



Tavistock Town Council

Working for the local community

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NOTES OF THE GOOSE FAIR OPERATIONAL MEETING held in the Council Chamber, Drake Road, Tavistock on **Tuesday 25th September 2018** at **2.00pm**

PRESENT

- Councillor Ted Sanders, Tavistock Town Council
- Wayne Southall, General Manager, Tavistock Town Council
- Rebecca Hadfield, Market Development Officer, Tavistock Town Council
- Honey Foskett, West Devon Borough Council
- Richard Jones, Tavistock Lions Club
- Ian Harley, Raynet Communications
- Graham Bailey, Stagecoach
- Janna Sanders, BID Manager, Tavistock BID
- Richard Reed, Tavistock Football Club
- Beverley Brown, Tavistock Livestock Centre
- Mr Kelly, Tamar Lions
- Ian Thomas, Tamar Lions
- Paul Hawke, Devon Somerset Fire Rescue Service (DSFRS)

The meeting commenced at 2pm, the Chair welcomed all participants and introductions were made.

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from:

- Carl Hearn, Town Clerk, Tavistock Town Council
- Alan Jenkins, The Showmen's Guild
- Stuart Gardner, AA Signs

- Mike Ayres, National Market Traders' Federation
- Mark Ruston, Devon & Cornwall Police
- Tony Mogford, Safety Consultant
- Cathy Aubertin, West Devon Borough Council
- Tim Beckett, SWAST
- Will Kearns, SWAST

2. CONFIRMATION OF MINUTES

a) Members received the Minutes of the Meeting of the Goose Fair Operational meeting held on Tuesday 5th June 2018 and endorsed their accuracy.

b) Matters arising – none.

3. PROCESSES /UPDATES

The Market Development Officer provided members with the following update on TTC processes:

- 80% of stallholder payments and correct documentation had been received, with the remaining stallholders being chased for their outstanding balances &/or correct paperwork.
- Approximately 10 stallholders have withdrawn from Goose Fair this year due to a host of reasons.
- Butchers' Hall, TTC's new themed market and events venue is included in the event this year, offering a complimentary artisan market between the hours of 9am and 6pm. It was requested DSFRS take note of this addition.
- All external services had been booked and key stakeholders were engaged
- As per 2017, toilet facilities have been booked for Harford Bridge and Lumburn Rise.
- Additional signage, cones, sandbags etc. have been arranged for the park and ride sites
- The TTC resident letter (former police letter) had been issued to approximately 1,000 residences affected by the road closures.
- Majority of the physical preparation work e.g. hedge cutting had been completed with only minor works outstanding
- The Emergency service's meeting is scheduled for 8.30am in the Council Chamber on the morning of Goose Fair.
- The use of Lumburn Rise has been confirmed for 2018. An alternative park and ride site will need to be sourced for 2019 due to the impending housing development.

4. EMERGENCY PLANNING DOCUMENTATION

It was noted stakeholders had no further comment to make in regards to the emergency planning documentation. The General Manager explained the external Safety Consultant had fed into the Emergency Planning

Documentation and some minor changes had been made as a consequence.

This year it was noted the Safety Consultant would ensure details of stallholders and showmen who did not have the appropriate fire extinguishers would be recorded so action could be taken going forward.

The final version (subject to any legislative or operational changes between the meeting and the event) would be emailed to members in due course and be available on the website.

The Wet Weather Plan previously discussed had been written and would be circulated to members with the final version of the emergency planning documentation.

5. PARK AND RIDE

Stagecoach confirmed they would display the TTC Park and Ride posters on their buses as well as the promotional flyers from Tavistock BID and Cattle Market.

It was noted Stagecoach would be providing the same service as in 2017 with the last park and ride service operating at 10.30pm, and the drivers would be taking their breaks in Tavistock as opposed to the park and ride sites. There would be additional departures from Tavistock to Plymouth on Service 1 at 2100 and 2300.

6. ACTION PLAN

- The General Manager to consider liaising with contractors working on the Butchers Park Hill Housing Development
- WDBC to revert to TTC re road sweeping during temporary traffic restrictions
- Market Development Officer to email electronic copies of the appropriate maps

7. FEEDBACK FROM STAKEHOLDERS

It was noted Tavistock BID would join Tavistock District Chamber of Commerce on their Goose Fair pitch to promote the town and distribute promotional material, including the Butchers' Hall Christmas Markets flyers.

Raynet Communications confirmed they would have two x Four Wheel Drive vehicles available during Goose Fair for the park and ride sites and there would be a Raynet presence at the bottom of Down Road.

Tavistock Football Club confirmed they would be operating a park and ride service from their football ground again this year, operating their mini bus every 10-15 minutes dropping off passengers opposite Tavistock Community Primary School. It was noted coach parking would be charged at £25.

The General Manager confirmed the Cattle Market was permitted to display their painted geese promotional material around the town leading from the park and ride drop off points subject to their removal being undertaken by Cattle market in a timely manner.

Tamar Lions noted there was no vehicle liability parking signage at Yelverton Aerodrome.

The Market Development Officer confirmed TTC had been in contact with the contractors working on the land previously known as Harewood House to explain access restrictions during Goose Fair.

It was noted WDBC were to review sweeping Whitchurch Road during the temporary traffic restrictions.

DSFRS confirmed they had a crew on standby for Goose Fair should they be required and arrangements were confirmed for the drive through at approximately 08.30am unless they were called out. DSFRS would be distributing promotional material during the event as well as have an information stand on Abbey Bridge.

Raynet Communications confirmed first aid arrangements were covered at the respective park and ride sites.

The General Manager reiterated the emergency services meeting would be held in the Council Chamber at 08.30am on the morning of Goose Fair.

Members were thanked for their time and the meeting closed at 2.40pm.