

## **TRAFFIC, PARKING AND PEDESTRIAN MANAGEMENT PLAN FOR WIDECOMBE FAIR 2011**

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Widcombe Fair Committee Co. Ltd.  
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### **CONTENTS**

Scope:	2
Introduction:	2
Geographical Layout:	2
Traffic Control:	3
Traffic Density & Times:	4
Signs:	5
Parking:	5
Pedestrian Control:	5
Tickets & Passes:	6
Security, Health & Safety:	6
Communications:	7
Vehicle Recovery:	7
Sub-Contractors:	8
Public Transport:	8
Evening Entertainment:	8
External Organisations:	8
Approval:	8

President: T.Whitten ● Vice President: M.Phipps ● Chairman: M.Smerdon

Widcombe Fair Committee Company Limited Reg. No. 2721002

Registered Office: 1 Buckland Hall, Buckland-in-the-Moor, Newton Abbot, Devon TQ13 7HL

Company Secretary: Mr.R Foord-Evans Tel: 0044(0)1364 654 375

**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 Widecombe 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 shall be updated annually prior to Fair day, approved by an official of Widecombe Fair Committee Co. Ltd., and made available to Committee members and appropriate external organisations. Since 2008 it is also available via the Widecombe Fair web-site [www.widecombefair.com](http://www.widecombefair.com)

The Village Centre and Village Green areas are controlled on Fair day by Widecombe Parish Council, and are therefore not within the scope of this document. Visitors generally attend attractions provided by both organisations, as well as those of local traders and businesses.

**INTRODUCTION:**

This one-day agricultural/rural show is held annually on the second Tuesday of September, and attracts in the region of 5,000 visitors and their accompanying vehicles. The event is organised by approximately 40 local volunteers, forming Widecombe Fair Committee Co. Ltd. The company operates on a non-profit making basis, proceeds of the event being donated to selected local and regional good causes.

There is also evening entertainment, commencing after the re-opening of the highway.

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

- Widecombe Fair Committee Co. Ltd. (WFC)
- Devon & Cornwall Constabulary
- Widecombe-in-the-Moor Parish Council
- Devon County Council Highways
- AA Signs (One-Way & Road Closure Signage)
- Phoenix99 Ltd – previously known as NGS-Group (event management & security specialists)

**GEOGRAPHICAL LAYOUT:**

All events and activities associated with WFC (except the cross-country downhill run) are contained within the Fair Field, located approximately ¼mile from Widecombe village centre (on the Ponsworthy road).

Nearby agricultural fields are used for car-parking, and the Council car-park is used (with the consent of the Council) by WFC for coach parking - see Parking section.

### **TRAFFIC CONTROL:**

A one-way traffic system has been agreed between AA Signs, Police and WFC, a map of which is shown below. The basic system has been in operation successfully for several years, although minor amendments may be included each year. The village centre is a traffic-free zone while the system is in operation (08:00 to 18:00).

AA Signs are contracted to provide road direction signs, document the system, and submit the necessary applications for road closures. An application for "Road Traffic Regulation (Special Events) Act 1994" is submitted annually to Devon County Council Highways Management dept. 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*".

Phoenix provide suitably trained Traffic (point-duty) Marshalls to ensure appropriate operation of the one-way system. Liaison between Phoenix, AA Signs, Police and WFC is undertaken prior to and during the event, to ensure effective planning, and safe operation of the Traffic Management System. To help ensure proper use of the traffic system, two Police patrol motorcyclists are normally (since 2006) in attendance, dependant on availability.

Traffic (on the highway) at car-park entrances and exits, is controlled by Phoenix personnel. This is by prior agreement with the Police.

Vehicles associated with Exhibitors, Competitors and certain WFC officials are permitted to park within the Fair Field, the adjoining School Playing Field and Great Close field although some public parking first thing in the morning will also take place on the upper part of Great Close. Access to the Fair Field is via a separate "vehicles-only" entrance, and specific areas are allocated for parking. This entrance is staffed jointly by WFC representatives and Phoenix Gate Stewards.

To avoid congestion, "no-parking" cones are deployed on the roadsides in the immediate vicinity of the village, and on key sections of the one-way system. Cones and information signs are placed by Devon County Council.

A map of the Traffic System and Car Park locations is attached at Schedule 1 and an aerial map of the Village Centre, showing no-waiting cone areas and road closure limits is attached at Schedule 2

### **TRAFFIC DENSITY & TIMES:**

As previously mentioned, an average attendance for Widecombe Fair is in the region of 5,000 pedestrians. This equates to approximately 3,000 vehicles (not including coaches), although a definitive survey has not been undertaken in recent years. A pedestrian and traffic survey and count is to be undertaken for the 2011 Fair

Although there are usually some early arrivals, visitors generally start to arrive (in reasonable numbers) from around 09:00. Normally there are peaks of traffic late morning (approx. 10:00 to 11:30), then again early afternoon (approx. 13:00 to 14:30).

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. Attendance figures have been adversely affected by national issues such as Fuel Strikes and Foot & Mouth Epidemic (Fair cancelled) and by poor weather.

Exhibitors, Competitors and Officials are encouraged to arrive at the Fair Field before 08:00, ie. before the bulk of visitor traffic, and before commencement of the one-way system.

Visitors may leave Widecombe at any time during the day by following the exit routes, which form part of the one-way system. Assuming reasonable weather conditions, the majority of visitors leave late in the afternoon or early evening.

The plan shows the route identified for emergency vehicles.

### **SIGNS:**

Signs on the one-way system route and on outlying approach roads are erected by AA Signs prior to Fair-day. An AA Signs crew member is in attendance during the day, to attend as necessary to maintenance of the signs. From 4.00 pm the length of road from Cold East Cross to Church Lane Head reverts to normal two-way operation.

Various information and safety precaution signs are erected by WFC (primarily off the highway) eg. at car park entrances/exits and Fair Field.

### **PARKING:**

There are 7 controlled vehicle parking areas:

- P1: Dockwell – Main car park
- P2: Southcombe Hill top car-park – 4 x 4 parking
- P3: Southcombe Hill middle car-park – 4 x 4 parking.
- P4: Southcombe Hill lower car-park – 4 x 4 parking.
- P5: Great Close car-park – early car parking, disabled parking and motor cycles.
- P6: Holwell – additional / alternative car parking..
- P7: Coach Park - Council car-park (approx. 30 coach spaces)

Locations are shown on the plan at Schedule 1.

For 2011 the Fair has obtained two additional parking locations – one at Dockwell and one at Holwell near Hemsworthy Gate. Dockwell will become the main car park but overflow and bad weather parking will take place at Holwell which will also be available for traffic approaching from the Haytor direction (reducing the use of the one-way system). Southcombe car parks will be used for 4 x 4 vehicles. A park and ride shuttle bus system will be contracted to move visitors to and from the Fair Field to the appropriate car parks. The decision on final use of car parks will depend on weather and will be made the day before the Fair with signs and shuttle buses being arranged accordingly.

Parking areas for Competitor's and Exhibitor's vehicles are provided on the Fair Field, the adjoining School Playing field and Great Close field. Disabled parking and parking for some early arrivals is available at Great Close field.

All visitors arriving by motorcycle are directed to park in a dedicated parking area within Great Close car-park (P5 on the map). This area has a hard surface. Horse boxes and trailers for stock will park on the lower part of Great Close.

This year a Car Park fee will be charged at each Car Park. This is a fixed fee of £10, regardless of the number of occupants in a car. Lanes will be provided at each car park to accommodate queuing within the car park and to segregate pedestrians and vehicles. However there will be free entry to the Fair itself instead of the previous charge of £7 per person. It is felt that this is a greener approach to vehicles in that it encourages multi-occupancy of vehicles whilst removing any deterrent to entry to the Fair Field.

As before coaches will pay a fee of £15 to park in area P7.

### **PEDESTRIAN CONTROL:**

Pedestrian entry/exit to the Fair Field is via two entrances which will be unrestricted and separate from the vehicle entrance, the latter being manned by Phoenix/WFC staff.

A free shuttle-bus/park and ride service is provided to return visitors (if desired) to their vehicles in the car-parks. This serves two purposes - to help minimise the number of pedestrians on the road, and to ease the effort of walking up the steep hills. This service operates from approximately 09:00 until early evening.

Pedestrian control in the village centre and village green areas are not within the scope of WFC.

### **TICKETS & PASSES:**

This year there will be no individual entry tickets – tickets covering the parking of one car and admission to the Fair Field of any number of passengers will be sold at each car park. The cost of this comprehensive ticket will be £10. There is no charge for visitors under the age of 16.

Car Park ticket purchasers are also given the opportunity to enter a cash prize draw (although it may be that the draw ticket will be moved into the programme which is for sale in advance and on the day). The draw is registered with Teignbridge District Council, under section 5 of the Lotteries & Amusements Act 1976 (registration no. TIER0074). The draw takes place at the Review Meeting – held on the following Tuesday after Fair Day.

Vehicle Passes are used to allow access to the Fair Field, School Playing Field and parts of Great Close to allow free access for Exhibitors, Competitors, Trade Stand vehicles, horse boxes, safety vehicles etc. These will be colour coded to give entry to the appropriate areas. Special Passes will also be issued to local trades people, essential services and other authorised personnel, to allow vehicle access into Widecombe village itself. Village Green Passes are issued to Traders who have stalls on the Village Green (for vehicle access). This pass system is controlled via Widecombe Parish Council and falls outside the scope of this document.

Personnel involved with the Traffic, Parking & Pedestrian systems will ensure they are familiar with the design and intended uses of the tickets and passes and liaison meetings will be held in advance. Prior to Fair day samples are distributed to key

organisations and individuals. Phoenix staff are issued with information and organization packs by Phoenix.

### **SECURITY, HEALTH & SAFETY:**

Car parks will be staffed by suitably trained stewards (supplied by Phoenix) 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. Vehicle lanes will be established on the car parks to allow multiple ticket sales and minimize queuing. Shuttle bus stops at car parks will be off the highway either in the field or in marked lay-bys.

Fire extinguishers are located at gateways to the car-parks.

Portable public toilet facilities are provided in the Fair Field, car-parking and coach-parking areas.

Phoenix Traffic Marshals are present at key junctions around the one-way system, and assume overall responsibility for safety on the highway. The following points are manned:

- Haresfoot Cross
- T-junction at bottom of Southcombe Hill
- Church Lane Head
- Ponsworthy Splash

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 on Southcombe Hill, to warn that this road is used by vehicles and pedestrians simultaneously.

### **COMMUNICATIONS:**

Communication between WFC car-parking volunteers, Phoenix staff and Police is achieved using hand-held radios. Likewise, contact is maintained with the show announcer (on the Fair Field) for co-ordination of the event timetable, and information or emergency public announcements (if required) over the Public Address system.

A public address loud-speaker will be situated in the village centre. This facility is jointly set-up between WFC and Widecombe Parish Council, and is to be used for relaying public information from the Fair Field Commentator, and for making general announcements.

All parties involved with the Traffic, Parking and Pedestrian Control systems are reminded that mobile phone network coverage is limited in Widecombe and the surrounding areas. This should be taken into account when planning their communication systems.

It is understood the Emergency Services' communication system (Airwave) is still not operational within the Widecombe area.

Enquiries regarding the Traffic, Parking and Pedestrian Management System can be made by e-mail to [traffic@widecombefair.com](mailto:traffic@widecombefair.com)

**VEHICLE RECOVERY:**

WFC contracts a professional vehicle recovery service, to assist (within the designated car-parking areas) in the event of vehicle breakdown or stranding due to inclement weather conditions. Tractors are available within the Fair Field, Great Close and the school Playing Field parking areas.

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 jointly between the Police, Phoenix and WFC.

**SUB-CONTRACTORS:**

All sub-contractors to WFC in connection with Traffic, Parking and Pedestrian Control are requested to provide proof (as appropriate) of the following items:

- Health & Safety Policy
- Risk Assessment
- Public Liability Insurance

**PUBLIC TRANSPORT:**

The standard daily bus service operates as normal on Widecombe Fair day.

Coach companies frequently offer trips to Widecombe Fair, which are usually well subscribed. Passengers are dropped at the coach-park, and join the general public in the traffic-free village centre/village green area. The coach-park provides ample space for coaches to maneuver. When the coach-park is full, excess coaches are given the option to park in the road-side parking areas at the top of Widecombe Hill.

**EVENING ENTERTAINMENT:**

Situated in the catering marquee on the Fair Field, the function operates from 21:00 until 24:00. Professional Security Staff (Phoenix) and First Aid Paramedics (Medi West UK) are in attendance for the duration of the function

Parking for those attending is available either on the Fair Field, or in the village centre and public car-park.

**EXTERNAL ORGANISATIONS:**

Organisations and key personnel involved with Traffic, Parking and Pedestrian Control at Widecombe Fair 2008. Contact details are available (as appropriate) via Tony Hodgkiss (10364 631560).

Devon & Cornwall Constabulary	Insp.D.Nott, Sgt.K.Jones, PC A.Dudley
AA Signs (traffic system)	A.Banyard, S.Duncan
NGS-Group (stewards & marshalls)	Kerry Wilson or A.Wilson
Rowden Motors (vehicle recovery)	I.Bowman
HarveysBus (mini-bus service)	P.Denton
Medi West UK (first aid)	R.Millen

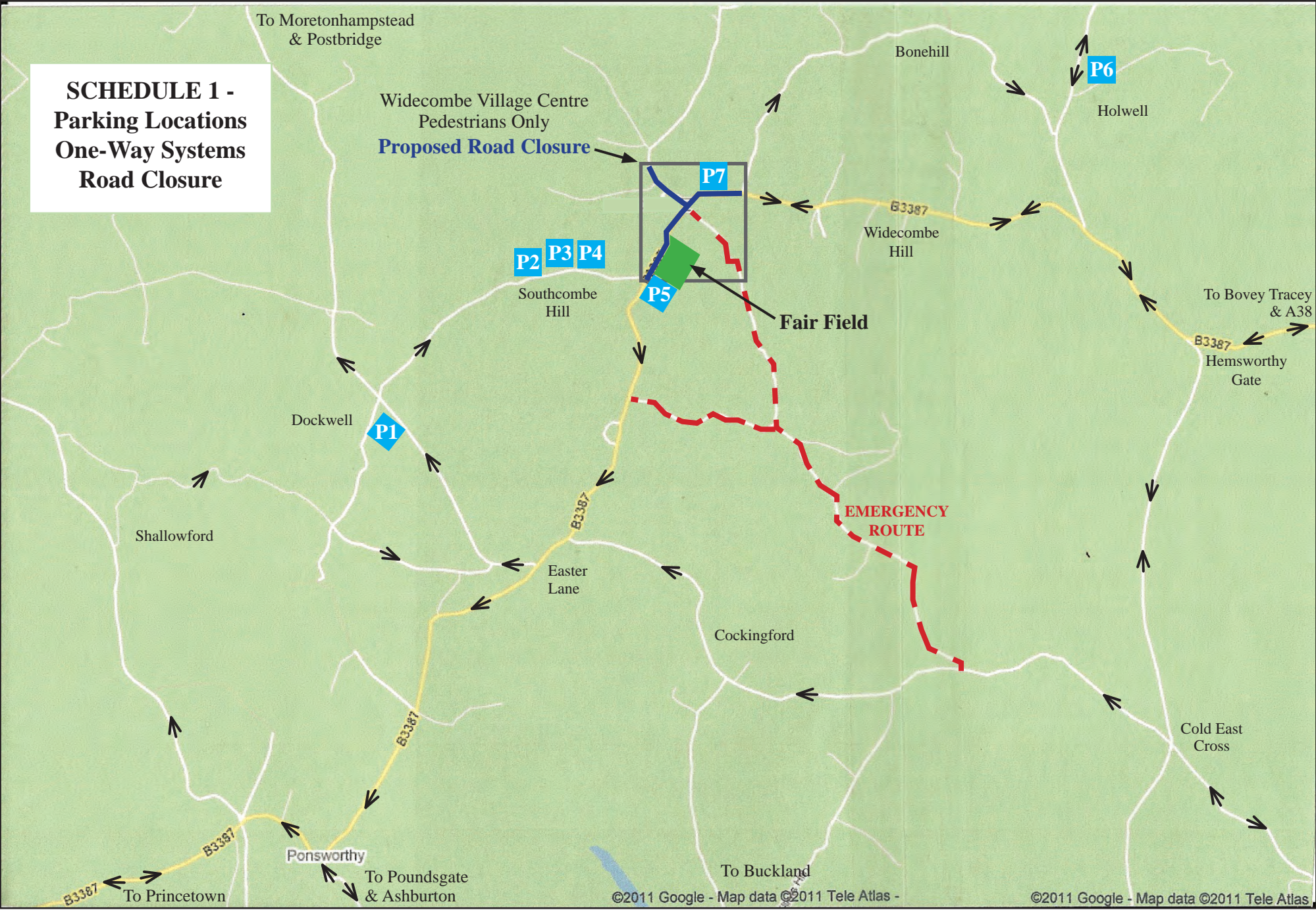
**APPROVAL:**

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 Widecombe Fair 2009.

**Approved by:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SCHEDULE 1 -  
Parking Locations  
One-Way Systems  
Road Closure**



SCHEDULE 2  
Widcombe Fair No-Parking Cone Map

Both sides of the roads shown are to be coned.

A to B: B3387 from end of Bonehill Lane through village centre to Southcombe Hill T-junction.

C to D: From village centre along Natsworthy Road up to track opposite tennis court.

A to E: From end of Bonehill Lane to E. Webburn bridge.

