



16 January 2018

**You are summoned to attend a Parish Office Committee Meeting
which will take place on Monday 22 January 2018
at 7.30pm - 2 Knowle Park Lane, Fair Oak**

The first fifteen minutes are available for the public to express a view or ask a question to Members of the Parish Council.

AGENDA

- 1 To note attendance and apologies.
- 2 To receive declarations of interest.
- 3 To note the minutes of the meeting dated 20 November 2017 (previously approved at Full Council on 18 December 2017 and note any matters arising.
- 4 To note correspondence.
- 5 To record a note of thanks to Bargate Homes and Rund Partnership.
- 6 To discuss the outstanding fixtures and fittings.
- 7 To review the project budget.
- 8 To receive quotations for fencing the perimeter boundary.
- 9 To discuss any other matters relating to the development.

A handwritten signature in black ink, appearing to be 'CG' or similar initials.

Cheryl Gosling
CLERK TO THE PARISH COUNCIL

Members: Mr C Bird, Mr J Goss, Mr H McGuinness, Mr J Noel, Mr R Rushton, Mr J Sorley,
& Mr P Spearey.

All other Members welcome

Fair Oak and Horton Heath Parish Council
2 Knowle Park Lane Fair Oak Eastleigh SO50 7GL
Telephone: 023 8069 2403
Email: enquiries@fair-oak-pc.gov.uk



16 January 2018

**You are summoned to attend a COMMUNITY EVENTS
SUB -COMMITTEE MEETING
which will take place on Monday 22 January 2018 at 8.15 pm
in the 2 Knowle Park, Lane Fair Oak, Eastleigh, SO50 7GL**

The first fifteen minutes are available for the public to express a view or ask a question to Members of the Parish Council.

AGENDA

- 1 To note attendance and apologies.
- 2 To receive declarations of interest.
- 3 To note the Minutes of the Sub-Committee meeting dated 10 July 2018 (approved at Full Council on 17 July) and deal with any matters arising.
- 4 To note correspondence.
- 5 To discuss the Princess Selection evening.
- 6 To approve the Carnival Event Management Plan and application for a Temporary Road closure prior to submission to Eastleigh Borough Council.
- 7 To discuss preparations for this year's Carnival (Saturday 30 June 2018).
- 8 To note the date for this year's Remembrance Sunday (11 November 2018)

A handwritten signature in black ink, appearing to read 'CG', written over a horizontal line.

Cheryl Gosling

CLERK TO THE PARISH COUNCIL

Members: Mrs H Douglas, Mrs D Lusmore, Mr H McGuinness, Mr J Noel, Mrs M Shephard, Mr P Spearey

All other Members welcome

FAIR OAK CARNIVAL AND FETE

Saturday 30 June 2018

Event Management Plan

Written By

Linda Greenslade

Contact Details

Fair Oak and Horton Heath Parish Council

2 Knowle Park Lane

Fair Oak

Eastleigh

SO50 7GL

Tel: 02380 692403

Email: events@fairoak-pc.gov.uk

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EVENT MANAGEMENT PLAN

INTRODUCTION

Fair Oak and Horton Heath Parish Council is organising a Carnival and village fete on the **30 June 2018**. The areas where activities will be held are primarily New Road, Victena Road, Witt Road, Winchester Road (part), Fair Oak Road (part), Shorts Road for carnival procession and New Century Park, Shorts Road for fete from 1.00 pm until 6.00pm.

OBJECTIVES

The events sole objective is to provide a way of enabling the community of Fair Oak and Horton Heath to celebrate its annual Carnival and fete.

This plan is designed to document the arrangements of all organisations and agencies involved in arranging the Carnival celebrations on **Saturday 30 June**. Its main objectives are:

- To facilitate the running of a safe and enjoyable event
- To consider, plan and define policies for problems that may happen
- To define points at which emergency procedures and back up plans may be implemented

MANAGEMENT STRUCTURE

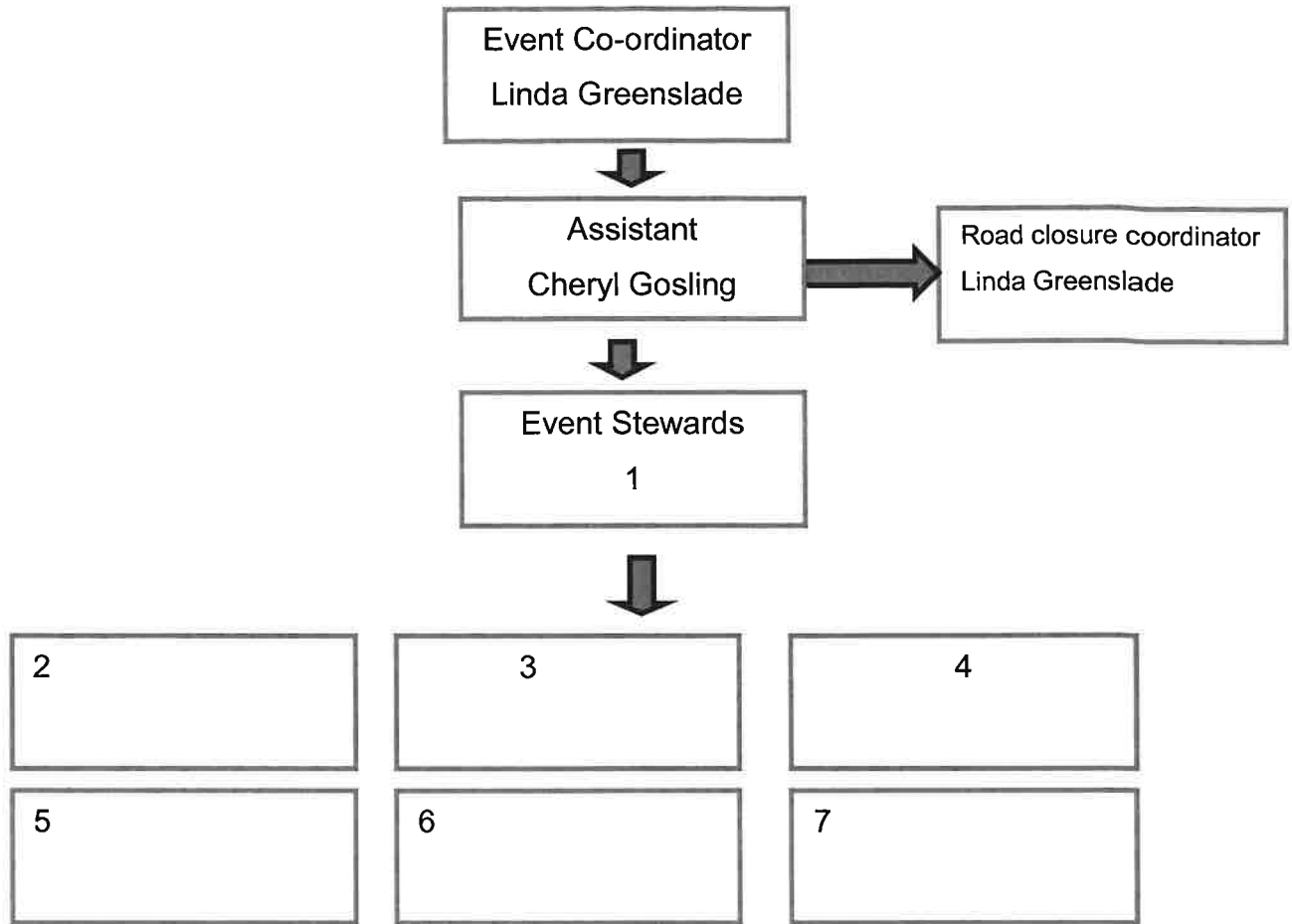
Event Organiser	Community Events Sub-Committee, Fair Oak and Horton Heath Parish Council
Co-ordinator	Linda Greenslade
Assistant	Cheryl Gosling

Contact Information

Name	Role	Tel Number
Linda Greenslade	Event Co-ordinator	02380 692403
Cheryl Gosling	Assistant	02380 692403

There are six councillors on the Community Events Sub-Committee. The names will be provided after the Parish Council AGM on **21 May 2018**.

COMMUNICATIONS



Communications between the event support will be by:-
Mobile telephone and radio communications

ROLES AND RESPONSIBILITIES

Event Co-ordinator

- Overall management of the Event.
- Site management and layout.
- Obtaining and compliance with all permits and licences
- Liaison and overall management of all Event Participants
- Liaison with emergency services and to assist the emergency services with routine requests when required.
- Produce stewarding manning levels to ensure a safe site.
- Ensure the Public Address System is operational and available.
- Production and circulation of site maps
- Provide adequate signage on site and in the surrounding area to assist members of the public attending.
- Must ensure that all conditions set out by Eastleigh Borough Council are adhered to.

Steward

- Stewards duties include:
 - Managing safe access to and from the event in the immediate site vicinity.

- Act as information point for members of the public.
- Assist members of the public.
- Stewarding crowd flow at identified pinch points and potential problem areas
- In the event of an incident, assisting the emergency services as appropriate.
- If control of the event is handed to the Police, make yourself available to the Police.
- Reporting any incident or accident to the Event Control

EVENT INFORMATION

Audience Profile

The audience profile for this event would be diverse. It is expected that there will be families with children in attendance, local residents and visitors to the area. It is expected this event will attract 2000 spectators (weather dependent).

Viewing arrangements

The event is outdoors in two parts, the carnival procession around the streets of Fair Oak and the Fete situated at New Century Park, Shorts Road. The event is standing only with no seating provided except where public seating is provided. Attendees may bring portable seating or blankets

Event Control

Carnival Procession – the Event Control will initially be located at New Road, Fair Oak and will proceed around the street of Fair Oak with the procession.

Fete - the Event control will be located within a marquee on New Century Park for the duration.

The Event Control will consist of the following personnel:-

The Event Co-ordinator

An assistant to assist with keeping the Event / incident Log book

Event Co-ordinator will be contactable by:-

Mobile Telephone 07964786548

Assistant will be contactable by:-

Mobile Telephone 07753958033

Event / Incident Log Book

The event control will on behalf of the event organiser maintain an Event / Incident log book.

This document should be used to provide a contemporaneous record of incidents, issues, requests and actions observed by, reported to or instigated by the event team members, public or stewards of the event to enable sufficient information to assist with debriefing post event, learning from actions taken and to assist in the presenting of information should it be required at any enquiry.

Details such as lost / found children, any supporting information of criminal activity (Names addresses of witnesses date, time, location etc) should be recorded within the document.

Awareness of the need to capture and report this information should be made to all concerned with the event.

Authority to stop, Cancel or Amend

The Event Co-ordinator or, in her absence, the Assistant have the authority to stop, cancel or amend the carnival procession or fete for the purposes of safety.

Should a situation develop the event co-ordinator may change as appropriate the event to accommodate changing circumstances (Medical emergency, traffic encroachment for example) Stewards will be briefed to respond accordingly should such changes be required.

Prior to the Carnival procession and Fete

Residents who will be directly affected will receive written confirmation stating its start time and estimated duration of the road closure. The Carnival procession will take place along the streets of Fair Oak where a road closure will be in place in accordance with the Traffic Management Plan.

The route will be taken by the Parish Ranger 10 minutes prior to the march to ensure the route is available and safe to proceed; he will then notify the Co-ordinator.

The Carnival Procession

At 1.00 pm the carnival entrants will assemble at New Road, Fair Oak and at 2.00 pm will march from New Road, Fair Oak around the streets of Fair Oak accompanied by the Co-ordinator and Stewards. They will then join together to take part in the Village Fete at New Century Park due to take place at 2.00 pm. First Aid for the march will be provided by the First Responders vehicle following the rear of the procession or by Emergency Services by calling 999.

The Fete

This is an "all inclusive" family fun event and is open for all members of the community to attend between 2 pm till 6 pm in the area of the New Century Park, Shorts Road.

There will be no charge to enter or join in the various events planned for the day.

Activities at the Fete include:-

Stalls and fun fair (independently run)

Seven stewards will be present to assist the organiser to maintain management and safety at the event and to assist the public should they have a need

Public Address System

A Public Address system is available at New Century Park and will be used to assist and inform the public to enjoy the events. This will be supervised by Andrew Maxwell employed as AA Entertainment who will ensure only appropriate information and authorised safety messages are presented to the public.

Food and Drink

A number of stall holders will provide refreshments for the Fete.

First Aid

GB-EMS Group Ltd will provide two first aiders in attendance and will cover the event. All first aiders will wear uniform to make them easily recognisable to the public. Contact with the Co-ordinator will be by Mobile Phone/radio communication should a medical incident be reported.

A First Aid Point will be set up and identified by a First Aid sign in a marquee on New Century Park.

Upon notification of an Emergency Stewards will be notified to move to an appropriate access point to ensure a clear access for attending emergency service vehicles

Missing Persons/Children

Any missing persons should be accompanied by two members of the organising staff, especially if the person is upset or a small child. Two members of staff must stay with the lost child at all times. The minimum details of the missing person will be issued through the radio network excluding any NAMES

If unable to locate the person accompanying the missing person they will be taken to Event Control and will remain there until collected. A visual check of recognition should be made before the child is re-united with their parents.

People who have been separated from their children should report to a Steward or a member of the Events Team where the details and description and the location last seen will be recorded. Staff will be notified through the radio network of a missing person / child and will be informed once the missing person has been reunited.

Noise

There are no issues identified with noise for either part of this event

Disabilities/Special Needs

Disabled parking will be available at the Village Hall, Shorts Road car park.

Lost Property

Any items handed in as lost property or reports of lost property will be taken to the Event Control. Any items not claimed will be held in the Fair Oak and Horton Heath Parish Council offices, Village Hall, Shorts Road, Fair Oak, SO50 7EJ.

Waste Management

Bins are provided on New Century Park by the Parish Council. These will be collected and disposed of by the Parish Council.

Car Parking

Parking facilities are located throughout the village and at the Village Hall, Shorts Road, Fair Oak.

Stewards will be on duty to ensure general public are given appropriate direction and support where needed with parking.

Stewards

A briefing will be given by the Co-ordinator prior to each part of the event.

Upon notification of an Emergency (see definition) Stewards will be notified to move to an appropriate access point to ensure a clear access for attending emergency service vehicles

There will be a record of who has attended the briefing, the items covered at the briefing (Preferably a copy of the briefing script)

Briefing to cover:

Who they should report issues to and how

The requirements of the event / incident log held at Event Control

Procedure for missing / found children

Procedure for reporting criminal activity observed or brought to the stewards attention

How to summon medical assistance should it be required

Why and where we have official road closure under the Town Police Clauses Act 1847 Section 21.

Plan indicating route(s) and traffic management plan will be discussed including what actions stewards can and cannot do while working within a road closure concerning traffic

Hand out radios/instructions, hi-vis jackets and whistles as appropriate.

Any perceived safety issues.

What actions are to be taken should unplanned emergency vehicles need to access the event or pass through road closures etc

Communications (Community)

All residents in the area will receive a copy of the programme, which will be distributed at the beginning of June and notice will be in the Spring edition of the Parish newsletter. Residents – leaflets dropped through letterboxes along routes affected by events, especially where there will be road closures.

Local advertising is underway with the focus being an article in the Parish Council newsletter and notice boards and also on social media. Information signage will be used prior to the event to ensure local residents are kept up to date with activities and procedures that will be used during the event. A programme will be delivered two weeks prior to the event to every household within the Parish with details of the event.

Banners and posters will also be used locally prior to the event to remind villagers of the forthcoming events and road closures. The Parish Council will carry all details regarding road closure and event timings.

Insurance and Public Liability

The Fair Oak and Horton Heath Parish Council will be providing Public Liability Insurance for £10M. This is via their insurance policy with the Aviva Insurance Limited.

Fire Safety

Should a steward discover, or be advised of, a fire within the event site they must:

- Raise the alarm with the Event Control informing them of the nature and location of the incident.
- Assist in evacuating the public from the vicinity of the incident.
- Assist in clearing an access route for emergency service vehicles.
- Once the incident has been dealt with and the site declared safe by the Hampshire Fire and Rescue Service, the Event Control will issue a 'stand down' call.

Evaluation/Debriefing

A short debrief will be held with by the organisers immediately after the event at the Parish Council offices, Village Hall, Shorts Road, Fair Oak organised by the event co-ordinator and recorded.

EMERGENCY/ CONTINGENCY PLANS

Emergency Procedures

Definitions

AN INCIDENT

An incident is defined as any occasion requiring an operational response from the Event Management, Security, stewards or an event contained within the event the organisers capabilities.

AN EMERGENCY

An emergency is defined as any incident considered being beyond the capability of the event and therefore requiring the attendance of the emergency services through the 999 telephone access

A MAJOR INCIDENT - MI

A major incident will remain defined in accordance with national emergency procedures and will only be declared by the emergency services or local authority. (The definition of when a Major Incident should be declared is detailed below)

A major incident is any emergency that requires the implementations of special arrangements by one or more of the emergency services, the NHS or the local authority for

- the initial treatment, rescue and transport of large numbers of casualties;
- the involvement either directly or indirectly of large numbers of people;
- the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- the need for large scale combined resources of two or more of the emergency services;
- the mobilisation and organisation of the emergency services and supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

Roles emergency services

Police

Hampshire Police

The police will at their discretion provide a police presence during the day in support of the core policing role and on a community involvement basis.

- Hampshire Police may take overall control of any incident or emergency. They will at their discretion co-ordinate and facilitate where appropriate the work of the emergency and support services.
- The Police will intervene:
- In the event of breaches of criminal law.

- In the event of actual or anticipated breaches of the peace.
- Police powers of arrest will be exercised where deemed appropriate.

Fire

Hampshire Fire and Rescue

The fire service will be contacted in event of fire; staff will liaise with the **Event Co-ordinator** in the event of a fire who will be responsible for contacting the fire service using the emergency 999 number.

Ambulance

South Central Ambulance Service Trust

In case of an incident that cannot be dealt with by the onsite first aid the event control will contact the ambulance service via 999.

Air Ambulance Procedures

In the event that Air Ambulance Support is required, the following site has been identified as a suitable landing area:

New Century Park, Shorts Road, Fair Oak, SO50 7EJ.

This site has in the past been used for helicopter landings. The playing fields measure 80 x 40 m therefore far exceeding the recommended 35m clearance.

The SCAS medical services in attendance will advise the event co-ordinator as to their requirements.

Criminal Activity

Should an incident occur it will be assessed by the Event Co-ordinator and or the Assistant and appropriate action will be implemented.

- All incidents will be logged and recorded at the time within the Event / Incident log
- Limited details may be given to stewards to enable them to respond accordingly to criminal activity
- In the event of criminal activity, persons affected by a criminal act (eg, robbery, assault, etc) the Event Co-ordinator or their assistants will take details (name, contact information, nature and details of crime; time of occurrence, severity, lost items, criminal(s) or item(s) description, etc) and immediately alert the police via 101 or 999 as necessary determined from the following guidelines

If there is no contact with criminal, no immediate danger to others (eg, stolen phone but has been reported after considerable time has passed) **DIAL 101**

If there are concerns for public safety and potentially harm (assaulted individual and is either on site and considered dangerous to others and/or drunk & disorderly) **DIAL 999**

If the Police are called, they will be met on their arrival and directed to the event control or the incident where they will be briefed accordingly by the organiser or his designated representative. The stewards will be placed at the disposal of the Police in the event of such an emergency incident.

Access through the Carnival Procession

In the case that the emergency services need to use the route the Carnival Procession is taking, this will be dealt with by the Stewards in a safe and quick manner. Participants will be directed to move to one side of the road to allow the emergency vehicles through. All Marshals will be brief of this procedure. There will be no restrictions on the road closures for emergency vehicles obtaining access.

Application for Temporary Road Closure

Applications must be received at Eastleigh Borough Council at least 4 weeks before the date of commencement

Company Name:

Applicant Name:

Contact Address and Phone Number:

Name of road and description of area affected:

Reason for application:

Requested duration of closure (expected start and end dates):

Please include a plan either on the e-mail with this form or send to the contact address at the end of the application, the plan will need to show diversion routes and a complete diversion signing plan in accordance with the New Roads and Street Works Act 1991 and Chapter 8 of the Traffic Signs Manual.

Please confirm you have £10million public liability insurance necessary for working on the highway:

Yes:

No:

The cost for a road closure is currently £912, by signing this form and supplying an invoice address you are agreeing to the payment of these fees.

Invoice Address
(if different from contact
address supplied above):

Signature:

Print Name:L GREENSLADE.....

Date:

Important Notes:

- Advance warning signs will need to be erected on highway affected at least one week in advance of the closure, with a contact telephone number.
- Applicants are responsible for providing and maintaining the road closure and diversion route signing in accordance with the New Roads and Street Works Act 1991 and Chapter 8 of the Traffic Signs Manual, for the duration of the works
- All residents directly affected by the works will need to be contacted directly in writing before the commencement of the closure.
- The current cost of a closure is £912.

Should you have any questions please contact us or return this form to any of the below:

Kirstie Currie 023 8068 8235 Kirstie.Currie@eastleigh.gov.uk

Transportation and Engineering Services
Eastleigh Borough Council
Civic Offices
Leigh Road
Eastleigh, SO50 9YN

Fax: 023 8068 8336

Traffic Management Plan

Fair Oak Carnival Procession

Saturday 30 June 2018

Timing of the procession / Road Closures

The Procession is scheduled to move off from the assembly point at 14.00 and finish at the dispersal point by 16.00 at the latest. The road closure order has been requested to come into effect at 13.00 and finished at 17.00 or when the procession has dispersed whichever is the earlier. The roads and junctions in the centre of Fair Oak will be closed off on a rolling road closure basis.

Marshals

The Committee will provide marshals wearing reflective tabards / clothing in addition to the Committee Members. Marshals will be briefed and given information sheets relating to the event. The police given information sheets relating to the event. Where there are Road Closure barriers these will be manned full time once the Procession is on the move. Marshals will be instructed to erect their "Road Closed" sign by the Ranger, who will drive past each marshal individually with the instruction.

A marshal will be at every junction along the route and will be briefed that they do not have the power to stop traffic, when placing signs on the highway they must wait for a gap in the traffic flow.

Named marshals: To be supplied at a later date nearer the time of the event.

The named competent persons in charge

Community Events Sub-Committee:

Risk Assessment Plan

The event will start at New Road and end in Shorts Road, Fair Oak. The route will use the following roads.

New Road
Sandy Lane
Victena Road
Witt Road
Winchester Road (part)
Fair Oak Road (part)
Shorts Road

There will be a number of entrants taking part using various modes of transport including cars, lorries and on foot.

All people /groups taking part must sign in and give details of their entries including the person in charge, any music used, the name of the driver etc. They must read the carnival rules and sign to say they will follow them.

All vehicles must display a carnival notice in the window with all details of that entry on it, for quick reference for marshals or police to read.

The number of people turning out to take part or to watch is unknown prior to the event but on previous years, numbers have been high (weather dependant).

The event will be marshalled by members of the committee, carnival helpers and volunteers from each group to walk along side floats. Anyone marshalling must wear a Hi-Viz marshal bib and receive the pre carnival briefing from the marshal co-ordinator. All committee members and key marshals will be in radio/phone contact with each other to deal with any emergencies or problems.

Marshals will be used to allow smooth passage of the carnival through the route and ensure crowd safety and report any problems to the marshal co-ordinator.

A Fire Service Vehicle and First Responder vehicle will be invited to take part in the procession (subject to no call outs). GM-EMS will also be present at the fete at New Century Park to provide first aid.

Toilets will be left open at the village hall for the public to use.

NO COIN THROWING OR ALCOHOL WILL BE ALLOWED. Marshals will be asked to keep a look out for this and report it to the co-ordinator.

In the event of a major emergency the statutory services will take charge.

Road Signs

Statutory Advance Temporary Road Closure signs, 60 cm x 60 cm, yellow with black writing, will be positioned one week prior to the event, on existing sign post or lamp column. Details are as follows:-

1. Sandy Lane – Northbound heading towards Winchester.
2. Sandy Lane – Southbound heading towards Sandy Lane shops.
3. Mortimers Lane – approaching Winchester Road
- 4, Winchester Road – Southbound heading towards Botley.
- 5 Fair Oak Road, The Square heading towards Shorts Road
- 6 New Road.

The Signs to read

ADVANCE WARNING
Road Closed here
on **Saturday 30 June**
between 1300 and 1700 hrs
for Carnival
For enquiries call
02380 692403

Road Signs (A-frames) on the Day for main junctions.

1. **Junction Sandy Lane/Winchester Road** – While procession is proceeding along Sandy Lane a “Road Closed “ and “Diversion” sign on A-frames will be placed at Sandy Lane diverting the traffic down Winchester Road.
2. **Junction Sandy Lane/Winchester Road** – Before the procession moves onto Winchester Road from Witt Road the “Road Closed” and “Diversion” signs on A-frames will be moved from Sandy Lane onto Winchester Road diverting the traffic down Sandy Lane.
3. **Junction 15** – Before the procession leaves Witt Road, the traffic lights at the Stubbington Way junction will remain on and a “Road Closed” sign on A-frame will be placed across the Botley Road from Botley At these traffic lights a sign will be placed advising motorists. Marshals will be located to advise alternative route. Sign to read:-

Village closed here
for Carnival
Expect short delay

4. **Junctions 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20** – A-frame “Road Closed” signs to be used while carnival procession is proceeding around the village.

A marshal will be at every junction of the route advising traffic of short delay or if appropriate an alternative route.

Motorised Entrants

Each driver/organiser will be given an information sheet giving details of the rules regarding taking part in the procession. Copy of these rules is as follows.

Carnival Committee and Local Authorities’ Rules.
Failure to abide by these rules will mean exemption from the procession and may lead to action being taken by the police.
The Carnival organisers have the right to refuse entry.

- Every vehicle must display the name of the organisation and the organiser. in the windscreen or at the front of the float at all times prior to and during the procession.
- The vehicle must be in a legal and roadworthy condition,
- The driver is responsible for his vehicle and the load that it carries. Max height is 14ft
- Ensure that any vehicle decoration etc has **No** restriction over the driver’s visibility.
- Please obey all instructions given by the committee, marshals and the police.

- No people are to ride on the back of any vehicle, other than during the procession; the police will be watching for this and may take action against the driver.
- No alcohol, drugs, or other illegal substances may be consumed at any time during the procession.
- No one who is under the influence of alcohol or any other illegal substance will be allowed to enter into or take any further part in the procession.
- Please **NO** swearing or offensive remarks or gestures before & during the procession.
- No substances including water may be thrown at or over members of the public.
- No one may alight or disembark from any vehicle once the procession has started (except in an emergency)
- People should not lean over the edge of the vehicle to collect monies nor entice people to come close to a vehicle.
- All collection boxes / monies to be handed in at the dispersal collection point.
- Please do not encourage coin throwing, and be wary of people throwing coins,
- If anyone does get injured or feels unwell please stop! And report to a marshal, who will summon first aid /police if required. We have radio contact throughout the procession.
- The Committee cannot be held responsible for participant's health and safety.

All persons participating in the activities and events as part of Fair Oak Carnival do so entirely at their own risk and are responsible for arranging any insurance cover required. Neither the Carnival Committee, its members nor any organisers shall be held liable for any accident or fatality or other injury suffered by any person or damage or loss caused to or in respect of any property or thing

Road Closure Plan

The road closure will take place from 1300 hrs to 1700 hrs on Saturday 30 June 2018.

- Complete closure of New Road, Fair Oak, SO50 8EN.
- Rolling road closure of Sandy Lane, Victena Road, Witt Road, Winchester Road (part), Fair Oak Road (part), Shorts Road.

Map and location of signage	See attached
Public Transport notification	Letters sent to local bus companies in June
Publicising the closure:	
<ul style="list-style-type: none"> • Parish Council newsletter – end April distribution to all households in Fair Oak and Horton Heath. Notification of the event and road closure • Monday 18 June – 24 A4 promotional signs erected around villages of Fair Oak and Horton Heath on lamp posts. • Monday 18 June – 6 Advance warning Road Closure signs erected. “This road will be closed on Saturday 30 June between 1300 and 1700 hrs for Carnival, enquiries: 02380 692403” These to be located in Sandy Lane, Fair Oak Road, Winchester Road and Mortimers Lane. • Friday 15 June letter sent to residents of New Road, Marcus Close, Rachael Close, Newbury Close, Latham Road and Latham Close with details of the road closure. • Letter sent to residents of Shorts Road informing them of event and parking restrictions. • Letter sent to residents of Brookfield Road, Campbell Way informing of event at New Century Park. 	
Road Closure timetable	
w/c 25 June	Collect Police no waiting cones from Eastleigh Police Station for use in Sandy Lane, Witt Road and Shorts Road
18 June	Pre-event notices erected
30 June	1300 hrs – New Road close for line up
30 June	1400 hrs – all marshals in position and roads closed for procession
Reopening the roads at approx 1600 hrs	
Remove “Road Closed” signs Collect traffic cones from Sandy Lane, Witt Road and Shorts Road Collect all signage from closure route	

