

**Malmesbury Carnival and Festival**  
**Petticoat Lane (Street Market)**  
**Sunday, 29<sup>th</sup> August 2021**  
**EVENT MANAGEMENT PLAN**

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## 1 Covid-19

This version of the Event Management Plan (EMP) was written on the date in the footer. We also understand that under current Covid legislation this Event would be permitted.

The Covid-19 elements of this EMP are guided by advice from Wiltshire Council based on 'Hands. Face. Space. Fresh Air' as promoted by Public Health England.

The EMP cannot anticipate the nature of future legislation, guidance (either legally enforceable or advisory), relating to management of Covid-19 risk which may be in place by the date of this Event (provisionally 28<sup>th</sup> August 2021). Mitigations to risks identified in the Risk Assessment are set out in this Event Management Plan (EMP) and Event Entry Form. All documents may require an update after Roadmap Step 4, and can be submitted for review as required.

Trustees recognize that it may not be possible or feasible to hold the Event.

### 1.1 Planned Covid-19 Mitigation Measures

- The Event takes place in public areas. Checks on vaccination or Covid test status are not practicable hence the overall approach recognises the risk profile this introduces
- Petticoat Lane takes place wholly in the open air

- Stewards will be appropriately briefed on Covid measures, including in the unlikely event that queues develop at stalls
- Stall holders will be advised to consider Covid risk specific to their stalls and products
- A small live band will play only background music and not involve crowds in 'sing-along' type music to discourage crowding
- Petticoat Lane is a strongly community Event hence family groups and bubbles to an extent reduce the 'space' requirement
- Mobile Caterers will be located in the Market Cross area where maximum space is available both for any food queues which may develop, and for people eating food
  - Public guidance via web site and social media:
  - No attendance with Covid symptoms, or following close contact with anyone with Covid within the last 14 days
  - Encourage use of face masks and own hand sanitiser
  - Hand washing facilities available nearby public facilities. Access to commercial premise facilities is at the Owners discretion
- Transport
  - As a local Event the majority of people walk to attend
  - Car parking is available at Cross Hayes and Station Yard facilitating use of private vehicles

## 1.2 Other Covid-19 Mitigation Measures considered

The following potential mitigations have been considered but are not practicable to implement:

Mitigation measure	Reason for discounting
Confirmation of negative Covid test	Public area
Confirmation of vaccination status	Public area
NHS Track and Trace	Public area
Segregation by Covid vulnerability	Public movement precludes segregation
Social distancing markings	Not feasible given 3m stall frontages
One way systems	Street and pavements widths. Implementation and possible interference with emergency vehicle routes
Provision of hand sanitiser	Public area with multiple entry points, residential and commercial premises
Advisory signage on Upper High St	Public area with multiple entry points, residential and commercial premises. Mitigated by messages on social media

## 2 Event Outline

Petticoat Lane is a street market held in the Upper High Street of Malmesbury traditionally held on the Sunday prior to the late August bank holiday, so 29<sup>th</sup> August 2021. The Market is open between 10am to 3pm. The Event is held under a Road Closure Order, and with a Temporary Event Notice.

Some 60 stalls line both sides of the High Street (which is closed to traffic). Each pitch is approximately 3m x 3m. Multiple adjoining pitches are allowed and may be occupied e.g. by local businesses along the High Street outside their premises. Total length of the market is less than 200m. A small live band (~6 players) plays on the pavement outside the Kings Arms.

Applications for a pitch is made via an Entry Form either requested direct, or downloaded from the carnival web site, i.e. the Market is open to all parties.

An estimate of public attendance is a total of around 700 to 1,500 people between 10am and 3pm, but with no more than 499 people at any one time in compliance with the Temporary Event Notice.

In 2019, the breakdown of stalls was:

- 18 Charity stalls
- 32 Commercial stalls
- 7 Private stalls
- 5 Mobile Caterers (Market Cross)

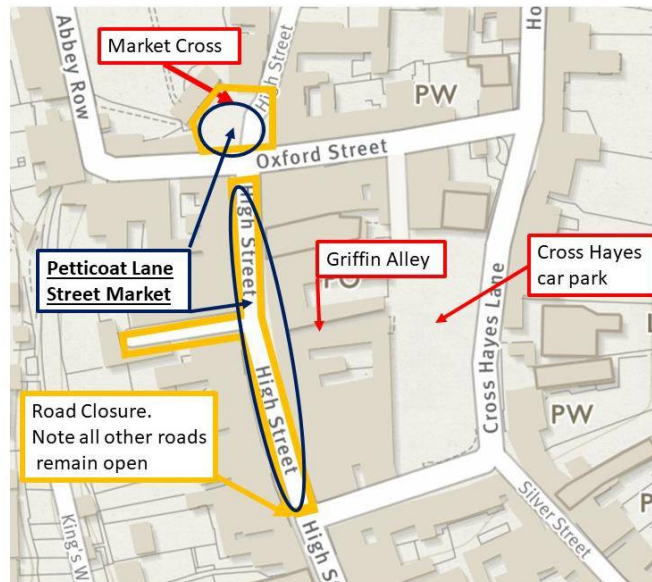


Figure 1. Petticoat Lane location map



Figure 2. Petticoat Lane street scene (Upper High St)

### 3 Consultation and Engagement

This section follows the format of ‘Organised Events Guidance for Local Authorities’ issued by the Department for Digital, Culture, Media and Sport.

#### 3.1 Wiltshire Police

A Zoom meeting was held with Richard Day, Wiltshire Police North Events Planner & Resource Co-ordinator on 28th April 2021 to introduce the overall proposed Carnival programme. We have aimed to accommodate comments on Covid risk mitigation, the requirement for RA and EMP, and for Mobile Caterers (Registered Food Businesses).

#### 3.2 Wiltshire Council

A Zoom meeting was held with Kevin Oliver, Authorising Officer Enforcement Highways and Environment on 4th May 2021 to introduce the overall proposed Carnival programme. We have aimed to accommodate recommendations as follows:

- On “Hands. Face. Space. Fresh Air” in our approach as set out in Section 1
- On electrical safety as set out in the RA with required mitigations set out in the Entry Form
- On fire safety as set out in the RA with required mitigations set out in the Entry Form and Section 12
- On ‘blue route’ widths as set out in the RA, Entry Form and this EMP (Section 14.1)
- On barrier placement for Road Closure as set out in the RA

##### 3.2.1 Temporary Event Notice (TENS)

As live music will be provided, the Event will be required to run under a Temporary Event Notice (TENS). This places a limit of 499 people attending at any one time.

##### 3.2.2 Temporary Road Closure Order

Petticoat Lane takes place on roads closed by a Temporary Road Closure Order for Upper High St and Market Cross from 08.00 to 16.00. Road Closure location is shown in Figure 1. The road closure means there is no requirement to apply for parking suspensions.

### **3.2.3 Events on the Public Highway Application**

An application will be made for an Event on the Public Highway

### **3.2.4 Event Safety Advisory Group**

We understand that our applications for Road Closures and Temporary Event Notices may be considered by Wiltshire Councils Event Safety Advisory Group, who may issue further health and safety requirements to Carnival.

### **3.3 Dorset and Wiltshire Fire Brigade**

Contact will be established with Dorset and Wiltshire Fire Brigade via the local station in Station Yard.

### **3.4 Community**

Petticoat Lane is a well known and popular Event always held on the Sunday of the August Bank Holiday weekend. Attention is drawn to the Event through:

- Facebook. Multiple public posts from March to August seeking stall holders and advertising the Event
- Malmesbury Carnival web site ([www.malmesburycarnival.co.uk](http://www.malmesburycarnival.co.uk))
- What's On Guide. Paper copy issued in July and circulated to thousands of local households giving a Calendar of Carnival Events
- Town Hall published 'What's On Guide'
- Posters, banners and bunting around town
- Local Radio and Press announcements

Based on previous experience, Stewards are advised that where it is safe to do so, Carers vehicles are permitted to pass through Road Closures and stewarded to a parking location.

**Malmesbury Town Council.** We have engaged through the Mayor who is very supportive, and one of the Town Councillors serves on the Carnival Committee. The Tourist Information Centre also support by selling Event tickets, and assist with Carnival entries in the Town Council What's On Guide.

### **3.5 Local Businesses**

In addition to the notifications in Section 3.4, local businesses in the Upper High St directly affected by the Event are personally notified.

### **3.6 Transport Operators**

For the date of the Event, it is confirmed via current bus timetables that bus services 30, 31, 41, 92 and 93 which use bus stops on Cross Hayes do not run on Sundays.

### **3.7 Local Accommodation**

In addition to the notifications in Section 5.1, local hotels (Old Bell, Kings Arms) directly affected by the Event are personally notified.

### **3.8 Increased Footfall**

Based on previous experience, the spread of stalls along the High Street and in to the Market Cross, and the Event being held over a five hour period, contribute to the fact that excessive crowding does not occur.

Carnival develops synergies with multiple local businesses to maximise the mutual community benefits of all Events. Impact on local businesses is anticipated as beneficial increases in trade in Town hospitality businesses and shops.

#### 4 Risk Assessment

Malmesbury Carnival has included a Street Market for generations. In developing this Plan, personnel who have acted in previous years as Carnival Stewards, and long standing and existing Carnival Committee members have been consulted, along with meetings with Police, Fire Service and other Consultees identified in Section 3. This knowledge is incorporated in the Risk Assessment, which then acts to inform this Plan.

#### 5 Event Management

##### 5.1 Roles and Responsibilities

Name	Role	Responsibility	Mobile phone number
Will Taylor	Event Director	Weather monitoring Overall Event Management Steward supervision Assess crowd number as below TEN limit (499) Crowd behaviour Confirm post Event waste collection	07904 264769
Paul Overton	Petticoat Lane Manager	Deputy for overall management of Event	07920 023080
Mike Harding	Petticoat Lane Manager	Deputy for overall management of Event	07895 678582
Linzi Renshaw	Petticoat Lane Manager	Deputy for overall management of Event Lost children	07812 558491
Miles Widnall	Petticoat Lane Manager	On the day H&S review including: Road closures Stall designs Road access maintained Mobile caterers	07341 316119
tbc	First Aid		tbc
May be employed as determined by Officers	Community Safety Accredited Traffic Management Operatives (CSAS TMO's)	Road closures Road re-opening	Not used for August 2019

## 5.2 Volunteer Stewards

The Market requires at least 10 Stewards. Stewards are over the age of 18 and are selected from a pool of volunteers who largely have previous experience of the Market. Stewards are identifiable by 'Carnival Crew' T-shirts and hi-viz jackets.

Stewards are briefed on roles and responsibilities. These include:

- Establishment and permanent manning of all road closure locations
- Guidance of Stall Holders to pitches shown on a Pitch location map
- Pedestrian zebra control crossing between the High St and Market Cross (as Gloucester Street and Oxford St remain open to traffic)
- Lost Children policy
- Stewards at the road closure point
  - explain the road closure if asked
  - advise drivers on alternative routes

## 5.3 Communications

Given the limited area, communication will be via mobile phones.

## 6 Event Layout

The Market takes place on the Upper High Street and extends into the Market Cross (across Gloucester St which remains live but may be accessed via the zebra crossing).

Road closure covers only the Upper High Street and Market Cross. The Lower High Street, Gloucester Street, Oxford St, Cross Hayes Lane and Cross Hayes car park remain open to traffic (i.e. roads between High St and Market Cross, and adjacent roads remain open).

Street market visitors use the roadway and to pass up and down the stalls. The entrances of shops trading on the Sunday re kept clear of stalls, noting some shops open specifically on this Sunday due to the high footfall.

Stall holders should keep sufficient road space clear to allow emergency vehicle progress if required (2.7m minimum width). Stewards at road closure would remove closure signs and cones; and they and the market manager would clear pedestrians as required to allow emergency vehicle access.

### 6.1 Temporary Structures

Apart from the stalls, and tables and chairs set out by pubs and café's, no other temporary structures are proposed. No requirement for crowd barriers has been identified.

### 6.2 Services

Any required power supplies are generally taken from retail premises who are open on the Sunday. Cable lengths are minimised and fed directly to stalls hence mitigating hazards presented by live power cables.

Live music will be provided by a band located outside the Kings Arms. This is central to the market and permits power cables to be run directly from the Kings Arms to the band hence mitigating hazards presented by live power cables.



### **6.3 Temporary Utility Services**

The Event does not require any temporary utility services.

## **7 Registered Food Businesses (inc. Mobile Caterers)**

In order to flavour this community Event, entry applications from Registered Food Businesses, including Mobile Caterers will be accepted. A maximum of 6 Mobile Caterers will be located in the Market Cross

The Registered Food Businesses Entry Form makes clear that:

- Local Authority Food Hygiene Ratings must be confirmed and will be checked
- A Food Safety Management System is in operation
- Allergen information is available
- Gas and electric supplies conform to legislation
- Fire fighting equipment is available and staff are trained in its use
- Waste will be minimised and waste generated by their business will be removed

## **8 Mobile Bars serving alcohol**

A limited number of mobile bars serving alcohol will be present. This will be covered by a TEN application by Carnival.

## **9 Event Schedule**

8.00am Roads Closed

8.00am to 9.00am, marking out of stall spaces and other preparation

9.00am onward, stalls being set up

10.00am trading begins

15.00pm trading ceases

15.00pm onward

15.30 road re-opens to traders only for loading

16.00pm latest, road re-opens to public

## **10 Road Traffic Management**

### **10.1 Road Closures**

The event will take place on public roads closed under a Road Traffic Closure. Road closures are shown in Figure 1.

Consultation and Engagement is outlined in Section 3

It is recommended that an audit is maintained of the safe placement of temporary road signs. This may be done by a photo on a mobile phone where the photo will include date, time and location information.

Road closure will only take place during gaps in traffic.

Wiltshire Council advice in the 'EVENT APPLICATION FORM – EVENTS HELD ON THE HIGHWAY' document that 'your marshals and stewards are not permitted to direct or stop traffic' is recognised.

Road re-opening will be agreed by Event Management and carried out by Stewards.

## **10.2 Pedestrian Zebra crossing**

The pedestrian crossing across Abbey Row by the Market Cross will be extensively used. Road signs will be placed advising of the Event. Stewards will be present at the crossing but are aware they are not authorised to stop traffic.

## **10.3 Car Parking**

The adjacent Cross Hayes car park remains open, as does the Station Yard car park.

A downloadable map will be publicly available on the Carnival web site identifying available parking areas.

### **10.3.1 Blue Badge Holders**

Blue badge parking is available at:

- the Triangle (one space)
- Abbey Row (one space);
- Cross Hayes car park (four spaces);
- Lower High St just below the junction with St Dennis Lane (two spaces).

However note Abbey Row and Lower High Street spaces become publicly available at 6pm.

## **11 Medical Cover and First Aid**

First Aid will be provided by a hired in service located at the Market Cross. First Aid personnel will be provided with mobile phone numbers of key Event personnel. 2019 First Aid cover will be \*\*\*.

There is a defibrillator at the Town Hall, a few minutes away.

The nearest hospital Accident and Emergency Department is at Great Western Hospital, Coatside Way, Swindon SN3 6BB. Distance is ~26 miles.

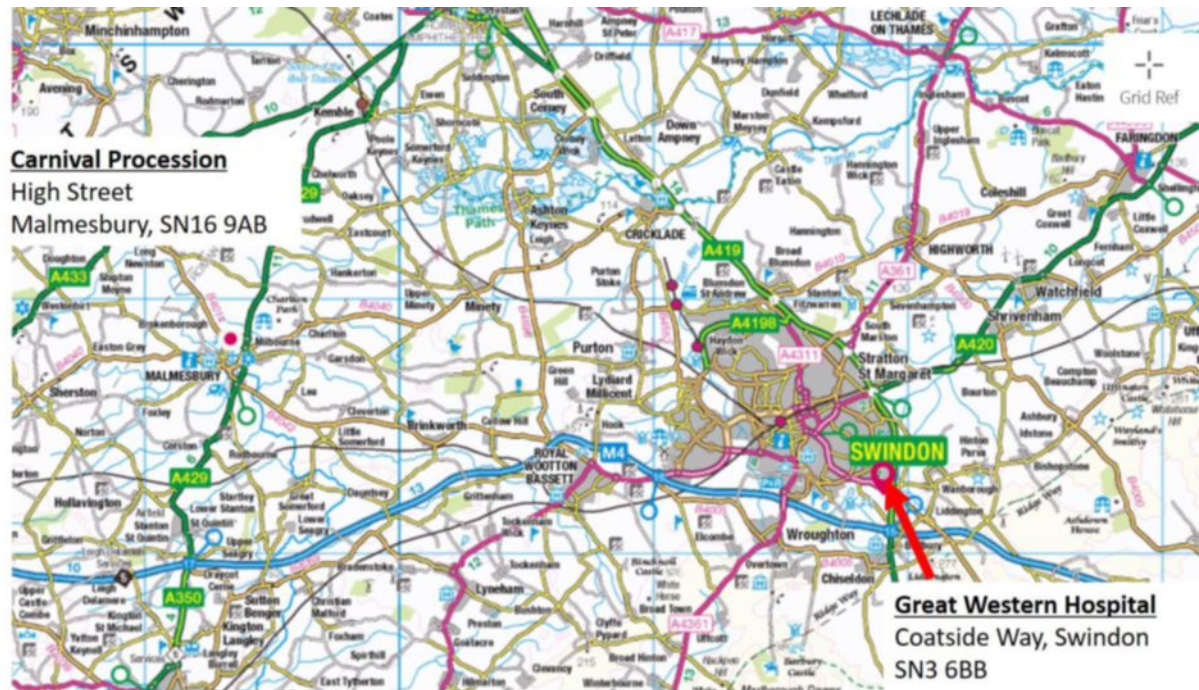


Figure 3. Hospital Accident and Emergency location

Note that the Minor Injuries unit at Tetbury is only open Monday to Friday.

### 11.1 Casualty Extraction Plan

As the Event takes place along a 200m section of public road, casualty extraction would be via the nearest available exit point. Cross Hayes car park (adjacent to the High St) provides an open area accessible by emergency services and which may be accessed via public roads and Griffin Alley. See Figure 1 for layout.

## 12 Fire Safety

The event is held wholly in an open air location.

Stall holders are advised that:

- Carnival does not permit the sale of fireworks, flares, candles, tea lights etc.
- Gas appliances must carry a Gas Safe certificate, and LPG cylinders must be safely stored
- Petrol or diesel generators must be fully fuelled prior to Market starting with any additional fuel carried in approved containers

## 13 Electrical Safety

There are no overhead power lines over Upper High St.

Registered Food Businesses are required to comply with electrical legislation as identified in the RA and Entry Form.

Electrical power supplies run from High St premises must be agreed with Carnival as identified in the RA and Entry Form.

## 14 Emergency Plan

Key risks with the potential to require an emergency response are identified as:

- Fire
- Medical requirement
- Public disorder

The Market extends over less than 200m.

In the event of a fire, call 999 and advise Event Director

In the event of a medical emergency, call 999 and advise hired First Aid via Event Director

In the event of public disorder, police must be advised, also notify Event Director

In the event of any emergency, Stewards will operate under the direction of the emergency services.

### 14.1 Blue Route for Emergency Vehicles

As the Market takes place on public roads forming the centre of Malmesbury, emergency vehicles would only be able to access the Market via the existing public road network, and through road closures each of which will be permanently manned by Carnival Stewards with radio contact.

A road width of 3.5m will be maintained for emergency vehicle access.

Hired in First Aid will be present at the Market Cross, or if feasible centrally along the High Street.

Note police presence during the Market is dependent on operational demands, i.e. a police presence throughout the Event is not assumed by the Management Team.

## 15 Adverse Weather Plan and Event Cancellation

The Market will be cancelled if the Event Management Team determine that adverse weather conditions present significant risk to the Event.

**High Temperatures.** Water is available from multiple retail outlets along the Market. Refill Malmesbury identifies local businesses which will refill water bottles, outlets which will be open during the Event include:

- Whole Hog, Market Cross
- The Kings Arms, High St
- Summer Caf~~e~~ High St

## 16 Crowd Welfare

### 16.1 Toilets

Toilets are available at:

- New public toilet facilities are available on the corner of Oxford St and Cross Hayes (note the Town Hall will be closed on the Sunday, so no access to their public toilets)
- Access to toilet facilities in nearby commercial premises is wholly at the owners discretion.

## **16.2 Water**

There are a significant number of retail establishments and hostelrys along the route able to provide refreshments, also see Sections 15 and 7.

## **17 Safeguarding and Lost Children**

Carnival has a Safeguarding policy for children and young people.

The Market Cross will act as the central location for lost children. Mobile Stewards will be advised to accompany lost children to the Market Cross. All Stewards will be advised to direct parents there.

## **18 Contractors**

Contractors at the Event are limited to possible employment of Community Safety Accredited Traffic Management Operatives (CSAS TMO's).

## **19 Sustainability**

Malmesbury Carnival aims to maximise the sustainability of Carnival and encourages all participants to:

- **Reduce.** Minimise waste. For example: avoid disposable cups/cutlery/containers altogether
- **Re-use.** For example: use re-fillable containers
- **Re-cycle.** For example: if necessary, use home compostable cups/cutlery/containers made from paper or wood and ensure other waste is recycled.

### **19.1 Refuse and Waste**

Public rubbish facilities will be available as normal.

Pubs will be requested to provide rubbish bins outside their facilities for waste, although use of re-usable plastics will also be encouraged.

After the Market, Event Management Team and Stewards will assist in waste collection in the Market area

## **20 Pedlars and Pedlars Certificates**

A certificate is NOT required 'in any public mart, market, or fair legally established' which probably includes Petticoat Lane.

Given concerns over the presence of Pedlars during Procession, some guidance below:

- A pedlar is different from a licensed street trader. A pedlar moves from place to place to sell goods, but a street trader trades from a fixed stall. A pedlar cannot trade from a fixed pitch.
- A Pedlar must hold a Pedlars Certificate issued by the Police Force in his area of residence
- The Certificate is issued in the name of the Pedlar and valid across the UK
- A certificate is valid for one year from date of issue
- A Pedlar is obliged to show his certificate to anyone who he offers to sell goods to, and allow them to make a copy, otherwise they are committing an offence under Clause 17 of the Pedlars Act 1871