



Guide, Risk Assessment and Event Management Plan 2019.

Background.

Bampton Fair existed even before King Henry III granted it a Royal Charter in 1258 and is always held on the last Thursday of October. **This year it is on 31st October.** It is one of the oldest surviving Charter fairs in the country. The Charter for the Fair has just been renewed allowing the running of the Fair to continue under its terms. For centuries, the fair mainly sold sheep and cattle and was the largest sheep fair in the South West of England. During the 1880's to 1980's it evolved to become the famous Bampton Pony Fair trading in Exmoor ponies.

Today this traditional Devon fair continues to attract local producers of foods and livestock, crafts and traditional skills from Exmoor and its surrounding villages. The streets, church, pubs and venues of Bampton are filled to overflowing with around 100 stalls, entertainments; including craft and music workshops, demonstrations and concerts, and a funfair. Archive photographs, film, songs, music and oral memories of the rich traditions and heritage of the fair itself have been compiled into a commemorative DVD. Due to the drop in Pony Sales county wide the auction of Ponies at Luttrell Farm had to be discontinued although Exmoor ponies will be available to view at the war memorial.

The event is a formally recognised 'Heritage Event' and has been supported by the Heritage Lottery Fund. Bampton Heritage Centre located in St Michaels Church and was opened in September 2013 this provides extensive information on the history of Bampton, its residents, industries and activities with old photographs and much to explore. New in 2017 and back again this year is a programme of story telling by established authors of their own work co-ordinated by the Exeter Authors organisation.

This Document

This document in three parts:-

The first part 'Overview' is designed to provide the reader with a general picture with how the event is run. The Fair has operated continuously for 760 years, on the last Thursday in October under the terms of it's Royal Charter.

The second part is a Risk Assessment that was accepted with minor amendments by the Mid Devon Council run Safety Advisory Group (SAG) at their meeting on 18th September 2018 and has been updated to issue 8 with their help. (to be amended following SAG input 2019)

The third part 'Event Management Plan' provides more detail of the people who run the Fair and the responsibilities and activities that need to be performed to ensure a successful and safe event. Since the 2016 Fair the governance arrangements of the Fair have been reviewed and formalised culminating in special meeting of Bampton Town Council (BTC) on 19th January 2017. Following this the agreement between BTC and Exmoor Rotary Club was renewed, the Clerk appointed as Organiser and the terms of the Bampton Fair Working Group which runs the fair revised. These Terms of Reference are at Annex A.

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Overview

a) Responsibilities.

1. Bampton Fair Working Group

Bampton Fair Working Group (BFWG) is responsible for coordinating the overall running of the Fair its Terms of Reference are at Annex A. The BFWG comprises at least two Councillors, two representatives of Exmoor Rotary Club members of the Community and the Clerk. It will jointly ensure that Bampton Fair is:

- (i) properly organised and achieved.
- (ii) that Tolls and donations are collected.
- (iii) that required payments are made in a proper and timely manner.
- (iv) that accounts are kept and supplied for audit

The agenda's and minutes of the BFWG are open to inspection on the Charter Fair web site

2. Bampton Town Council (BTC)

BTC have appointed a Fair Committee to oversee the delivery of their responsibilities for the running of the event. BTC makes annual provision in its budget to cover the costs of providing the infrastructure for which it is responsible.

BTC's specific responsibilities include:-

1. HEALTH & SAFETY

All H&S issues related to the Fair. A Risk Assessment is provided below. The tasks associated with this responsibility are:-

- a. Police Liaison and recruiting volunteer Stewards.
- b. Provision of St John Ambulance cover.
- c. Toilets provision, permanent and temporary to accommodate 3000 people (Purple Book)
- d. Fire Escape safety scaffolding walkway from the Riverside car park
- e. The 'blue light routes' definition and agreement with police and emergency services. (The football pitch area has been designated as the emergency helipad.)
- f. Arranging with MDDC for cleaning all the streets after the Fair.
- g. Communications, with the provision of two way radios for co-ordination between some 9 sites and a central control
- h. Overseeing the Funfair and checking safety certificate and risk assessment

2. TRAFFIC

The Council is responsible for the definition and implementation of road closures and obtaining the necessary permissions from DCC. Road closure flyers are delivered to all residents in main streets (move cars etc.) BFWG now owns its own Traffic Cones and BTC arrange distribution and collection. Responsibilities also include signage (see below) and the recruiting and training of volunteer Stewards to run traffic management on the day. BTC is also responsible for liaison with the bus companies First and Beacon to re-route buses and make access to the Fair easy for passengers. It also liaises with the School.

3. PARKING

This is sited at the Council-owned Motte car park run by Football Club and in the fields belonging to Neil Weston above the Scout hut. The Scouts run this car park. Coach drop off is at the Fraser Antistatic site near Scotts. Coaches visiting the Fair must book in advance. Disabled parking is provided at Lords Meadow Lane. The Council also have to make sure that Riverside car park is clear by the evening of the preceding Monday so that tents can be erected on Tuesday. They also make certain the main car park is clear by the proceeding Saturday for the arrival of the fun fair which BTC books.

4. SIGNS

These include banners across the roads, flags through the streets, signage to warn of road closures and signs to close car parks. Where signs are erected they must be covered and uncovered to a fixed schedule and comply with rules and regulations. Road signs may only be fixed by those with training for safe procedures (Schedule 8 training from Highways). Photos of the approved locations and positioning are contained with a map in a separate file.

5. STREET MARKET

The responsibility is delegated to the Town Clerk, who obtains bookings and collects the income from the tolls for stalls and street traders. The Clerk also checks individual insurances and collects details of food outlets advising the Environmental Officer at MDDC who carries out checks on the day. Stalls using power and /or gas bottles must ensure their use does not endanger public safety. Gas bottles should be stored in cages and fire extinguishers must be provided.

6. FUN FAIR

The Council must ensure the Station Road car park is clear from the previous Saturday and liaise with Rowlands who run the fun fair. Rowlands are responsible for ensuring the fair equipment does not endanger public or operator safety and BTC check that the safety certificate and risk assessment.

7. FINANCES / INSURANCE.

The Council holds the budget for their fair responsibilities above including the provision of Insurance cover for the whole Fair. The budget also covers other payments which are made such as walkie-talkies, tracking for the car parks, provision of toilets, St John Ambulance and cones, etc. By the 1st November the 'rent' payment is made to the Lord of the Manor (who holds the lease for the Fair). After the Fair, BTC/Town Clerk will provide a schedule of the BTC infrastructure expenditure to give to the BFWG Treasurer to incorporate into an annual financial statement for the whole Fair.

All Fair proceeds go to support organisations and events within the community.

3. Exmoor Rotary Club

The following responsibilities are taken on by a team from Exmoor Rotary Club: The tasks include; Promoting events, collecting bookings, allocating space, paying artists, organising the days programme, Supervising the activities, erecting and removal of tents, arranging electricity and lighting to the Riverside tents, arranging parking for exhibitors. A copy of the Rotary Insurance Certificate for 2018/9 is at page 35 The actual components they are

responsible for running are the:-

1. Craft Fair in the Parish Church, with stalls across the pews. **Note: Heritage Centre open.**
2. Traditional Skills (Riverside tents)
3. Local Produce (Riverside tents) Stalls using power and /or gas bottles must ensure their use does not endanger public safety.
4. Music entertainment area (bottom of Castle Street) with all Day musical entertainment (see programme).
5. Street entertainers (see programme)
6. Music/ Entertainments (Riverside Hall)
7. Café (Community Hall)
8. Publicity (Programme, posters, web-site, links on other web-sites, local radio, TV, press release, posters to local villages and towns).
9. Exmoor Rotary also collects the income from the Craft Fair, Traditional Skills and Local Producers and donations from local businesses which pays the cost of street entertainers and musicians.

4. The Clerk

The Clerk administers the street market and serves on the BFWG and contribute to the overall satisfactory running of the Fair. Specifically the Clerk/Council:-

1. Organises the Street Market, arranging the booking of stalls the collection of tolls and checking of stallholders insurance and Food Safety Certification for food stalls / caterers and liaises with MDDC Environmental health Department.
2. Allocates pitches to stallholders and marks out pitches prior to fair Day, issues allocation notices and prepares maps and location charts for stewards.
3. In association with BTC works with the Scouts and Football Club running the Car Parks and obtains proceeds from them
4. Works with other members of the Bampton Fair Working Group to ensure the smooth running of the Fair, its preparation, running and post event recovery and produces the post Fair Overview Report.

b) Traffic Management & Parking.

The roads through the centre of Bampton (Brook St, Britton St, Castle St, Luke St & Station Road) are closed between the hours of 12 midnight on the night prior to the Fair until midnight on the Fair day. The closures are implemented by volunteers against a Road Management Plan, submitted 3 months in advance and approved by Devon County Council. Road Closure signs and temporary diversion signs are erected on all approaches to the closed roads by a team of

trained volunteers using a set of agreed information as to positioning sites. The closure points at the Quarryman's, War Memorial and top of Castle Street are manned by Stewards who are in contact with each other and with the lead steward by means of two way radios. Maps are available, and are reproduced in the programme, which specify the closed roads, parking, and location of all attractions and facilities.

Access roads and roads leading to the designated car parks are lined with no parking cones laid on the day prior to the Fair and collected on the evening of the Fair by a team of trained volunteers. The cones are laid past Scott's, along the Old Tiverton Road, South Molton Road, Morebath Road and the road to Shillingford as far as the old garage. The designated car parks are up Old Tiverton Road past the Scout Hut and managed by the Scouts (250 cars) and at the Rec, /Motte in Morebath Road, managed by the Bampton Football Club (300 cars). Disabled parking is provided at Lords Meadow Lane (20 cars) and Coach drop off at Fraser Antistatic at Scott's. The designated public parking is on grass fields which can become difficult in bad weather, although coconut matting and experienced stewards are used to facilitate movement. The Blue Light access is from Luke, Castle and Britton Streets with a walking Steward escort to access those streets which are closed on the day. These are highlighted on the map on page 11 together with the muster points for use in the event of a major incident (see d below).

c) Bad Weather Contingency Plan.

In the event that either or both of the designated car parks become unusable due to wet weather a decision will be taken by the lead steward to close these car parks and to remove the cones from the approach road to provide alternative parking for visitors whilst maintain 'blue light' access. Cones will be removed as soon as possible from Scott's to the Old Tiverton Road, South Molton Road, Morebath Road and Shillingford road except where passing bays are needed in restricted width roads. All stewards will be advised by radio of the decision to close the car parks and can immediately advise queuing traffic. If bad weather is expected the site is monitored and if high winds expected a team is on standby to deal with damage. If winds of 40mph or more occur or are forecast tents are to be evacuated.

d) Major Incident Evacuation Plan.

In the event of a major incident and in conjunction with the police and emergency services visitors and stall holders in the areas affected can be evacuated via Mary Lane to the churchyard and from the Brook Street, Newton Square area down, routes up Castle Street and down the side of the Spar to Newton Court can be used. People evacuated should remain in the evacuation areas until the all clear is given. Stewards are briefed on the codeword to be used in such an event and warnings are given over the PA system. Discussions will be held with the Police Officer in Charge on the day to agree hand over criteria in such an event and the codeword in operation.

e) Cancellation / Event Stop.

If it becomes necessary to cancel or stop the event the decision will be made by the Bampton Charter Fair Working Group or in emergency by the control room officer.

Fair Risk Assessment.

Overview

The management of the street Fair has evolved over the years since it's inauguration in 1258 but has been refined to reflect advice given in the 'Event Safety Guide' (Purple Book) published by HSE in 1999; The Guide 'Managing Crowds Safely' also published by HSE in 2000 and the HSE produced 'Health and safety checklist for village and community halls'.

The overall responsibility for Traffic Management, Parking, Police and Highway Authority liaison, Emergency Service cover including on site ambulance/ medical cover and Health and Safety is held by Bampton Town Council who also arrange insurance cover for the whole event although all street stall holders are also required to have public liability insurance. BTC also liaises with local bus companies, coach companies and the local schools to ensure the rerouting of services on Fair day. BTC also liaises with Rowland's Fun Fair but the safe running of the fun fair is Rowland's responsibility.

Exmoor Rotary is responsible for running The Craft Fair in St. Michael's Church; The Local Producers Tent and Traditional Skills Tent both in the Riverside Hall Car Park; Music in the Riverside Hall; publicity; Music Tent at the bottom of Castle Street and Street Entertainers around the town. All Rotary members and volunteers are covered by Rotary insurance and wear Rotary Tabards.

Risk Assessment.

The Fair organised and run by experienced people with well-established and defined tasks but any event of this nature inherently involves some hazard and risks which have been assessed, assigned and control measures identified. They cover areas including, personal injury or illness, affray, toilet provision, fire, storm damage, lost children, traffic congestion, driver confusion, food safety, electrical equipment, animal welfare and major incident and terrorist risk.

These are addressed individually below.

Risk Identified	Persons at Risk (those involved)	Severity of risk High/ Medium/ Low	Measures to Control Risk	Responsible Agent.
Crime and Public Disorder (With pubs and alcoholic outlets open all day)	Public and Staff	Low	Landlords are experienced in spotting and dealing with incidents on premises. Stewards are briefed to watch out for signs of trouble and advise Control who if necessary will call the Police Pubs use plastic glasses on fair day. Knives, BB guns and laser pointers are not permitted to be sold at the fair and stallholders are advised via the Terms & Conditions	BTC
Toilet provision	Public and Staff	Low	Public Toilets are located in the Station Road car park, and toilets available in both the Community and Riverside Halls and at the Rec. Temporary toilets are provided at, Riverside Hall Car Park, and Brook St	BTC

Fire	Public and staff	Low	Blue light routes have been declared with Fire authorities. Temporary electrical equipment is used in the Local Producers tent where Fire extinguishers are provided. An emergency fire escape route is especially constructed at the rear of the tents in the Riverside Hall Car Park.	BTC
Fire - Food Concessions / Traders	Public and staff	Medium	Stall holders using gas must ensure that it is used safely and individual fire safety certificates produced and complied with. Portable gas cylinders should be kept in gages and fire extinguishers must be provided	BTC
Storm Damage / High Winds	Public and Staff	Low	Tents are of sturdy construction and are securely anchored. Evacuation routes have been identified. Site is monitored and if high winds expected a team is on standby to deal with damage. If winds of 40mph or more occur or are forecast tents are to be evacuated.	Exmoor Rotary
Missing or Lost Children	Young members of the public	Medium	Stewards are briefed and those DBS cleared will assist missing children and arrange for their safe relocation to the designated 'Lost Children's Point 'and Control advised. If a child is reported 'lost' by parents to the police they can check with Control in the first instance to check if they have been found.	BTC
Traffic Congestion	Public	Medium (High if very wet)	There is inevitable queuing for access to the designated car parks creating congestion past Scotts' and in Morebath Road. Stewards are briefed to assist and keep emergency routes clear.	BTC
Driver Confusion	Public, Delivery and public transport drivers	Low	The existence of road closures and the alternative access routes are widely publicised and announced on local radio. Maps of diversions are publicised on the web site. Signage is positioned on all access road advising of access restrictions and alternative routes.	BTC
Food safety	Public	Low	All stall holders and outlets selling food have to hold appropriate food safety certificates which are advised to, and check up on, by Environmental Heath Officers	BTC
Electrical Equipment	Public and users	Low	Temporary electrical equipment and lighting is used in the Riverside tents. Special isolation equipment is installed with trips to protect users.	BTC

Animal Welfare	Ponies and Rare Breeds	Low	Approved pens are provided for ponies and Rare Breeds. Owners look after animal welfare and an on call vet is retained Reference is also made to the June 2102 guide "Preventing or controlling ill health from animal contact at visitor attractions"	BTC
Contact with Animals	Public	Medium	Hand washing / Sanitation facilities are provided at animal petting area.	BTC
Flood	Members of Public & stallholders.	Medium	Flood emergency procedure exists and actions are initiated if there is a sudden rise in River levels.	BTC
Slips, Trip & Falls	Members of Public & stallholders.	Medium	Cables, Ropes etc. are protected and mating used in car parks as required. First Aid cover is available at both ends of the town.	BTC
Lone Working or working in dark	Stewards and staff	Low	People only work in pairs and in darkness portable lighting is used.	BTC
Major Incident, (Fire, Suspect Bomb, Gunman)	Members of Public & stallholders.	Low	Any Steward identifying an issue will immediately inform Control and if considered necessary an evacuation will be ordered of the area. Routes are 1. Evacuation of Brook Street is up Mary Lane to Cemetery 2. Newton Square /Luke street to Castle Street, the garage area by War Memorial and Newton Court.	BTC
Terrorist Risk, Suspect bomb, gunman, vehicle born IEDs	Members of Public & stallholders	Low	Above evacuation procedure. Physical vehicle barriers are deployed at the three access / steward points	BTC

Event Management Plan 2019.

Programme

Note. Obtaining bookings from stallholders, street and craft fair and the booking of entertainers are done at least 6 months in advance. The Programme goes to print in mid September. The Advance warning signs and advice on road closures are set up by the 17th of October.

Saturday 26th October 2019 Main Car park closed and cleared

Monday 28th October 2019.

Final briefing of Stewards and Radio Training 1 at 2.00pm Riverside Hall

Tuesday 29th October 2019.

Final briefing of Stewards and Radio Training 2 at 7.00pm Riverside Hall

Erecting of emergency steps at rear of Riverside Car Park.

Delivery and positioning of Temporary toilets in pre agreed locations.

Erecting of Tents at Riverside Hall at 2pm.

Wednesday 30th October 2019.

Positioning of Road Closure and redirection signs

No-Parking cones pre- positioned in agreed locations.

Road Closures applied at Midnight

Stall Holders arrive overnight and early morning to pre agreed plan.

Thursday 31st October. Halloween (FAIR DAY) 2019

Stewards Man check points from 6am

Control Point Manned from 8am

Stalls open from 10am until 7pm min.

Funfair open from 11am until late

Opening Procession from War Memorial at 10am

Music in Street 10am to 6pm

Street Entertainers operating from 10.30 to 6pm

Friday 1st November 2019

Street Cleaning 6am

Streets cleaned before 7am

Remove traffic cones

Dismantle tents at 10am.

Stow tents and signs

Specific Responsibilities / Personnel

Crowd Management

The Fair is a free event although all visitor groups arriving by car are given a Fair programme with the location map and information to assist their welfare. Expected numbers are normally around 3,000 and these are spread throughout the town. Roving Stewards monitor choke points and take action to avoid overcrowding. All stewards wear bright, Bampton Fair or Exmoor Rotary identifying, safety jackets.

Traffic Management

The roads through the town are closed from midnight on the Wednesday until midnight on the Thursday. Stewards man the road closed points from 6am until 8pm on the Thursday and roving stewards monitor traffic movement outside of these hours. All road closure points are manned from 6am to 8pm by Fair Stewards who wear bright, Bampton Fair identifying, safety jackets. Stall holders and other organisations are all allocated specific pitches which are marked in the streets. Some of these have been held by the same trader for generations. Each steward control point has full lists of locations and occupants (in alphabetic order) so they can be directed to their assigned location. Stallholders in the Riverside Hall tents and for the Craft Fair in the Church arrive from 7am to a pre agreed timetable and their vehicles are escorted in and out of the area with reserved parking located close by.

Car Parking

Car Parks are located (see map) at the Recreation Ground at the Motte (300 Cars) for visitors from the Taunton, Dulverton and Morebath directions and at the Scout Hut (250 Cars) for those from the Tiverton direction. Parking is charged for at £5 per car and a programme to better inform visitors is provided free to each car load. Free Disabled parking is located in **Lords Meadow Lane and is accessed from the War Memorial as advised by Stewards.**

Medical Cover

On Site - Medical cover is provided by St John Ambulance personnel located at the river bridge and in Newton Square, see map. Bampton is served by its own First Responders team and routes and access for NHS Ambulance response to 111 or 999 calls has been agreed with Devon County Fire and Ambulance service who are aware of the event via their representative at the Mid Devon Safety Advisory Group.

Toilets

Public Toilets are located (see map) at the main Car Park near the Church and at the Riverside and Community Halls. 9 Temporary toilets are provided at the Car Park, Riverside Hall Car Park and next to the Toucan with a disabled unit at the top of the River ramp. The total number of toilets available can serve 3000 visitors (Purple Book)

Lost Children

Stewards are briefed to assist lost children and those who are DBS cleared arrange for their safe relocation to the designated 'Lost Children's Point' at the information tent on the town side of the bridge.

The lost children reporting and control point will be within the Information stand (above). Staff will relay details of any lost child to the control room, who will immediately put the information by two-way radios to all stewards. If a lost child is not located within 5 minutes the police should be notified. When a lost child is found Control must be notified. Control will immediately notify stewards. Control keeps a log which includes notification of all lost children incidents.

Stall Holders

There are approx. 100 street stalls located in Luke, Brook and Britton Streets and Newton Square. The Clerk sends booking forms and Terms & Conditions to all regular stallholders approximately six months before the Fair. Enquires are also received from traders who have not previously attended the Fair and they are sent the relevant information and forms. Stallholders then return the completed Booking Forms, Payment, and copy of current NMTF/Public Liability Insurance and safety certificates the annual ADip & for inflatable PIPA certificates,

Pitches are then allocated for all street traders. Receipts, Pitch details, Windscreen display notice, map, terms & conditions are sent out at the beginning of October.

A list of all the food stalls is sent to the MDDC Environmental Health dept, at least two weeks before Fair day.

In the week before the Fair the pitches are marked and numbered in the streets and lists are prepared of who goes where in both pitch and alphabetical order to provide the Stewards with the information needed to ensure a staged filling of the streets on the night and early morning of the fair itself.

All stalls leave late evening on Fair day but the streets remain empty to allow MDDC Operatives to carry out a full street clean before dawn on the Friday.

The Terms and Conditions that apply to Stall Holders are provided on page 24.

Licensing

All street stallholders must hold and provide copies of their current NMTF/Public Liability Insurance together with safety certificates for the fair are the annual ADip & for inflatable PIPA and these are checked by the Clerk. All food stall outlets are noted and a full list is provided to Mid Devon District Council Environmental health department two weeks before the Fair. An additional alcohol license is obtained by Brian Smith for the cider bar in the local producer's tent.

Alcohol

The town's public houses operate as normal and there is cider available in the Riverside Hall tent all run by local licensed professional publicans who have staff who have worked with the event organisers for many years. Licensing regulations will be strictly adhered to. Excessive alcohol consumption will be monitored and action taken where necessary to ensure public safety. All drinks will be sold in plastic glasses.

Fun Fair

Rowlands by tradition operate a fun fair for the week of the Fair in the main car park near the Church, arriving on the Saturday before the Fair and departing overnight after Fair day. The Council ensure the Station Road car park is clear from the previous Saturday and liaises with Rowlands who run the fun fair. Rowlands are responsible for ensuring the fair equipment does not endanger public or operator safety and the Fun Fair operates safely.

Information - Public

Information boards are located through the town with detail of events and a map of all key locations of facilities and events. The days' programme will be on display in each entry marquee and within the information stand. An event information stand, permanently staffed, is located at the town end of the river bridge. This is close to the Control Point in the Albert Fowler Room above the Riverside Hall which is the central point for all general event management.

Full details and information is posted on the Fair web site and extensive use will be made of local radio and social media both leading up to and during the event regarding all matters of relevance for public information.

Event Safety

a. Fire

Fire extinguishers are provided at the marked Fire Points in each of the Riverside Hall tents and in the Riverside and Community Halls. The Stewards on duty are trained in their use. An emergency escape route is constructed from the back of the Riverside tents to the lower level path next to the river and this is clearly signed. Responses to 999 calls in those streets included within the road closure area will be accessed by the designated Blue Light Routes with Stewards walking the appliances in. All caterers and Traders are required to conduct a risk assessment including fire and must have suitable firefighting equipment on their stand.

b. Gas appliances

Where portable gas appliances are used, the stall holder / operators are responsible for ensuring their safe operation, bottles should be positioned to the rear of the stalls in gages. Separation should be controlled to reduce ignition risks. A qualified gas engineer Alan Barrow is available to assist /check if required.

c. Temporary Power Supplies

Additional electricity supplies are installed by a qualified electrician, Chris Adams via a control panel in the Local Producers Tent in the Riverside Hall Car Park. Portable generators are discouraged but must be diesel if used. Any trip hazard from trailing cables should be identified and resolved.

d. Tents and Lighting

Lighting is provided in the Riverside Hall Car Park tents during the hours of darkness.

e. High Winds

If high winds of 40mph or stronger occur or are forecast, then all tents must be evacuated.

f. Two Way Radios.

13 Good quality Motorola two-way radios are hired and are available on the Monday in time for the briefing of stewards. All stewards are briefed on their use and on call signs to use.

Radios are located at Car Parks (2 each), each road closure point (3), Clerk, Rotary (3), Control, Roving Steward / Spare. The log sheet is at Annex D.

g. Record Keeping.

An event and incident log is maintained in the Control Room and the resultant information is analysed for both post-event debriefing and the completion of recommended incident and safety reports

BAMPTON FAIR WORKING GROUP (BFWG) TERMS OF REFERENCE.

Objective / Responsibilities.

Bampton Fair Working Group (BFWG) is an autonomous group that has responsibility for the delivery of the ancillary Fair in conjunction with the annual historic Bampton Fair granted by Royal Charter in 1258, and held annually on the last Thursday in October

The Owner” of the “Charter” is the Lord of the Manor, Mr. Johnson White.

BFWG works with Bampton Town Council (BTC) who are the Fair lease holder and who are wholly responsible for the infrastructure, insurance and health and safety of the Fair.

BTC have a Bampton Fair Committee who co-ordinate their responsibilities and activities.

BTC is responsible for running the street market under the terms of the lease, and the contract with the Showmen’s Guild for the Funfair which ensures the continuity of the Charter.

Exmoor Rotary Club assist with the running of the wider activities which make up the totality of Bampton Fair. Bampton Charter Fair is a recognised National Heritage Event.

Terms of Reference

1. The BFWG consists of at least two members of each from BTC and Exmoor Rotary Club, and Town Clerk.
2. BFWG hold a bank account in its name into which is paid all income from the Fair. The Clerk keeps the accounts of the Fair and submits them for annual audit and presentation to BTC and the community.
3. BFWG has the responsibility for coordinating the organisation and running of the annual Fair with BTC. BFWG is responsible for the provision and maintenance of the equipment, marquees, gazebos, banners, flags, etc. all of which are stored by BTC.
4. The Town Clerk has details of Fair expenses, and the overall income from the street traders. These accounts now form part of the Council’s income and expenditure. The street tolls collected from the street traders under the terms of the Lease are recorded in a separate account line.
5. BTC makes an annual provision in its budget to cover the costs of providing the infrastructure for which it is responsible, BTC also receive the rent from the funfair.
6. BTC is the holder of the 10 year Fair lease for the street market and is responsible for its renewal in 2023.
7. BFWG ensures that in its account there is maintained a contingency to, ensure the continuity of the Fair, to purchase, repair or replace Fair equipment and provide funding for running extra special events on significant anniversaries of the granting of the Fair Charter in 1258.

8. The BFWG bank account has a minimum of three signatories, any two of whom can sign cheques.
9. The proceeds from the Fair Tolls are divided as one third to Exmoor Rotary, the balance to the Council who both distribute the funds to local organisations and activities.
10. Members of the BFWG and BTC attend the Mid Devon Council run Safety Advisory Committee (SAG) who normally license events but the Fair operates under the terms of its Royal Charter. Nevertheless advice is sought from the SAG and used in the '**Event Management Plan and Risk Assessment**' which the BFWG prepares and present to the SAG for their consideration. This process ensures liaison with the SAG Authorities; Highways, Police, Fire Service, Ambulance Service, Environmental and Food Safety, is maintained.
11. These Terms of Reference and the agreement with Exmoor Rotary Club are subject to review at three yearly intervals.
12. In the unlikely event that the over 750 years of continuous operation of the Fair ceases then any monies held in the BFWG Account will be dispersed by agreement between the parties in accordance with the procedure used for the distribution of proceeds.(item 9 above).

These Terms of Reference should be read in conjunction with the Standing Orders of Bampton Town Council (BTC), and the terms of reference of Bampton Fair Committee (BFC) who are responsible for provision of the infrastructure of the Fair (Road Closures, Cones, Signage, Portaloos, St John Ambulance, Street Cleaning, etc.) and for overall Health & Safety.

Dated 7th March.2018

Exmoor Rotary Club involvement in Bampton Charter Fair

Background

Following a meeting on 12/12/08 of HB, BH, DP, AW, TK (Chairman, Bampton Town Council), and Kelley Beeston, it was proposed that Exmoor Rotary Club would take on responsibility for organising some of the Bampton Fair activities. This was agreed by Exmoor Rotary Club and with Bampton Town Council at their meeting of 3rd March 2009. This agreement was subject to a three year review but has continued since 2009 and was again re confirmed by the Exmoor Rotary Council on 7th March 2017.

Exmoor Rotary Club Role.

Under this agreement Exmoor Rotary Club undertakes to organise:-

1. The Craft Fair in the Parish Church
2. The Street and Music entertainments
3. The Local Producers and Traditional Skills Tents in the Riverside Hall Car Park and oversee the erecting and dismantling of the tents.
4. The production of the Programme
5. The production of advertising Posters
6. The publicity and maintenance of the Fair web site
7. The Café in the Community Hall in conjunction with the local LARCS group.

Exmoor Rotary Club participation contributes to their objective of serving their community but in return for their help they receive 50% of the nett proceeds of the Fair as allocated by the Tolly following deduction of expenses and remunerations. The income received is distributed by Exmoor Rotary Club to Bampton organisations and activities under the terms of the Charter and Lease using the same process as adopted by Bampton Town Council for distribution of their share of the Tolls. Close co-operation is maintained between Exmoor Rotary Club and Bampton Town Clerk to ensure no duplication of toll distribution.

To assist in the overall organisation of Bampton Fair the Rotary Club of Exmoor will appoint two representatives to sit on the Bampton Fair Working Group (BFWG)

The current Lead members for Exmoor Rotary Club are as follows:-

Activity	Member Responsible	Telephone All 01398	E mail address
Overall Co-ordination	Alan Woolley (BFWG)	332195	aawoolley@yahoo.co.uk
Entertainments	Steve Caddy	351400	stephen.caddy@yahoo.co.uk
Craft Fair	Tony Mount (Church warden)	331527	tonymountuk@btinternet.com
Local producers & Traditional Skills	Tony Conway & Peter Gibson	331666 331669	conwaynewton@gmail.com secretary@exmoor-rotary.org.uk
Programme	David Botsford (BFWG)	332462	botsford.david@btinternet.com
Posters Publicity & Web Site	Humphrey Berridge	332324	hjib@humph.org.uk or pr@exmoor-rotary.org.uk

Team Contact Details

(All 01398 numbers unless shown different)

Bampton Charter Fair Working Group (BFWG).

Alan Woolley	332195	Mob 07875 244602
Penny Clapham Clerk	Mob 07704 915211	Fair Mobile 07745 210493
Edward Tanner	332233	Mob
Carol & Ashley Mares	332078	
David Botsford (Treasurer)	332462	Mob 07765 507386
Angela Short	332837	Mob 07999502286
Tony Conway	331666	Mob 07867 538632
Steve Cady	351400	Mob 07802 794288
Nick Bull (BTC)	332214	Mob 07711 912721
Rupert White (BTC)		Mob 07789 377412
John Sims (BTC)	332019	TBA

Web site www.bampton.org.uk/charterfair/index.htm

Bampton Town Council (BTC).

Simon Fouracres (chair)		Mob 07850 477310
Lucy Bull	332214	Mob 07740 863222
Nick Bull	332214	Mob 07711 912721
Barney Hopkinson	331611	Mob 07821 127021
William McHenry		
John Sims	332019	TBA
William Weston	331272	
Rupert White		Mob 07789 377412
David Whiteway	332017	Mob 07599 047817
Town Clerk Penny Clapham	clerk@bamptontowncouncil.gov.uk	

Chief Steward. Celia Hicks **332101** **Mob 07753 698566**

Electrical Chris Adams (Football Club) 331382 Mob 07791 388530
Gas / LPG Alan Barrow - Gas Safe Reg 331963 Mob 07711 308966

Rotary Team.

Alan Woolley (Entertainments)	332195	Mob 07875 244602
Humphrey Berridge (Publicity)	332324	Mob 07785 504669
Peter Gibson (Tents)	331669	Mob 07720 698062
Tony Conway (Tents)	331666	Mob 07867 538632
Tony Mount (Craft Fair - Church)	331527	

Information/help point/lost children - Heritage Centre team

Car Parks Motte Chris Adams 331382 Mob 07791 388530
 Scout Hut Tony Weiss 331901 / Trevor Hallett 331327

St John Ambulance - **Mr Michael Malinowski** **Mob 07840 106897**

Police **In an emergency ring 999 or 101 if less serious.**

First Responders **Tom /Debra** **Mob 07702 781866**

School PFTA
Community Hall Café
Exmoor Radio Club

Laura Grant
Paula Rennie
Simon Fouracre

lauragrants12@gmail.com
Mob 07517 375501
Mob 07850 477310

Businesses Open.

Spar / Post Office	331200
Swan Hotel (Paul)	332248
Toucan Bistro	331777
Bawdens Bakers	331426
Costcutter (David)	331403
Fish & Chip Shop	331969
Quarryman's	331480
Butchers	331208
Pharmacy	331455
Lucy Lou's	332831
Bampton Game	332142
Bridge House	332138
Exeter Inn	331345

Other Authorities.

Police -		999 (or 101)
Devon Highways - Richard Pryce	01392 382090	07817 122547
Fire Service Liaison Andy Aggett		01392 357209
Devon Highways Management Room		01392 380380
EA Health/H & S, Emergency Plan		01884 244603
Mid Devon District Council - Licensing /SAG.		01884 234996/7
Exmoor Luxury Loos -		01598 760200
Two Way Radio Supplier Contact Radio Communication Ltd: Mark Body		01633 270005
Abandoned Vehicles -Vicky Bowden		vbowden@middevon.gov.uk

Useful Telephone Numbers web sites

Devon & Cornwall Police 101 (non emergency) **Emergency 999**
Crime-stoppers 0800 555 111
Devon & Somerset Fire & Rescue Service 01392 872200
East Devon District Council 01395 516551
Mid Devon District Council 01884 255255
Devon County Council 0845 155 1015
Victim Support 0845 30 30 900
Addiction - adult alcohol services 0845 130 2605
YSmart - drug & alcohol services for under 18s 01271 388162
Domestic Abuse Services Devon 0345 155 1074
Confidential Anti-terrorism Hotline 0800 789321
National Counter Terrorism Security Office www.nactso.gov.uk
MI5 - Security Service www.mi5.gov.uk

Stewards' responsibility, Instructions & Briefing

Roles, Responsibility and Briefing

All stewards wear bright, Bampton Fair or Exmoor Rotary identifying, safety jackets. A full briefing including instruction on the use of the radios is provided on the Monday and Tuesday of Fair week. General instruction and advice are given to the over 50 Stewards and 30 Rotary members involved, many of whom have done the task for many years. An excel spreadsheet allocates names, times and position for each Steward and this is cross checked at the briefing and training sessions, held on the Monday and Tuesday of Fair week. The training includes use of radios, communication protocols, special instructions, advice on limits of powers, need to remain visibly professional, review of stewards instructions for all points, cross check of times of duty, latest position on stallholders and entertainers attending, weather forecast and plans if bad weather is forecast.

Instructions

1. War Memorial (South Molton Road)

If visitors read the advance warning signs, and diversion signs, then stewards at this location should only encounter stallholder vehicles, disabled visitors traffic and buses, and anyone requiring the doctor's surgery.



STALLHOLDER VEHICLES: (early morning only)

Each stallholder will have a vehicle pass displayed in their windscreen; also the necessary paperwork advising their pitch details. Please allow these vehicles **ONLY** to proceed into Luke Street.

These vehicles must drive with their hazard lights on, and at a dead slow pace as stallholders will be setting up



VISITORS CARS & DISABLED PARKING

VISITORS: Car Parking is available at the Football ground or the Scouts field – please direct traffic back along the South Molton Road and advise them to follow the traffic diversion signs to the appropriate car park.

DISABLED PARKING:

Vehicles displaying a disabled badge can be directed down into West Street and into **Lords Meadow Lane to the allocated parking .**

Please wear your hi-vis vest at all times and pass this onto the person who relieves you.

If there are any problems, please use the walkie-talkie and speak to the control room. Advice and help will be given.

The person who is on the last shift of the day, please can you return Walkie-Talkie and Hi Vis Vest to the Control Room.

This information sheet and the stallholder lists should have been collected from you during the day. If not, please also take this to the Control Room.

☺ Thank you for your help, it is very much appreciated ☺

CASUAL STALLHOLDERS (early morning shifts only)

Some traders may turn up on Fair morning hoping for a spare pitch. They will have no paperwork.

Please do not let them bring their vehicle into the main streets, or unload anything.

Park the vehicles outside the checkpoints and ask them to walk in.

The Tolly will meet any casual stallholder outside The Swan pub at 8.00am (not before) and allocate pitches if there are any spare, and she will let them have the necessary paperwork.

PACKING UP! (late shifts only)

Traders in the marquees in the Riverside Car Park will be the first to leave. Stewards will escort these vehicles out of the street.

Some street traders see this as the point when they can also leave. However! No street stall holder traffic can move until 7pm* (Fair Organisers discretion on the day)*. If stalls have packed up before this time then they will have to wait until advised they can leave.

All street traders have been advised that they are welcome to continue trading up to 9pm if they want to.

If the weather on the day is bad, the Fair organising group will make a decision as to what time traders can leave. This information will be advised to all steward points via the Walkie-Talkies.

****All vehicles driving through the town, must at all times, drive with their hazard lights on, and at a dead slow pace as there will be pedestrians and also stallholders will be setting up, or packing up****

2. Castle Street / Morebath Road

STALLHOLDER VEHICLES: (early morning only)

Each stallholder will have a vehicle pass displayed in their windscreen; also the necessary paperwork advising their pitch details. Please allow these vehicles **ONLY** to proceed into Castle Street.

****These vehicles must drive with their hazard lights on, and at a dead slow pace as stallholders will be setting up****

ENTERTAINERS Our Entertainers have been advised to arrive at the Fair at the Castle Street end of town. They will arrive at various times throughout the day, depending when they are on stage. Please allow these vehicles to drive down the hill to the Entertainments Tent where Alan will be on hand to assist. The entertainers will have all necessary paperwork and vehicle passes.

BUSES The bus companies have re-routed their services for Fair day, and temporary bus stops will be put in place: Castle Grove at the B3190 Morebath Road turning – 25B Taunton to Dulverton (First Somerset & Avon Ltd)

A coach party from Bristol has pre-booked. Please direct the coach driver to park safely and sensibly outside of the road closure area.

Please wear your hi-vis vest at all times and pass this onto the person who relieves you.

If there are any problems, please use the walkie-talkie and speak to the control room. Advice and help will be given.

The person who is on the last shift of the day, please can you return the Walkie-Talkie and Hi Vis Vest to the Control Room.

This information sheet and the stallholder lists should have been collected from you during the day. If not, please also take this to the Control Room

☺ Thank you for your help, it is very much appreciated ☺

CASUAL STALLHOLDERS (early morning shifts only)

Some traders may turn up on Fair morning hoping for a spare pitch. They will have no paperwork.

Please do not let them bring their vehicle into the main streets, or unload anything.

Park the vehicles outside the checkpoints and ask them to walk in.

Sherie will meet any casual stallholder outside The Swan pub at 8.00am (not before) and allocate pitches if there are any spare, and she will let them have the necessary paperwork.

PACKING UP! (late shifts only)

Traders in the marquees in the Riverside Car Park will be the first to leave. Stewards will escort these vehicles out of the street. Some street traders see this as the point when they can also leave. However! No street stall holder traffic can move until 7pm* (Fair Organisers discretion on the day)*. If they have packed up before this time, then they will have to wait until advised they can leave.

All street traders have been advised that they are welcome to continue trading up to 9pm if they want to.

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3. Quarryman's rest

Stewards at this location should only encounter stallholder vehicles and visitors cars.



VISITORS VEHICLES:

Please direct all visitors to the car park at the Scout field in Old Tiverton Road.

The Scout group provide their own stewards to man the car park, take parking payment and issue Fair programmes.



STALLHOLDER VEHICLES: (early morning only)

Each stallholder will have a vehicle pass displayed in their windscreen; also the necessary paperwork advising their pitch details. Please allow these vehicles to proceed into Briton Street.

****These vehicles must drive with their hazard lights on, and at a dead slow pace as stallholders will be setting up****



There will be a one way system in place in Ford Road (next to the Quarryman's).

From 6am to 1pm the road is one way from Ford to Bampton.

From 1pm to 6pm it is reversed, so is then one way from Bampton to Ford.

This system alleviates traffic congestion enormously so it is important that it is adhered to.

Ford Road is unsuitable for large vehicles.

There is a 'ROAD CLOSED' sign in place at the Quarryman's end of Ford Road from 6am-1pm.

Should any vehicle, large or small, end up at the Quarryman's by mistake, please direct them up the Old Tiverton Road out of town.

Please do not try to turn them around as there is not enough room.

It is also disruptive to traffic flow, to the stall holders, and to our visitors.

Please wear your hi-vis vest at all times and pass this onto the person who relieves you.

If there are any problems, please use the walkie-talkie and speak to the control room. Advice and help will be given.

The person who is on the last shift of the day, please can you return Walkie-Talkie and Hi Vis Vest to the Control Room.

This information sheet and the stallholder lists should have been collected from you during the day. If not, please also take this to the Control Room

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4. Woodland Court, Scotts (Fraser Anti-Static)

Woodland Court is the designated coach park, bus stop, and also a turning space for any lorries and other vehicles that may find themselves in the wrong place!

eg: Some miss or ignore the Fair Access only signs and assume they can drive straight through town!

All lorries, coaches, buses and non-fair traffic must be directed into Woodland Court.

Magicians at this location can only **allow stallholder vehicles** and **fair visitors vehicles to continue** on to the Quarryman's Rest checkpoint.

Bus companies have re-routed their services for Fair day, and temporary bus stops have been put in place:

- Woodland Court (Scott's) 398 Tiverton to Minehead (Dartline)

Coach parties usually book in prior to the Fair, and coaches must be parked in Woodland Court. Coach passengers are advised to enter the Fair on foot via the footpath which links Scott's estate to the Industrial Park near where the Fairground is located.

Directional signs will be in place.

Please wear your hi-vis vest at all times and pass this onto the person who relieves you.

If there are any problems, please use the walkie-talkie and speak to the control room. Advice and help will be given.

The person who is on the last shift of the day, please can you return the Walkie-Talkie and Hi Vis Vest to the Control Room.

This information sheet and the stallholder lists should have been collected from you during the day. If not, please also take this to the Control Room

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If the weather on the day is bad, the Fair organising group will make a decision as to what time traders can leave. This information will be advised to all steward points via the Walkie-Talkies.

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List and Location of Stewards, extract of excel file.(to be updated)

Final Stewards Rota 31st October 2019
05.30

CONTROL opens at 08.00 LIST R/H Toilets open

Switch -on walkie talkie charger eve of 24th or 05.30 on Fair morning. ORGANISER FAIR MOBILE: 07745 210 493 Toilet servicing: Janice and Herbie.. 07377 322 119

5 X Stall Lists

Location	Time	Steward	Contact No.
Control	08.00-11.00	Tim Smith / Celia Hicks	
	11.00-	Chris K-F / Celia 332101 / 07753 689 566	LIST/ Jacket +
WalkieTalkie	14.00-16.00	Organiser and spouse/ CELIA onwards	
Exeter Inn	06.00-09.00	Colin Edmonds	07831 820 143 LIST X 2 CHECK
PAPERWORK			
	06.00-09.00	Paul Edwards	331285/ 07853 184 318 4 Jackets and Walkie
Talkie			
	06.00-0900	Colin Rowland	331183
Scott's 1 coach booked	09.00-10.30	Chris K-Fitton	1 Jacket and Walkie Talkie
	10.30-12.00	Roger Wilson	
	12.00-14.00	Tony Clapham.	Close road if Scouts parking full, redirect
Exebridge			
Disabled Parking	09.00-11.30	Tony Weiss 331901 / 07775 580 710	
	09.00-11.30	Joan Fagg	
	11.30-13.30	Malcolm Matthewman/ Andrew Matthewman	
	13.30-1500	Catherine Stott	
	13.30-15.00	Angela Short	
Organiser to CH)	05.30...	ORGANISER	(Advance 2 x Copy paperwork to P. E: 3x copy
Quarryman's	05.30-07.30	CELIA. 07753 698 566	Open R. Hall 05.30 + charger
	07.00-09.00	Guy French ...no email	LIST + 2 Jackets and WALKIE
TALKIE			
	07.00-09.00	Jack Ward	
Windwhistle	09.00-11.00	Tony Clapham	
	09.00-11.00	ORGANISER	
	11.00-13.00	Gill Appleby	

	11.00-13.00	Libby Ford		
	13.00- 15.00	Diane Thomas....no email		
	13.00- 15.00	Pam Whincup...no email		
	15.00-17.00	Sue Barlow		
	15.00-17.00	Michael Barlow		
Quarrymans	17.00-19.00	ORGANISER and Tony Clapham		
	17.00-19.00	Ken Mills		
	18.30-19.30	Paul Edwards (second session)		
War Memorial TALKIE	07.00-09.00	Brian Seward	LIST + 2 Jackets and WALKIE	
	07.00-09.00	Fred Leach		
	09.00-11.00	Geoff Girdlestone (morning only)		
	09.00-11.00	Colin Fagg		
	11.00-13.00	Pauline West		
	11.00-13.00	Pam Knowles-Fitton		
	12.00-14.00	Bill Weston		
	12.00-14.00	Peter Stott		
	14.00-16.00	Claire Paterson		
	14.00-16.00	CELIA		
	15.00-17.00	Brian Stone 14 Luke St...no e-mail		
	15.00-17.00	Jeni Reading		
	17.00-18.30	Fred Leach		
	17.00-18.30	Annie Lamond		
	18.30-19.30	Claire Paterson		
	18.30-19.30	Andrew Matthewman	TORCH	
Morebath Rd TALKIE	07.00-09.00	Chris Crudge	Beware cyclists!	LIST+ 3 Jackets and WALKIE
<u>stewards</u>	07.00-09.00	Ian Buchanan		<u>+ FREE parking tickets for Wivvy</u>
	09.00-11.00	Annie Lamond		
	09.00-11.00	Roger Reading		

11.00-13.00 Kelvin Short
 11.00-13.00 CELIA
 13.00-15.00 Claire Paterson
 13.00-15.00 Mary Hellings
 15.00-17.00 Barney Hopkinson...
 15.00-17.00 Norma Martin
 17.00-19.00 Ashley Mares TORCH
 17.00-19.00 Kelvin Short
 18.00-19.30 Chris Knowles-Fitton
 18.00-19.30 Tony Weiss

End of Day Summary Claire Paterson / Malcolm Matthewman/ Andrew War
Memorial Organiser and spouse, Paul Edwards, Ken Mills
Quarryman's

Chris Knowles-Fitton Kelvin Short, Tony W, Ashley M Morebath

Rd

Putting out/ reclaiming signs: Ashley Mares, Tony Weiss (Tiverton Road/ Black Cat/ Exebridge)

Collecting signs: ??? Who to replace Brian Smith (Morebath / Shillingford)

Installing cones: / Ashley Mares/ Tony Weiss/ BTC cones from Pump House....KEY

Collecting cones: Ashley Mares / Tony Weiss for Friday at War Memorial BTC cones to Pump House...KEY

Alert to Air Ambulance Toby Russell t.russell@daat.org Alert to date of Fair 9/9/18

Evacuation CODE " Rumpelstiltskin" to Churchyard / Newton Court / Old Tivvy Road / Castle Street/ S. Molton R.

Duty Police: P.C. TIM SOPER (INSP. Steve Bradford) 0771 007 6629 / 101 / PCSO Melanie Smith

Untaxed/ No MOT / parking restrictions ignored 101 PCSO Melanie Smith / Paul Goodier

Abandoned cars on highway: 01884 255255/6 Phil Collins MDDC Enforcement Officer

School Closed. No unauthorised parking. ? up to PTFA

Surgery will be open staffed by Doctors with Gen Ottaway (reception) 331304

St John's Ambulance on site....Call Number.....???

FIRST RESPONDERS: Darren Hunter, 24 Elizabeth Penton Way 07885 979 491 up to 0900 and after 1700

(N/A Tom and Debra 01398/331529 07702 781 866)

Keys/ CODE to Riverside Hall....Claire Benton 07754 577 691 332048 clairebenton54@gmail.com

Briefing Dates: Monday 22nd @2pm and Tuesday 23rd @5.30 pm @ Riverside

PARTY Friday 31st October 2018 in LARCS building @7pm for all volunteers! Cheers and Thankyou

Bampton Charter Fair

Annex E

One Day Street Market

Thursday 31st October 2019

TERMS & CONDITIONS FOR TRADE SPACE

1. The tolls for trading space at the Fair are £3.00 per foot frontage (measured across the width of the stall or vehicle at its longest point to include tow bars, any overhangs and opening of doors). MINIMUM OF 10 FEET (£30.00)
2. All traders must be covered by a Public Liability Insurance policy, minimum cover £2million. Proof of such cover must be submitted at the time of booking and may be asked for on Fair Day so please ensure you are carrying a copy of a valid certificate or NMTF membership or you will not be permitted to trade.
3. **Trading hours are from 08.00am until 7.00pm** although stallholders are invited to remain open for business until 8.00pm
4. **There is no vehicle movement in the street between 08.00am and 7.00pm.**
5. There is no parking in the street unless previously arranged with the fair organiser.
6. Once a pitch has been given and payment received, no refund will be given.
7. Names and addresses of traders must be displayed prominently on the pitch. (Members of the NMTF may display their names with the address of the NMTF office).
8. Any space allocated is for personal use for the trade specified at the time of booking.
9. Pitches are Non-Transferrable. Sub letting is NOT permitted
10. In the event that you are going to sell different products to those on your booking form please inform the Fair Organiser in advance, and no later than 30th September, 2018
11. Ball Bearing Guns and Laser Pens are NOT PERMITTED to be sold on any of the stalls
12. Stall space must be occupied by 07.45am on Thursday 25th October 2018. If not, then the site will be re-allocated.
13. Stalls may be set up on Brook Street & Briton Street from 6.00pm on Wednesday 24th October, 2018. We shall endeavour to ensure that pitches are clear of parked vehicles but the road closures do not come into force until midnight.
14. We are required to ensure that there is 12' of clear road for fire/emergency vehicles. Any stall or vehicle must therefore be a minimum of 6 feet away from the centre of the road (or from the centre white road markings where applicable) including any awnings or overhangs.
15. As stalls face in to the street, please make use of the pavements but bear in mind you may also need to bridge the gutter. Please be considerate to our residents and shop owners by maintaining a clear area for access to doorways at the back of your stall or vehicle.
16. Any areas marked 'keep clear' must be kept free of any obstruction as they give either fire or wheelchair access
17. Insulation of all electricity cables must be in perfect condition and all cables must be safely located.
18. Gas bottles should be stored in cages and where used fire extinguishers must be provided.
19. We are unable to provide electricity and you will need to provide your own lighting
20. (NB: this year British Summer Time ends Sunday 27th October 2019)
21. **The Fair Organiser's decision on the allocation of space and all other matters is final.**

ROAD TRAFFIC REGULATION ACT 1984

SECTION 16A

THE COUNTY OF DEVON (TEMPORARY RESTRICTION) (BAMPTON CHARTER FAIR, BAMPTON TOWN) ORDER 2019

TEMPORARY PROHIBITION OF THROUGH TRAFFIC & PARKING

NOTICE is hereby given that Devon County Council has made the above titled order.

On **THURSDAY 31 OCTOBER 2019**
for a maximum of 3 days

Anticipated Finish **THURSDAY 31 OCTOBER 2019**

Between the hours of **00:00** and **23:59**

No person shall cause or permit any vehicle to proceed or wait on the sections of Affected Roads.

Roads affected - **VARIOUS STREETS IN THE AREA AFFECTED BY THE CHARTER FAIR., BAMPTON TOWN, B3227, BRITON ST, BROOK ST, WOODLAND CRT, OLD TIVERTON RD, TIVERTON RD, NEWTON SQ, BACK ST, LUKE ST, HIGH ST, CASTLE ST, WEST ST, BARNHAY, STATION RD, FORD ROAD, FORE ST, MOREBATH RD, SOUTH MOLTON RD, WIVELISCOMBE RD.**

The alternative, signed, route for vehicles will be via - A396 EXETER INN ROUNDABOUT TO A396 BLACKCAT JUNCTION TO A396 GRANITE CORNER CROSS TO EXEBRIDGE CROSS TO LODFIN CROSS TO B3227 CASTLE ST JUNCTION.

This temporary restriction is considered necessary to enable -
BAMPTON CHARTER FAIR

For additional information contact:
BAMPTON TOWN COUNCIL
Telephone: **07704 915211**

Dated: THURSDAY 24 OCTOBER 2019

Meg Booth
Chief Officer of Highways, Infrastructure Development &
Waste
Devon Highways
Devon County Council
Lucombe House
County Hall
Exeter
EX2 4QD

Ref: TTRO1930849

Bampton Charter Fair



Highway Road Closure Instruction 2019.

Bampton Charter Fair

Annex G.

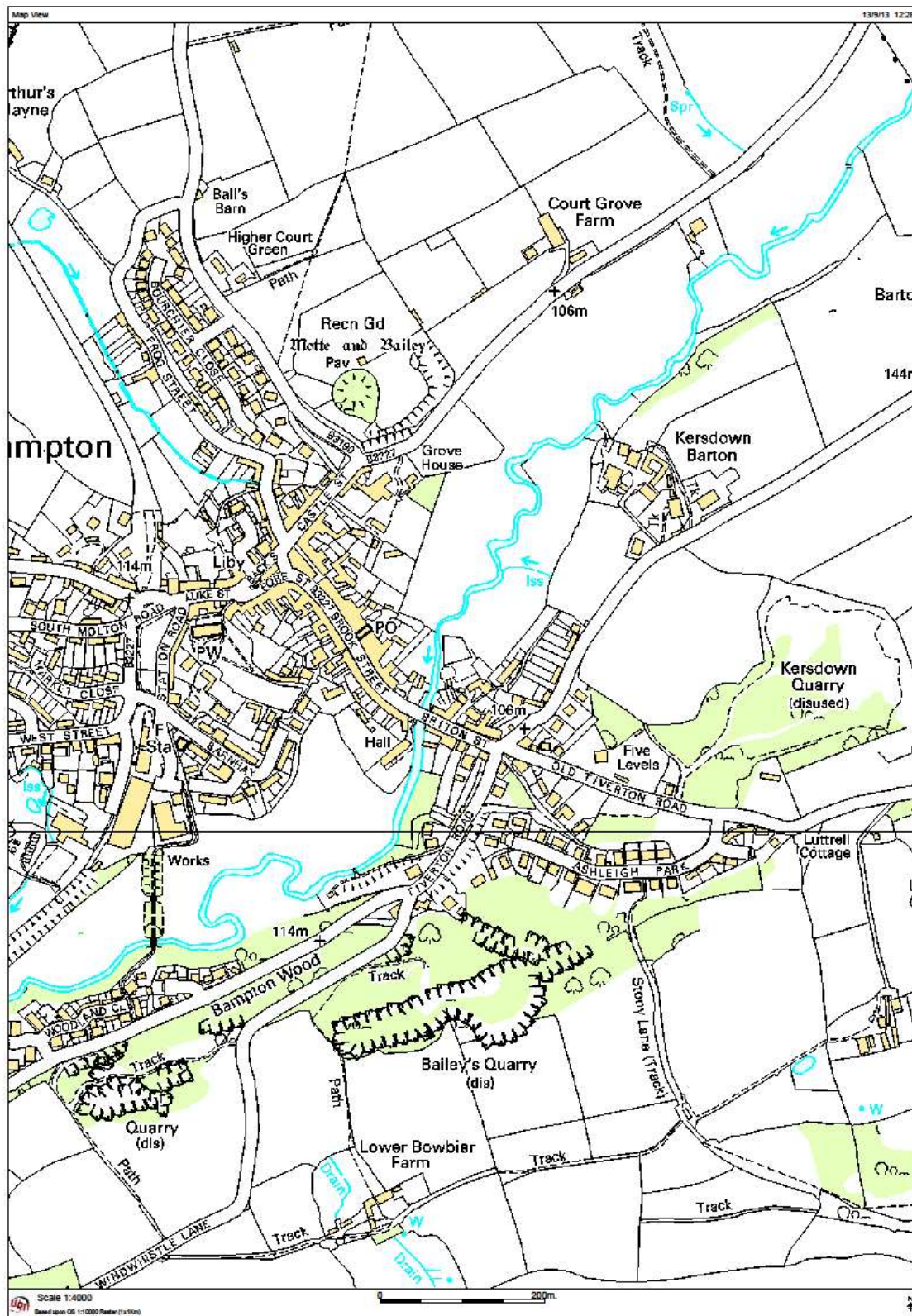
Bampton Fair – 31st October 2019 – Communications.

Two way radios are hired to allow communications between key points across the town on Fair day with the aim of providing immediate advice on what is happening and where, and alerting everyone to problems, especially if contingency plans have to be implemented. **All Radios are set to Channel 3**

The Log numbers and allocation of the radios is as follows.

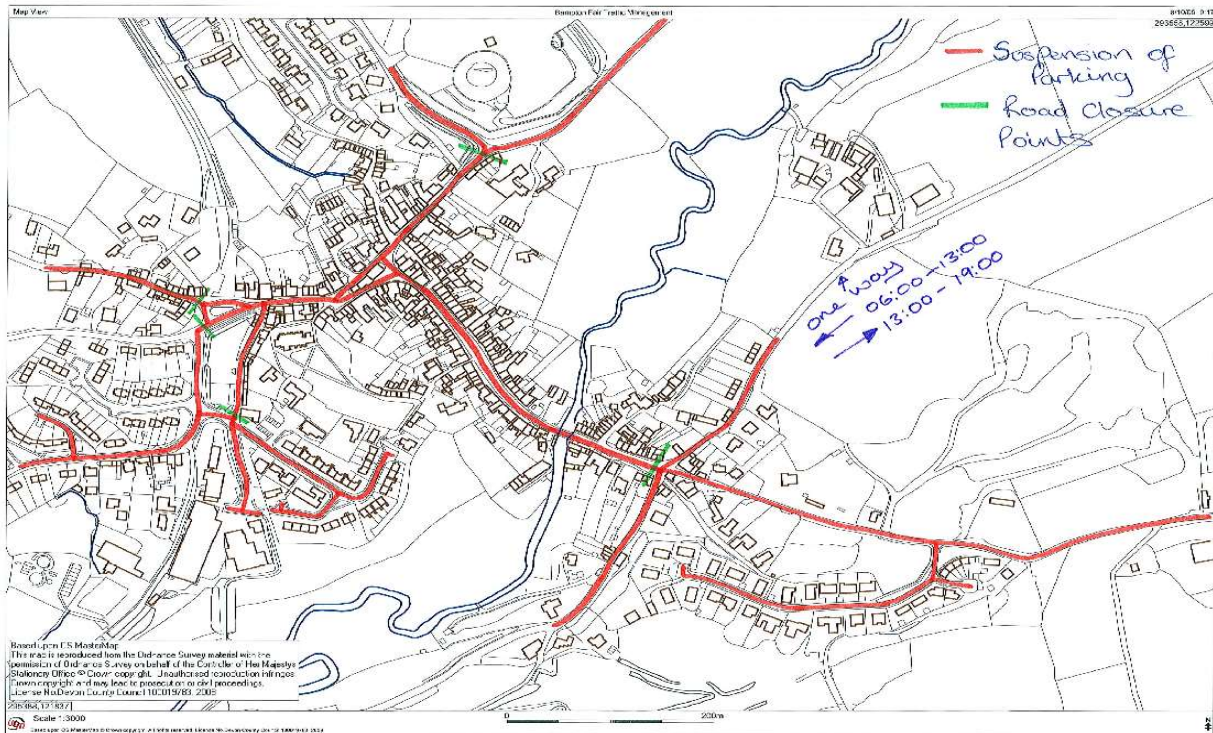
Radio Log No.	Point Held	Signed for	Please return to Control on completion.
1	Motte Car Park		
2	Scout Car Park		
3	Stewards - Scotts		
4	Stewards – War Memorial		
5	Stewards – Castle St / Morebath Rd		
6	Stewards – Quarryman's		
7	Steward - Roving		
8	Rotary – Riverside Hall (Peter Gibson)		
9	Rotary – Entertainments (Alan Woolley)		
10	Bampton Town Council Rep		
11	Control Centre		
12	Tolly		
13	Exeter Inn - with repeater		

Bampton Charter Fair



Map of Bampton

Bampton Charter Fair



Map of Parking Restrictions (Bampton Fair)

Parking restrictions are imposed by the placement of no parking cones introduced from the afternoon of the Wednesday preceding the Fair and removed early morning on the day following the Fair.

Car parks are located at the Scout Hut (250 cars) and at the Recreation ground (300 cars) and these should be used by all Fair attendees. In the event of bad weather closing the designated car parks those cones in Tiverton Rd, Old Tiverton Rd and Ashleigh Park On the eastern Approaches, and South Molten are removed to allow parking on one side of the road only.

Bampton Charter Fair

CONFIRMATION OF INSURANCE

27 June 2019

TO WHOM IT MAY CONCERN



Bartlett & Company Limited
Chartered Insurance Brokers
Broadway Hall
Horsforth
Leeds – LS18 4RS
United Kingdom

Tel: +44(0)113 258 5711
www.bartlettgroup.com

Rotary International in Great Britain and Ireland

We act as insurance brokers for the Rotary International in Great Britain and Ireland and confirm the following insurances for the insurance period 01 July 2019 to 30 June 2020.

POLICYHOLDER		
Rotary International in Great Britain & Ireland and in Gibraltar including Districts and Clubs, Rotaract, Interact, Interim/Provisional Rotary Clubs, Rotakids, Rotary Foundation of the United Kingdom, Rotary International in Great Britain & Ireland, Donations Trust including legally constituted club trusts and registered charities established for the management of Trust Funds which are directly connected to and managed solely by any District or Rotary Club and its Members within Great Britain & Ireland, RIBI Districts Youth Exchange Association, RIBI Youth Service Events, Rotary Youth Leadership Awards, New Generation Service Exchange, Rotary Community Corps, Satellite Clubs.		
INSURANCES		
Employers' Liability		
Insurer	Aviva Insurance plc	
Policy Number	100656361CCI	
Limit of Indemnity	Each and every claim	£20,000,000
	Includes Indemnity to Principals	
Public Liability		
Primary Insurer	Aviva Insurance plc	
Policy Number	100656361CCI	
Limit of Indemnity	Each and every claim	£10,000,000
Insurer	Chubb European Group Limited	
Policy Number	UKCA5007804118	
Limit of Indemnity	Each and every claim in excess of £10,000,000	£10,000,000
	Total Limit of Indemnity	£20,000,000
	Includes Indemnity to Principals and Voluntary Helpers	
	Excludes the setting off of fireworks	

This letter is issued as a matter of information only and confers no rights upon the recipient of this letter other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policy or policies as described herein. Notwithstanding any requirements, term or condition of any contract or other document with respect to which this letter may be issued or issued, the insurance afforded by the policy described herein is subject to all terms, conditions or exclusions of such policy. Limits shown may have been reduced by paid claims.

Broker at **LUCKYS**

Registered in England no. 354202

Authorised and regulated by the Financial Conduct Authority

Offices and Associates Worldwide

Bampton Charter Fair

To be updated



Annex G

TO WHOM IT MAY CONCERN Date: 23rd May 2019

Dear Sirs,

Our Client: Bampton Town Council

We are the Risk and Insurance Brokers for the above clients and have pleasure in confirming details of their insurance arrangements as follows:

Business Description Town Council

Employers' Liability Insurance

Insurer AXA Insurance UK PLC

Policy Number RGBDX6962034

Expiry Date 31st May 2020

Limit of Indemnity any one occurrence £10,000,000

Public/Products Liability Insurance

Insurer AXA Insurance UK PLC

Policy Number RGBDX6962034

Expiry Date 31st May 2020

Limit of Indemnity any one occurrence £10,000,000

This statement of cover extract has been prepared purely as confirmation of the insurance in force at the date of this letter which is subject to the terms and conditions of the insurance policy. We accept no responsibility for the inadvertent or negligent act, error or omission on our part in preparing the statement or for any loss, damage or expense incurred by the recipient arising from reliance on the information given. We remain solely the agent of our Client and owe no legal duty or otherwise to the any third party.

Should the insurance cover be cancelled, assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours sincerely,

Andy Cotter Cert CII

Scheme Manager Came & Company Local Council Insurance (a trading style of Stackhouse Poland Limited)

Bampton Charter Fair

References:

The references consulted in the compilation of this document are listed below

1. The event safety guide (Purple Book) 2014 - www.thepurpleguide.co.uk
2. Latest General Health And Safety Advice - www.hse.gov.uk
3. Fire Safety Guide for Open Air Events - HMG 2007
4. Managing Crowd Safely HSE Guide 2000
5. Guide to organizing a Voluntary Event - Gov.UK Jan 2014
6. Health & Safety Checklist for Village Halls - HSE 2011
7. Food Law - Code of practice April 2015 also <https://www.food.gov.uk/safety-hygiene/food-hygiene-rating-scheme>
8. Chief Fire Officers Guide -Event Safety Planning - June 2016
9. Counter Terrorism Protective Security Advice - Major Events - NaCTSO 2016
10. Event Risk Assessment Form - Swale Council
11. Event Safety, Risk Assessment and Management Plan Guide for small events Ellison, Govt of South Australia.
12. Safe use and operation of marquees and temporary demountable fabric structures (Revised March 2011) Performance Textiles Association (MUTA). Endorsed by HSE,
13. "Temporary Demountable Structures, Guidance on procurement, design and use." 3rd ed 2007
14. Joint Emergency Service Interoperability Principles
- <https://www.jesip.org.uk/home>

Bampton Charter Fair

Organisation	Contact	Contact details
MDDC Safety Advisory Group (SAG)	Neil Parsley SAG Chair Team Leader Coordination Team Public Health	Mid Devon District Council Phoenix House, Phoenix Lane, Tiverton, EX16 6PP Tel. 01884 255255 Ext 4602 or Direct Tel. 01884 244602 email nparsley@middevon.gov.uk OR communitysafety@middevon.gov.uk Out of hours service e mail deanehelplineoperators@tauntondeane.gov.uk
Police	Louise Crocker Force Ops & Events Planning Officer	Devon & Cornwall Police Tel: 101 Mobile: Louise.CROCKER@devonandcornwall.pnn.police.uk
Fire	Andy Hallam or Andy Aggett Devon & Somerset Fire & Rescue Services	Fire Protection Officer HQ - 01392 872 200 Email: ahallam@dsfire.gov.uk or generic email: exeterfs@dsfire.gov.uk .