

TOUR DE FRANCE WORKING GROUP MEETING at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN at 7.30pm on 19 MAY 2014

Present: Councillor H Rolfe (Chairman)
Councillor M Lemon

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

Others Present: Mr Frostick (Saffron Walden Town Council), representatives from the parish councils of the Sampfords, Swards End and Felsted. The head teacher of Felsted School.

TF35 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Evans (Uttlesford District Council) and Councillors Eden and Harrington (Saffron Walden Town Council).

TF36 MINUTES OF THE MEETING HELD ON 14 APRIL 2014

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

TF37 MATTERS ARISING

The Assistant Director Corporate Services informed the meeting that advertising at stations was being dealt with by Transport for London. Parish councils wishing to advertise at stations should speak to the station manager before contacting Transport for London.

TF38 COMMUNICATIONS UPDATE

The Assistant Director Corporate Services told the Working Group that the County Council had launched a website especially for the Tour. They should be contacted if parish councils wanted to add any information about events. The County Council had also begun distribution of leaflets throughout Uttlesford. It included background information on the Tour, the route, road closure information and timings for the peloton. A briefing for businesses had been held in Saffron Walden Town Hall, which proved successful. The most recent edition of Saffron Walden Weekly News included a four page wrap around about the Tour. Information was also to be included in Uttlesford Life. Saffron Walden Reporter was putting together a guide about the Tour. The Council would assist them with this. BBC Look East and ITV Anglia would be based in Saffron Walden on the day of the Tour. There would be direct communications with those either on the route of the

Tour, on roads adjoined to the Route and others who would be seriously affected. He would gather the e-mail addresses of those present and send out the relevant information.

The Working Group was informed by the Communications Manager of plans to hold an event in Saffron Walden Market Square on 31 May. This coincided with the Fete de Tour. The County Council was promoting a competition where people attempted to cycle one kilometre in the fastest possible time. The Lord Butler Leisure Centre would help to provide bicycles for the event. Cambridge was also holding an event to celebrate the Fete de Tour, but it was not yet known exactly what event the city would hold.

The Community Partnerships Manager said that Great Dunmow Leisure Centre was keen to work alongside Felsted Parish Council. She would ensure that they could liaise with each other.

In response to concerns raised by doctors about a perceived lack of consultation, the Emergency Planning Officer told the Working Group that consultation was being dealt with by Public Health England. The three surgeries in Saffron Walden had been met about how the Tour would affect them.

The Assistant Director Corporate Services added that Saffron Walden Hospital had raised no objections about the Tour.

The Working Group turned its attention to the filming and photography of the Tour. Only ITV Anglia and BBC Look East would be using static camera placements. Coverage of the race would use cameras on helicopters and vehicles used by the Tour's organisers.

Councillor Rolfe said that he wanted the Council to pursue the possibility of producing a flying picture of the Tour's route.

TF39

LOCAL ISSUES UPDATE

The Working Group was told that a follow up of care homes and carers had been carried out. A request had been sent to the County Council to be given a copy of the letter that had been sent to care homes. This would allow the Council to identify what extra information needed to be given.

Councillor Rolfe told the Working Group that The Plough pub in Great Chesterford was holding an event on the day of the Tour. Great Chesterford Parish was applying for road closure orders to facilitate this event. He was informed by the Community Partnerships Manager that the Parish Council would have to contact the County Council about obtaining a road closure order.

A representative from the Sampfords said that the pub was holding an all-day event on the day of the Tour. The parish council had written to farmers about using their farm land for parking.

Mr Frostick informed the Working Group that Saffron Walden was holding its market in the Market Square on the day of the Tour. The Town Council needed to know where a podium for the mayor could be placed. A temporary road closure order for the streets adjoining the Market Square was being looked at.

The Working Group discussed the provisions that were being made so that people could cross the route. There would be crossing points at certain points on the Tour's route. People would be allowed to cross at times it was deemed safe to do so.

The Working Group was told that Swards End's village hall was having a BBQ on the day of the Tour. Car parking would be available on Redgates Lane.

A representative from Felsted said that communications had been ongoing with the Community Partnerships Manager about the provision of toilets. A 40 foot screen would be in operation from 7am until the Tour reached The Mall in London. There would be parking facilities for up to 2,500 cars as well as spaces for those on the route of the Tour. The charge for parking would be five pounds instead of the recommended €10. The facilities for parking were being provided to the Parish Council for free.

The Working Group was told by the Community Partnerships Manager that parking around Saffron Walden would be free to use, but it would not be possible for cars to leave car parking areas whilst the Tour was going through Uttlesford.

Councillor Rolfe suggested that Felsted Parish Council ensured it was made clear to those who used their parking facilities that the fee was for charitable causes.

TF40

EVENT PROMOTION

The Working Group was informed that the County Council had set up a fund to provide parishes with flags and bunting for the Tour. It was up to individual parishes to apply for the decorations. The Communications Manager would re-send the e-mail she had sent to parishes informing them of this opportunity.

Discussions moved onto the possibility of having a competition amongst shops in Saffron Walden to see who could make the best decorations for their shop. Councillor Rolfe said this should be pursued by the Town Council.

The Community Partnerships Manager said she would liaise with Littlebury Parish Council about parking provision. There should be enough minibuses to take people to Saffron Walden. Minibuses from Viceroy as well as other sources would be used.

The Working Group agreed that information about events being held by pubs should be gathered.

TF41 **COMMUNITY EVENTS**

The Community Partnerships Manager said the organisers of the Tour had decided that a big screen would be placed in Saffron Walden.

TF42 **LEGACY OF THE TOUR**

Councillor Rolfe told the Working Group that Sir Alan Haselhurst MP wanted to see a cycling event held every year. It would capitalise on the increased interest in cycling caused by the Tour.

The Community Partnerships Manager and the Communications Manager had met with Walden Velo, who were keen to assist with any annual cycling event.

A representative from Felsted said that Felsted Parish Council wanted to be involved in any future cycling events as well.

The Working Group examined the health benefits caused by an increase in cycling. The Community Partnerships Manager told the Group that there was a possibility that in the future cycle training sessions could be held at Carver Barracks.

Mr Frostick said the Town Council was supportive of the Thaxted cycle scheme. One way to ensure the legacy of the Tour was to build as many of the proposed cycle paths as was possible.

TF43 **ANY OTHER BUSINESS**

The Emergency Planning Officer said that there would be around 30 Tour Makers throughout the district. The County Council would be contacted to check whether they could be utilised by the Council.

The Working was told that it was the responsibility of the Council to ensure the route was the clean before the Tour arrived and after it left. The Chief Executive accepted an offer of help from Mr Frostick on behalf of the Town Council.

The Working Group was told that a temporary road closure order had been applied for to hold a Tour Sportif on the day before the Tour. It would be a rolling road closure from 8am until 8.20am. The event

would head down Common Hill before turning left and heading towards Swards End.

The Emergency Planning Officer had supplied extra first aid provision for both Felsted and Saffron Walden. The emergency services would be using the Council's offices as a hub for their operations. They would be operating as usual. She would e-mail each parish council asking for contact information for someone from each parish. She was to liaise with the County Council, who in turn would have direct access to race control.

The Community Partnerships Manager said that it was still not clear what bus services would still operate. She was awaiting information from the County Council.

Councillor Rolfe recommended that the following actions were taken based on the discussions that had taken place at the meeting:

- The Council's, County Council's and Felsted Parish Council's websites for the Tour would be circulated.
- Details of contact with Walden Velo would be circulated.
- Contact would be made with local pubs to obtain more information of any events they were looking to hold.
- Contact information would be given to parish councils so that they could apply for flags and bunting from the County Council.

TF44

DATE OF NEXT MEETING

It was agreed that the next meeting would be held on 16 June 2014.

The meeting ended at 8.45pm.

ACTION POINTS

- TF43 The Council's, County Council's and Felsted Parish Council's websites for the Tour would be circulated.
- TF43 Details of contact with Walden Velo would be circulated.
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- TF43 Contact information would be given to parish councils so that they could apply for flags and bunting from the County Council.