director Corporate Services said there was going to be an event on 26 May involving Newdale Cycles. There was going to be a shift in focus by informing residents through leafleting. Distributing leaflets with local newspapers was being looked at as an option.

A representative from Felsted said that they were planning a leaflet drop for the second half of May. The Assistant Director Corporate Services could provide the information that was to be included in the Council's leaflets.

Representatives from The Sampfords and Swards End said they would be able to help with the delivery of leaflets.

The Assistant Director Corporate Services said there was to be another meeting with the County Council regarding communications on 2 May.

Councillor Rolfe said that it was important that parish councils informed the Council of any houses they were not able to deliver to. It was important to inform people about the Tour itself, not just the road closures. Information about the event should be placed at stations in the district.

Ms Cheverst said that on the day of the Tour, staff would be at Stansted train station to help people.

Councillor Rolfe said that "event promotion" should be an item on the next agenda.

AGREED that:

- Parish councils would be given information by the Council to be included on leaflets.
- "Event promotion" will be an item on the next agenda.

The Community Partnerships Manager said there would be road art on farm land in Great Chesterford.

Ms Cheverst said that an artist was working with school children to create crop circle art on farm land adjacent to the Tour's route.

A representative from Felsted asked whether the Tour logo could be used on promotional material.

The Community Partnerships Manager said that any use of the Tour logo required permission. Schools were allowing pupils to design bunting that could be placed along the Tour route. There was going to be a meeting about car parking on 17 April. This meeting would like at what signs needed to say and how many signs there would be. Carver Barracks and Felsted were looking at ways to accommodate helicopters. Innovision and Capita had produced a revised document about toilets and medical facilities.

Councillor Eden asked about toilet provision in Saffron Walden south of the Tour Route.

The Community Partnerships Manager said that toilets would be located at Saffron Walden Fire Station.

Ms Cheverst said that Phil Read from the NHS was working with hospitals and dentists to ensure that access was facilitated. Community Hospitals were included in these discussions.

The Assistant Director Corporate Services whether private health care services were being covered by the current discussions.

Ms Cheverst said this needed to be resolved. She had sent the Community Partnerships Manager a database that would help with the identification of care homes.

A representative from Felsted said that Felsted Parish Council had contacted care homes within the parish.

Councillor Rolfe asked about car parking provision at Carver Barracks and Audley End. How would bus services be affected?

Councillor Eden asked whether the Tour's organisers would pay for extra staff costs caused by the Tour.

The Community Partnerships Manager said that Viceroy was being relocated to Carver Barracks. Viceroy was looking at operating a park and ride system from Carver Barracks. Negotiations were ongoing with Audley End about parking provision. Any costs that were beyond business as usual would be paid for by the Tour's organisers.

The Community Partnerships Manager said that it was important she was informed of any issues that arose. There had been concerns about access to veterinary services.

A representative from The Sampfords said through asking people who were in care he was able to find out about others who were in care.

Councillor Rolfe said there was going to be a cycling event on 6 July. What disruption was likely to be caused by this event?

The Community Partnerships Manager said the event was being run by Saffron Walden Carnival. No application for a road closure had been received. The event was going to operate as a rolling road closure.

A representative from Swards End asked roads adjacent to those of the Tour. Would these roads be closed as well?

The Community Partnerships Manager said that these roads would also be closed. People cannot be stopped from parking on these roads unless an Access Order was obtained from the County Council.

The Emergency Planning Officer said that signs would be placed on these roads before the day of Tour informing people of this.

Councillor Eden left the meeting.

A representative from Felsted said the discussion on access needed to be in greater detail. Diversion routes were likely to be complex.

Ms Cheverst said that Essex Service Highways would help to deal with the issue.

TF32

COMMUNITY EVENTS

A representative from Swards End said that a caravan meeting was being held over the weekend before the Tour. The Village Hall was holding a barbeque.

A representative from the Sampfords said that the pub was having a barbeque. The church was holding a coffee event.

A representative from Felsted said that a 40ft screen had been booked and paid for. Events were to be held on a different field owing to the provision for helicopter facilities. There was going to be a barbeque and a camping area.

Councillor Rolfe asked whether the school was to stay open.

A teacher from Felsted School said that language school was remaining open. Other parts of the school would be closed.

A representative from Swards End asked how much parking would be available in Saffron Walden.

The Community Partnerships Manager said that parking capacity would be considerable. The park and ride service would be free.

Councillor Rolfe asked what was being done about advertising car parking spaces.

The Community Partnerships Manager said she was identifying where signs for car parking would come from. There was a deadline for identifying where car parks would be. The deadline was 25 April. Precise details were not yet required.

Councillor Evans said that some charities along the route were planning on decorating the route with bunting. Had the Community Partnerships Manager been approached about this?

The Community Partnerships Manager said that she had not been approached.

Councillor Rolfe said that there could be a competition to see who could create the best bunting.

The Assistant Director Corporate Services said that this was being looked at as an idea.

Councillor Rolfe said that in Great Chesterford The Plough pub was holding an event on the day of the Tour.

TF33

ANY OTHER BUSINESS

The Emergency Planning Officer said the County Council needed to be made aware of whether events were going to be all day events.

A representative from Swards End said that the events on Monday were likely to be all day events.

A representative from The Sampfords said that it wasn't yet known whether the events would be all day.

A representative from Felsted said that it had not been agreed whether events would be all day.

Councillor Rolfe said that an item on the legacy of the Tour should be on the next meeting's agenda.

AGREED that an item on the legacy of the Tour be on the next meeting's agenda.

TF34

DATE OF NEXT MEETING

It was agreed that the date of the next meeting would be 19 May 2014.

The meeting ended at 8.35pm.

ACTION POINTS

- TF29 “Event Promotion” be an item on the agenda of the next meeting
- TF29 Parish councils be given information by the Council to be included on leaflets
- TF33 An item on the legacy of the Tour be an item on the agenda of the next meeting