

TRAFFIC, PARKING AND PEDESTRIAN MANAGEMENT PLAN FOR TAVISTOCK GOOSE FAIR 2016

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SCOPE

The intent of this document is to formally record policies and systems that ensure public safety and efficient operation of the Traffic, Parking and Pedestrian systems at Goose Fair. It addresses recommendations laid out in *The Event Safety Guide – A Guide to Health, Safety and Welfare at Music and Similar Events. (HSE 1999) (“The Purple Book”) ISBN 0 7176 2453 6*. This publication (issued by the Health and Safety Executive) provides guidance for compliance with the law, and illustration of best practice at public events.

This document will be updated annually, prior to the event, and approved at the Goose Fair Operational Meetings. It will be made available to all appropriate external organisations and via the Tavistock Town Council website www.tavistock.gov.uk

The bus station and Bedford Car Park areas are licensed / controlled on Goose Fair day by West Devon Borough Council (WDBC) and are therefore not within the scope of this document. For 2016 The Wharf Car Park will not be allocated to the fun fair but will continue as a car park prior to Goose Fair and thereafter. WDBC will instruct Amberon to install a traffic light system for entry into Wharf Car Park for when the car park is operational during Goose Fair week. Responsible person for Amberon between the hours of 7am and 7pm can be contacted on 07791 343375. Out of hours issues 0845 371 5050.

Tavistock Town Council carries full public liability insurance for the sum of £10 million and ensures that all traders, showmen and contractors have their own suitable public liability insurance.

This document is a ‘living’ document and supplemental to the Emergency / Safety Plan which has been reviewed and endorsed for the event by the Operations Group.

INTRODUCTION

The ‘Goose Fair’ is held on the second Wednesday in October and attracts in the region of 20,000 visitors. It is one of only two historically established traditional fairs in the UK to carry the name Goose Fair. The Fair attracts market traders and amusement attractions from all over the UK. Approximately 250 stalls line Abbey Bridge and stretch along the length of Plymouth Road, interspersed with fairground rides.

The Fair is located on land belonging to Devon County Council (DCC), West Devon Borough Council and Tavistock Town Council. The Town Council has been appointed to act as agent for DCC.

This plan covers the following areas:

- Abbey Place
- Bedford Square
- Market Road
- Plymouth Road

Road closures (organised by Devon County Council Highways) take effect from 5pm on Tuesday 11 October to 7am on Thursday 13 October. The road closure and management thereof will be undertaken by Chapter 8 qualified Town Council stewards.

Details contained in this document have been formulated through consultation with:

- Members of the Operations Group
- Emergency services
- West Devon Borough Council (WDBC)
- Devon County Council (as highways authority)
- AA signs
- Stagecoach South West (contractors for the Park & Ride service)
- Tavistock Lions Club and Tamar Lions Club (who operate the Park & Ride Car Parks)
- Raynet Communications
- Tony Mogford Consultants
- Other local service providers e.g. taxi’s, bus services, Tavistock College & Tavistock Football Club (coach parking)

GEOGRAPHICAL LAYOUT

All events and activities associated with Goose Fair are contained within the areas of Abbey Place, Bedford Square, Market Road and Plymouth Road. The main visitor / stall holder facilities are as follows (MAP A):

Blue badge parking (limited) - Abbey Rise Car Park

Information Point, communications and emergency services - Russell Street

Emergency helipad – The Meadows

Traders' Car Park – Riverside Car Park

Coach Park – Tavistock College & Tavistock Football Club

Toilets – Alexander Centre, Pannier Market, Guildhall Car Park, Bedford Car Park, lay-by next to Drakes Statue

First Aid – Russell Street & Alexander Centre

Park & Ride Car Parks – Lumburn Field, Yelverton, Harford Bridge (MAP C)

Emergency vehicle routes and pedestrian routes are marked on maps B1 to B4.

The TTRO identifies the impact of the event on ancillary areas with regards to temporary prohibition of through traffic and parking restrictions when traffic cones and signs are in place.

The signage (Road Traffic Regulation Act 1984 Section 16A) and placing of traffic cones is undertaken by Chapter 8 qualified Town Council staff. The signage is erected as per DCC recommendations (timings, frequency and placement) and cones are in situ by 5pm on the Tuesday prior to the event.

All residents affected by the restriction receive notification (produced by Devon & Cornwall Police) from Tavistock Town Council 14 days prior to the event, see Appendix.

Map A identifies the Park & Ride drop off and pick up points for Yelverton, Lumburn and Harford Bridge Car Parks. The buses run every half hour from 9am to 10.30pm. Map C identifies the locations of the Park & Ride Car Parks themselves.

Further comprehensive details regarding Park & Ride signage and traffic routes are detailed in the AA sign schedule and site maps. Limited provision for coach parking has been made at Tavistock College. On reaching capacity coaches are re-directed to Tavistock Football Club and then Yelverton Park & Ride.

The 2016 Temporary Traffic Restriction Order (TTRO 1512231) comes into force from 5pm Tuesday 11 October to 7am on Thursday 13 October 2016, when traffic signs are in situ Tavistock Town Council will:

- Prohibit all vehicles (except emergency vehicles) from Bedford Square (up to but not including junction with West Street, Drake Road, Duke Street), Canal Road, Market Road and Russell Street (from junction Garden Lane to Plymouth Road).
- Prohibit all vehicles (except emergency vehicles and vehicles belonging to authorised traders) from Abbey Bridge and Plymouth Road.
- Prohibit all vehicles (except emergency vehicles and vehicles belonging to residents of affected roads) from Chapel Street, Russell Street (junction West Street to Garden Lane and West Avenue).
- Prohibit all vehicles making a right turn from Spring Hill into Ford Street
- Introduce a one-way traffic flow in the following areas:
 - West Street, north-eastwards from junction with Spring Hill / Ford Street junction with Drake Road / Duke Street
 - Parkwood Road, north-eastwards junction with Brook Street to A386
 - Vigo Bridge Road, north-westwards for entire length
 - Anderton Lane, westwards for entire length

- Introduce 'no waiting at any time' and 'no loading' in the following areas (only where traffic cones and signs are in place): Anderton Lane, Brook Lane, Callington Road, Courtlands Road, Crelake Industrial Estate, Crowndale Road, Dolvin Road, Down Road, Drake Road, Drake Villas, Duke Street, Ford Street, Glanville Road, Launceston Road, Mount Tavy Road, Parkwood Road, Pixon Lane, Plymouth Road, Springhill, Stannary Bridge Road, Vigo Bridge Road, Watts Road, West Street, Whitchurch Road.
- In addition, from 8am to 10pm on Wednesday 12 October the 'No Right Turn' order on Crowndale Road at junction with Plymouth Road will be suspended.
- The alternative route for vehicle traveling north to south will be: West Street – Duke Street – Brook Street – Parkwood Road – Mount Tavy Road – Dolvin Road – Whitchurch Road – Anderton Lane.
- The alternative route for vehicles traveling east to south will be: Whitchurch Lane – Anderton Lane.

See Appendix for full TTRO.

TRAFFIC CONTROL

A one-way traffic system has been agreed between AA Signs, the police and Tavistock Town Council, see Appendix. The basic system has been in operation successfully for several years, although minor amendments may be included each year. The Goose Fair is a traffic-free zone while the system is in operation (5pm Tuesday to 7am Thursday).

AA Signs are contracted to provide road direction signs, document the system, and submit the necessary applications in relation to signs. An application is submitted annually to Devon County Council Highways Department by Tavistock Town Council for a Temporary Road Closure under the Road Traffic Regulation (Special Events) Act 1994. This Act *“makes provision, in connection with sporting or social events held on roads or entertainments so held, for the restriction or regulation of traffic on roads; and for connected purposes”*.

Tavistock Town Council provides suitably trained stewards to ensure appropriate operation of the one-way system. Liaison between AA Signs, the police and Tavistock Town Council is undertaken prior to and during the event, to ensure effective planning, and safe operation of the Traffic Management System. Police resources will only be used to deal with spontaneous traffic incidents which may occur during the duration of an event. Once the incident has been resolved the officers will resume their normal duties.

Traffic (on the highway) at car-park entrances and exits, is controlled by event stewards.

Vehicles associated with traders are permitted to park at Riverside Car Park (see map A).

Abbey Rise Car Park is designated for disabled car parking (see map A).

To avoid congestion, “no-parking” cones are deployed on the roadsides in the immediate vicinity of the town, and at the limits of the Road Closure zone. Cones and information signs are placed by Tavistock Town Council in agreement with Devon County Council. A map of the Car Park locations is attached (see Map A) and an aerial map of the town centre, showing no-waiting cone areas and road closure limits is included in the TTRO.

TRAFFIC DENSITY & TIMES

As previously mentioned, an average attendance for Goose Fair is in the region of 20,000 pedestrians. This equates to approximately 8 to 10,000 vehicles (not including coaches).

Although there are usually some early arrivals, visitors generally start to arrive (in reasonable numbers) from around 9am. Normally there are peaks of traffic late morning (approx. 10am to 11:30am), then again early afternoon (approx. 1pm to 2.30pm). From around 9.30pm an increasing number of visitors begin to leave.

It should be noted the figures quoted above are approximate and vary dependent on weather conditions, annual tourist numbers, and any national trends or occurrences.

Traders are encouraged to arrive at the site after 5.30pm on the Tuesday.

Assuming reasonable weather conditions, the majority of visitors leave late in the afternoon or early evening. This year the Fair is scheduled to end at 10pm.

Maps B1 to B4 show the route identified for emergency vehicles which has been well-established over previous years.

SIGNS

Signs are erected by AA Signs prior to the event. An AA Signs crew member is in attendance during the day, to attend as necessary to maintenance of the signs. Signs are normally in place 24 hours in advance of the Fair and are removed on the day following the Fair. Various information and safety precaution signs are erected by Tavistock Town Council e.g. at car park entrances and exits.

PARKING

Locations shown on Maps A & C.

- Blue badge parking (limited) - Abbey Rise Car Park
- Traders' Car Park – Riverside Car Park
- Coach Park – Tavistock College and overflow to Tavistock Football Club & Yelverton Park & Ride
- Park & Ride Car Parks – Lumburn Rise, Yelverton, Harford Bridge
- Overflow – Yelverton

There are bicycle racks in the Guildhall Car Park, Market Road, and Bank Square.

A car park fee will be charged at each car park. There is no parking fee for coaches, blue badge holders or motorcycles. The Park & Ride car parks are stewarded by volunteers from Tavistock & Tamar Lions Club who donate a percentage of takings to charity. Entry to the Goose Fair is free. This represents a greener approach to vehicle usage whilst removing any deterrent to entry to the Goose Fair. Blue Badge parking is not valid at the Park & Ride Car Parks.

PEDESTRIAN CONTROL

Vehicles and pedestrian movements within car parks are under the supervision of either Tavistock Town Council or Tavistock and Tamar Lions, depending on location.

Pedestrian entry and exit to the event is unrestricted.

A free shuttle-bus/park and ride service is provided from 9am to 10pm. A number of buses will be accessible to wheelchair users.

Pedestrian control will be through Tavistock Town Council, all of whom will be given written briefing instructions.

TICKETS & PASSES

Stallholders and showmen are required to display vehicle passes and stallholder passes.

Vehicle Passes are used to allow access to the Traders parking area at Riverside. Special Passes will also be issued to local trades' people, essential services and other authorised personnel, to allow vehicle access into the town itself and to allow designated vehicles to be used as part of the parking management process.

Personnel involved with the traffic, parking and pedestrian systems will ensure they are familiar with the design and intended uses of the tickets and passes and written information packs will be given to all such staff.

SECURITY, HEALTH & SAFETY

Car parks will be staffed by suitably trained stewards who assume overall responsibility for supervision and safety within these designated car park areas, dealing with car park ticket sales, parking, vehicle / pedestrian segregation and cash transport. Park & Ride bus stops at car parks will be off the highway and / or in marked lay-by.

Fire extinguishers are located at gateways to the car parks.

As far as is practical, pedestrians and vehicles are segregated. However, due to the nature of the road system this is not always easily accomplished. In such instances, appropriate warning signs and preventive measures are put in place. Signs are erected to warn where roads are used by vehicles and pedestrians simultaneously.

COMMUNICATIONS

Communication between car park stewards is achieved using hand-held radios. Likewise, contact is maintained with the Communications Centre for co-ordination purposes and/or emergencies. This facility is jointly set-up between Tavistock Town Council and Raynet Communications.

All parties involved with the traffic, parking and pedestrian control systems are reminded that mobile phone network coverage is limited in Tavistock and the surrounding areas. This should be taken into account when planning their communication systems. An emergency satellite phone will be available in the Communications Centre in Russell Street and an additional land line is available during the day at the Town Council Offices, Drake Road, PL19 0HD.

Enquiries regarding the traffic, parking and pedestrian management system can be made by e-mail to goosefair@tavistock.gov.uk

VEHICLE RECOVERY

Tavistock Town Council will assist with vehicle recovery in Park & Ride Car Parks in the event of vehicle breakdown or stranding.

In extreme weather conditions (e.g. heavy rain) the car parks may be declared closed, in the interest of public safety. If required, such a decision shall be made Tavistock Town Council and, where necessary, the Police. Alternative parking may be made available if practicable at Yelverton Park & Ride.

SUB-CONTRACTORS

All sub-contractors to Tavistock Town Council in connection with traffic, parking and pedestrian control are requested to provide proof (as appropriate) of their Health & Safety Policy, Risk Assessment and Public Liability Insurance.

PUBLIC TRANSPORT

The standard daily bus service, provided by Stagecoach South West operates as normal on Goose Fair day. For detailed timetable information visit <https://www.stagecoachbus.com/Plymouth%20timetables.aspx>

Coach companies frequently offer trips to Tavistock Goose Fair, which are usually well subscribed. Passengers are dropped at the designated drop-off points. The coach park provides ample space for coaches to manoeuvre. When the coach park is full, coaches are redirected to the Park & Ride at Yelverton.

EXTERNAL ORGANISATIONS

Organisations and key personnel involved with traffic, parking and pedestrian control at Tavistock Goose Fair 2016 are:

Name & area of responsibility	Organisation	Contact
Wayne Southall, Responsible Person	TTC	wayne.southall@tavistock.gov.uk 07714 222341
Ken Sedgmen, Deputy Responsible Person & Stewards	TTC	ken.sedgmen@tavistock.gov.uk 07714 222345
Rebecca Hadfield & Jacqui Orange, Administration	TTC	goosefair@tavistock.gov.uk 07740 742228 jacqui.orange@tavistock.gov.uk
Francis Church, Park & Ride	Stagecoach South West	01752 495221 07860 786161
Ian Harley, Raynet Communications	Raynet	07790 336362
Park & Ride, stewards	Tamar & Tavistock Lions Club	07801 748606
Police	Devon & Cornwall Police	101
Road signs	AA signs	
Tim Beckett, SWAST, First Aid Mike Killoran, SWAST First Aid	SWAST	07825 359761 07974 682361
Mary Backholer, St John Ambulance, First Aid	St John Ambulance	07798817886 / 01752 364169
Paul Hawke, Devon & Somerset Fire & Rescue Service Pete Cruse, Devon & Somerset Fire & Rescue Service	Devon & Somerset Fire & Rescue Service	01752 333600 07791943233

APPROVAL

The following approval confirms the details set-out in this document are accurate descriptions of the policies and systems in place for traffic, parking and pedestrian control at Tavistock Goose Fair 2016.

Approved by:

Position:

Date: