

Saint Bartholomew's Fair (Crewkerne Charter Fair)

2025

Friday September 5th

Saturday September 6th

Sunday September 7th

2026

Friday September 4th

Saturday September 5th

Sunday September 6th

Section 1	Event Plan
Section 2	Traffic Management Plan
Section 3	Appendices
Section 4	Stallholders and Funfair license documentation

Saint Bartholomew's Fair (Crewkerne Charter Fair)

Event Plan

Version 0.1

Background

St Bartholomew's Fair is an annual charter fair held in Crewkerne on the first Friday and Saturday of September. The Royal Charter was granted in 1280 but the fair is known to have existed at the time of the Domesday Book. There has been a funfair held on the main street in the town (the A30) since at least 1861, which was accompanied by a major traders market. The Right to hold St Bartholomew's Fair has been registered with the Land Registry (Title number WS38616) and the documents there are available for public inspection. The current owner of the Rights is the Rotary Club of Crewkerne District Trust.

The funfair is held on the area in front of the Town Hall (Market Square), along Market Street and Church Street. The traders market takes place in Falkland Square and surrounding precincts.

The Funfair License

The license to operate the funfair is to be issued on an annual basis and the licensee must be an established trader with experience of setting up and operating a street funfair. The licensee must have appropriate Public Liability Insurance, be fully aware of current legislation affecting street funfair operation, including the Health and Safety at Work Regulations, and be able to produce such paperwork as required to confirm compliance and qualifications if asked to do so. The proposed operator for 2023 and 2024 is Edward Danter. The funfair license will remain at 2 days for the Friday and Saturday only.

Health and Safety

The funfair takes place on the public highway and pavements in Crewkerne.

The funfair licensee will take responsibility for all machinery and equipment supplied and operated for the purposes of operating the funfair, including items passing over the public highway and pavement. The maintenance of the public highway and pavement is not the responsibility of the licensee or the fair committee but any defects to the highways, which are noted as being of concern in their Risk Assessments, should be dealt with if the presence of the fair could make the passage along the public highway and pavement more hazardous in relation to the defect than on a normal day.

The licensee will be responsible for ensuring that the positioning of the fun fair does not create a hazard to the public, e.g. by way of restricting the visibility at the pelican crossing, and meets the requirements for disabled access and access along the street for people with child carriages.

Barriers will be erected along the side of the fair entertainment in Market Street, Church Street and the area in front of the Town Hall, as indicated on Appendix 4, to separate the public attending the fair from the passing traffic. These barriers will be provided and erected by the licensee, allowing suitable clearly marked access and crossing points with consideration for disabled persons and those with child carriages.

While the funfair is in operation marshals will be in attendance at the crossing points indicated on Appendix 8, and the provision of marshals will be the responsibility of the licensee after 8pm on Friday and Saturday night.

There will also be marshals patrolling the area during the course of the fair operating hours.

Any food outlets must have appropriate food safety certificates, copies of which must be presented to the Event Organisers, and operate their stall in compliance with current Environmental Health standards.

The committee is applying for traffic restrictions to extend into Sunday to allow for the market to be continue to this date.

Traffic Management

The terms of the charter allow for the closing of the A30 for the duration of the fair, however this is not practicable due the current road layout within the town. All efforts to find alternative sites such as car parks or playing fields have been considered but there is nowhere available. A one-way system around the town will enable the traffic to continue to flow along a major highway and for the public to access the town and the fair.

A professional Traffic Management Company will be appointed to prepare and implement a traffic management plan. The Event Organisers will work with the Traffic Management Company and will arrange for volunteers to assist, under the guidance and direction of the Traffic Management Company, with aspects of the plan. For more information please refer to the Traffic Management Plan.

Congestion

Minimising any potential congestion caused by the presence of the fair will be part of the remit of the Traffic Management Company.

The town is known to have a problem with traffic flows and queuing. Feedback from motorists and locals is that the traffic flow is better while the one-way system is in operation.

Parking

Most of the people attending the fair are residents of Crewkerne.

The town has a number of public car parks and a new car park is being proposed but in previous years there has been no problem with parking for the fair. On Market Street a lay-by will remain open for disabled drivers and taxi pick up/drop off.

Public Transport Interruption

The bus services which operate in the town will not be disrupted other than the need to follow the one-way system. Following consultations with the local major service provider they have confirmed that they are satisfied with the arrangements and that they will notify customers of any changes.

Other Traffic Considerations

Parts of the A30 passing through Crewkerne are already one way and single-track highway and the potential for disruption to traffic flows due to vehicle breakdowns and accidents already exist. In the event of a vehicle incident in the additional areas of one way and single-track highway the highway ahead of the incident will empty and a recovery vehicle should be able to back down the highway to the point of the incident. If the circumstances of the incident mean that the highway will be closed for some time, the police will be contacted for advice and assistance. The appointed Traffic Management Company will then be contacted. Plans for dealing with major disruptions of this nature are shown within the Traffic Management Plan.

The other main highway in the area is the A303 and a major incident on this road could mean the traffic from the A303 being directed through Crewkerne. An unusually high volume of traffic would occur in the town and traffic would back up along the A30 but the fair diversion system has proved to improve traffic flows and should therefore be of help to keep the traffic moving. There would also be volunteer marshals at designated points in the town during the operating hours of the funfair offering assistance and advice to motorists. Should the authorities deem that the temporary one-way system must be removed the organisers will contact the appointed Traffic Management Company. Plans for the de-rig of the funfair and the opening of the highway are shown within the Traffic Management Plan.

Training

All volunteers at the event will be required to attend a briefing at which their duties, responsibilities and limitations will be explained to them. A written guide will be given to each of them, see Appendix 2.

First Aid

The event is held in on the public highway and pavement and it is not possible to differentiate between the people attending the fair and those going about their normal business in the town. The Funfair Licensee, Edward Danter, has a number of trained First Aiders on site who are experienced at dealing with the public at funfairs. A minimum of four would be in attendance during the operating hours. Any minor incident requiring first aid will initially be referred to them and in the event of a major incident the emergency services will be called.

A sign indicating where to get First Aid assistance will be erected in the street.

The site of the funfair and market stalls is easily accessible to the emergency services and further details of this are shown in the Traffic Management Plan.

Lost Children

The event is attended by a large number of young children. Many of them are in groups of friends and are unaccompanied. The licensee and all volunteers will be informed of how to deal with the reporting of a lost child, or a child that asks for assistance or is obviously alone and distressed. See Appendix 3.

The event takes place in a populated area and the Event Office is open sided. The Event Organisers are aware of the need for appropriate behaviour when dealing with minors and all contact will take place in an open environment with at least two adults in attendance. If of an age to be able to do so, a child will be asked for their name and any other information they can offer. In the event of a child not being claimed by their parents, or adults who are responsible for the child, within 15 minutes of being found the police will be contacted. Any adult coming to claim a lost child should be able to give the child's name, which can be checked against the information given, and the child should show recognition of that adult. If there is any doubt about the matter, the police will be called.

If someone reports a child missing and they cannot be traced after a reasonable period of searching, the organisers will recommend that the person contacts the police themselves. Should a toddler or baby be reported missing the recommendation will be for immediate action to be taken.

Toilets

The public toilets in the town will remain open during the operating hours of the fair.

Rubbish Disposal

The town has a number of waste disposal bins. The District Council (through Street Scene) is responsible for the emptying of the bins but the area of the fair will be checked by volunteers to ensure that overflowing bins or rubbish left by the stallholders is not a public nuisance.

Fire

The event of a fire the public can evacuate the funfair area along the street in either direction. The fun fair has fire extinguishers on site. The funfair and market stalls can easily be accessed by the emergency services and further details are shown in the Traffic Management Plan.

Shops businesses and Victoria Hall which are adjacent to the fair are warned prior to the event (see Communication Prior to the Event Section) and advised that evacuation plans may need to be revised. Special attention is drawn to Victoria Hall re bookings over the period of the fair.

Public Affray

No alcohol is served at the funfair but there are a number of public houses in the vicinity. The publicans and operators of the funfair are experienced at spotting and dealing with potential incidents and only drinks in plastic glasses are allowed to be taken off the premises. The event closes at 10pm and the Event Organisers are aware of no history of any incidents specifically due to the fair.

Communication at the Event

Two-way radios will be available for the marshals and other volunteers during the event and training on the operation of the radios and communication protocols will be given.

Communication Prior to the Event

Notices around the town will advise the residents of the forthcoming event. Information about the event will also be on social media and there is a website giving information and contact details.

Weather Conditions

The fair is not weather dependent as the event takes place on the public highway, pavements and town squares. Market trader's stalls must be resilient to the weather.

Crowd Management

From experience of the fair, crowd management has not been a problem. The number of people attending the event at any one time is not excessive for the space available. Barriers to separate the public from the traffic will be in place to stop the public walking into the path of vehicles, the barriers are open at each end and have exit points along the way.

Noise and Disruption to the Residents

The Friday and Saturday funfair is scheduled to close at 10pm. The Sunday market is to set up from 7.30am and finish at 4pm. The majority of the properties along the route are shops with no living accommodation above them. Advance notices of the fair posted around the town will advise the residents of the fair dates.

People with Disabilities

The licensee is responsible for ensuring that access around the funfair meets current disability access standards. The Event's Organisers will do the same for the market stalls.

Risk Assessment

A detailed risk assessment of the event will be prepared prior to the event, with photograph backup.

Insurance

The funfair licensee will carry his own public liability and the market stall holders are requested to do so. The Rotary Club of Crewkerne District Trust is covered by RIBI insurance and the Secretary of the Rotary Club will liaise with the insurers and complete any documents required.

Setting Up and Dismantling the Fair

The licensee is responsible for the set up and dismantling of the funfair. The funfair will not have access to the site until the agreed time and until the Event Organiser has advised the licensee that the site is ready for occupation. The funfair will be dismantled and removed from the site on the Saturday night after the closing of the event.

The Sunday Market will take place on the space vacated by the funfair and there will be adequate space for vehicles with the stalls. Volunteers will be on site to help with unloading and loading, and direct the stallholders to alleviate the potential problem of congestion.

Saint Bartholomew's Fair (Crewkerne Charter Fair)

Traffic Management Plan

Please Note:

Amendments will be incorporated and noted in version control. The latest version will be published online at www.crewkernefair.co.uk.

Contents

1. Introduction
2. Objectives
3. Event site
4. Road traffic restrictions
5. Parking restrictions
6. Traffic signal controlled junctions
7. Footpaths and crossings
8. Traffic management
9. Signs
10. Contingencies and emergencies

1 Introduction

The overall purpose of this document is to provide details of the traffic management for the 2025/2026 Crewkerne Charter Fair.

It relates to those sections of the event that take place on public roads and footpaths.

This document is set out in the sections as shown in the contents, with reference documents attached in the Appendices.

It is anticipated that this document will remain a 'work in progress'.

1.1 Event Details

Name of the event: **St Bartholomew's Fair (Crewkerne Charter Fair)**

Event organiser: **Rotary Club of Crewkerne District Trust**

Event coordinator: **Tracy Brown**

Contact details: **Mob: 07776142996**
Email: fair@crewkernedistrictrotary.org.uk

Attendance: Approximately 1000 people are expected to attend this event over the 3 days, with an estimated maximum of 200-300 at any one time. This figure includes the normal footfall of the town and is not additional.

Thursday 31st August **Site Preparations**
Preparations to start at 4:00pm
Diversions to commence at approximately 5:30pm
Funfair to arrive and set up at approximately 6:00pm

Friday 1st September **Funfair**
Headquarters located within Falkland Square
Opening ceremony 5:30pm
Funfair closes 10:00pm

Saturday 2nd September Funfair

Headquarters located within Falkland Square

Funfair opens 2:00pm

Funfair closes 10:00pm

Funfair to leave site by approximately midnight

Sunday 3rd September Market

Headquarters located within Market Square

Preparations to start 7:00am

Market opens 10:00am

Market closes 2:00pm

Site to be cleared

Diversions & barriers to be dismantled

1.2 Overview

St Bartholomew's Fair is an annual charter fair held in Crewkerne on the first Friday and Saturday of September. The Royal Charter was granted in 1280 but the fair is known to have existed at the time of the Domesday Book. There has been a funfair held on the main street in the town (the A30) since at least 1861, which was accompanied by a major traders' market. The Right to hold St Bartholomew's Fair has been registered with the Land Registry (Title number WS38616) and the documents there are available for public inspection. The current owner of the Rights is the Rotary Club of Crewkerne District Trust.

The funfair is held on the area in front of the Town Hall, along Market Street and up Church Road. The traders market takes its place on Sunday.

2 Objectives of this Traffic Management Plan are:

2.1 To provide a safe environment for the visitors and exhibitors on the public highway and footpaths.

By:

- Controlling and managing traffic/public interaction where it is unavoidable
- Providing adequate warning and advice to both visitors and road users by way of signs and, in the case of visitors, a verbal briefing as well as signage
- Deploying marshals on the highways affected to assist both traffic and visitors
- Making provision for access to emergency services

2.2 To minimise the event's impact on the communities through which it passes or affects.

By:

- Designing and agreeing a suitable traffic diversion route with local authorities
- Consulting with the local authorities with regards traffic restrictions, signage and the content of this document
- Minimising the number of road closures and traffic restriction

2.3 To ameliorate, as far as is possible, the impact of the event and the Traffic Management Plan.

By:

- Providing advanced information of road closures, footpath access, pedestrian crossing priorities and parking restrictions
- Providing adequate pre-event advisory signage
- Providing adequate on the day signage of closures and other restrictions
- Actively managing the route by means of providing marshals
- Ensuring that provision is made that closures and restrictions are lifted as soon as is safe to do so

3 Event Site

The fair will take place within Crewkerne and be based around Church Street (A30), Market Street (A30), Market Square (A356) and Falkland Square. Appendix 4.

4 Road traffic restrictions

4.1 The Traffic Management Scheme takes account of previous years experiences of the event and feedback from the town, motorists and visitors. The flow of traffic through the town while the one-way diversion scheme is in place has been seen in the past to improve the time taken to get through the town and decrease traffic back-up and congestion.

4.2 The Crewkerne Charter Fair is sited on and alongside mainly A-class public roads and the Traffic Management scheme includes A-class and B-Class public roads. The Traffic Management Scheme introduces a one-way system around the town which will require the temporary road closure for traffic in some places. See Appendix 4.

4.3 The Traffic Management Scheme takes into account access for emergency vehicles.

4.4 Weight/width restrictions have been considered but were not deemed to be practicable. The one-way system operated since 2015 proved to function well without any need for weight/width restrictions, though modifications will be made each year to improve known shortcomings.

5 Parking Restrictions

The restriction for parking will be the closure of parking bays along Market Street, Market Square and Church Street. From 4.00pm on the Thursday spaces, as vehicles leave parking, cones will be deployed to prevent other vehicles entering the spaces. Cones will be deployed along double yellow line areas along Market Street, Market Square and Church Street as reminders of the current parking restrictions.

The on-street parking restrictions are shown on the map. Appendix 4.

6 Traffic Signal Controlled Junctions

No temporary changes to Traffic Signal Controlled Junctions are proposed.

7 Cycleway, footpaths and crossings

Footpaths will be open as normal and there are no cycleways in the town.

Barriers will be erected alongside the funfair rides in Market Square, Church Street and Market Street to prevent visitors stepping out into the road without due care.

The pelican crossing in Market Street will operate as normal with consideration of the placement of funfair rides and potential visibility restrictions.

Crossing points at the end of Church Street and in Market Square will be included on the marshalling plan.

Crossing points will have suitable signage.

Access along footpaths will meet current accessibility standards.

8 Traffic management

8.1 Police

The event will be organised in consultation with police who are aware of the route and traffic management systems. It is expected that the police will have no involvement in the on-course marshalling or control on the day unless advised otherwise.

8.2 Marshals

In order to assist visitors, and to add authority to the traffic signs erected for the event, marshals will be deployed at various points. There will be a focus on the operating hours of the funfair and any other recognised times of high volumes of traffic for drivers who may be unaware of diversions despite best efforts to advise and direct them.

Marshals will be recruited locally with good local knowledge.

A list of the identified marshal points is shown in Appendix 8.

A copy of the generic instructions given to marshals can be found in Appendix 2.

8.3 Communication

8.3.1 Event Day Communications

The Event Head Quarters will be located within Falkland Square on Friday and Saturday and Market Square on Sunday. The Event Organisers will be responsible for communicating the road marshalling and traffic management issues.

- Communication via 2-way radios and mobile phone
- Communication with emergency and other services will be via mobile phone

8.3.2 Pre-Event Communications

All businesses on the affected streets will be sent communications highlighting the road restrictions, the parking restrictions and relevant information.

Businesses such as supermarkets that may require deliveries will also be contacted.

Hauliers and other known operators of HGV vehicles in the local area will be advised of the Fair and the implementation of a traffic diversion during the running of the event.

Advance notice signage will be in place at various locations prior to the Fair.

8.4 Event day management

On-the-day management, supervised by the Event Organisers, will be carried out by a team of marshals. These are to be recruited locally and will be volunteers.

These marshals will be used to help ensure the smooth and safe operation of the event and help reinforce the advisory and directive signage. The combination of the use of marshals and

appropriate and adequate signage has been found to be an effective traffic management tool previously.

All identified junctions will be manned at peak times during the operation of the funfair. In general, marshals are best employed at road junctions, crossing points and generally patrolling the fair site.

These volunteers will be briefed before the event. This briefing will cover:

- Health & Safety
- Marshal practices and procedures
- Tasks
- Timetable
- Route details

Marshals are to be supplied with written instructions.

The number of marshals will take account of the need for two persons to be on duty at key points and to allow for no-shows on the day.

9. Signs

9.1 Advance signs

Signs advising the public, residents and motorists will be deployed at least ten days before the event.

For highways, these will be positioned at the appropriate places around the route.

All advance signage will be in accordance with current regulations, agreed with the Highways and Council, and carry organisers contact details.

9.2 Event Day signs

For signs providing instruction and management for traffic on the public highway, will be as per TSRGD 2002 (Chapter 8) patterns.

Other advisory '562' signs will be deployed to advise motorists. These will be produced on 800 x 600mm Correx and be positioned at the appropriate places around the route. Example as follows:

Diversionary signing will be required to direct traffic away from the closed sections of the course. Off-route signing will be required.

The signs will be checked every morning for any willful damage/removal and the company responsible for the signs advised of any problems by the Event Organisers. Regular patrols will be carried out during the day. All volunteers will be asked to look out for any willful damage/removal.

10 Contingencies and emergencies

10.1 Contingencies

The Fair Event Plan gives details of matters possibly affecting the Fair and the contingency plans to mitigate and manage these events.

The organisers will be constantly reviewing the situation and will be open to any suggestions and advice.

10.2 Emergency procedure

In the event on an incident involving a stall holder, organiser or a member of the public, the following procedure will be employed:

1. A marshal will assess the situation and take steps to ensure no person (including themselves) are in danger.
2. The Event Organiser will be contacted and a description of the incident will be given. If required, this will include the request for the emergency services and medical assistance.
3. The Event Organiser/marshal will manage the situation by controlling the public and other visitors, whilst taking into consideration traffic conditions.
4. On arrival of the emergency services, the Event Organiser/marshal will relay the information about the incident.
5. When the situation is clear, control will be informed and a written record of time, action and location will be made, together with a description of the incident and any eye-witness accounts.

10.3 Closure of the A303 resulting in diversion onto the A30 through Crewkerne

Should the A303 be closed to traffic one of the diversion routes could be through the town of Crewkerne. Experience of the one-way system would indicate that the flow of traffic is generally improved and at peak times the tailbacks are shorter than normal. The situation would be closely monitored.

In the event that the organisers are asked to remove the one-way system and reinstate full use of the carriage way, the Event Manager will contact the appointed Traffic Management Company to liaise with the police and implement the Emergency Reinstatement Plan.

The Emergency Reinstatement Plan includes the de-rigging of the funfair and the removal of the one-way system. A map showing the proposed intermediate alternative route is included in Appendix 5.

The de-rigging of the fair rides and removal from the highway can be achieved in approximately two hours and responsibility for ensuring that this is done with all possible speed will rest with the License Holder.

The Traffic Management Company, in consultation with the police, will change the flow of the one-way system through the town allowing the A30 to run from East to West along its normal route. Traffic from West to East will be temporarily diverted along the A3066, until such time as the fun fair has been removed. Traffic from the A356 will also be redirected at the top of Ashlands Road to follow the temporary diversion.

The marshals on duty will be redirected to assist the public under the instruction of the Traffic Management Company and the instructions will be relayed via the Event Manager.

10.4 Access for Emergency Vehicles

- There will be stopping and parking available as indicated in Appendix 7.
- In the event of a major emergency whereby the carriageway in the one-way system will be blocked for a period of time the Event Manager will contact the appointed Traffic Management Company to liaise with the police and implement the Emergency Redirection Plan. A map showing the emergency redirection routes is shown in Appendix 6.
- Vehicles in the one-way system which are ahead of the road blockage will be able to proceed normally and vacate the area.
- The marshals on duty will be redirected to assist the public under the instruction of the Traffic Management Company and the instructions will be relayed via the Event Manager.

Appendices

Appendix 1	Initial Risk Assessment	Page 20
Appendix 2	Instructions for Marshals	Page 21,22
Appendix 3	Policy for Lost Children	Page 23
Appendix 4	CAD Plan	Pages 24 to 25
Appendix 5	Emergency Reinstatement Plan	Pages 26 to 28
Appendix 6	Emergency Redirection Plan	Pages 29
Appendix 7	Emergency Services Stopping Area	Page 30
Appendix 8	Marshal Points	Page 31
Appendix 9	Traffic cone drop off points	Page 32
Appendix 10	Contacts form	Page 33
Appendix 11	Version Control	Page 35

Appendix 1

St Bartholomew's Fair (Crewkerne Charter Fair)

Initial Site Risk Assessment

Risk identified	Persons at risk	Severity of risk	Measures to control risk
Personal injury or illness	Public, stall holders, volunteers	Medium	First aiders on site until close of funfair. Policy for dealing with incidents. Notice at event to direct public to First Aid Volunteers to be made aware of policy
Affray and drunken behaviour	Public, stall holders, volunteers	Low	Funfair has staff who are experienced with site security No alcohol to be sold at Fair Falkland Square is already a no-drinking area Local pubs experienced at identifying problems Event closes at 10pm PCSO's and police officer patrol Crewkerne
Sanitation	Public, stall holders, volunteers	Low	Public toilets to be open until the close of the funfair
Fire	Public, stall holders, volunteers	Low	Funfair carries fire extinguishers Access at entrance to Falkland Square to be maintained
Weather conditions	Public, stall holders, volunteers	Low	Stall holders must have stalls that will withstand strong winds
Lost children	Young attendees	Low	No reports of lost children in the past Policy for dealing with incidents Volunteers and funfair operator to be made aware of policy Designated meeting point in Falkland Square
Traffic congestion	Motorists, public	Medium	Marshals to advise and assist motorists Advance warning notices
Driver confusion	Motorists, delivery drivers, public transport operators	Medium	Marshals to advise and assist motorists. Advance warning notices Letters to HGV operators in area
Food safety	Public, stall holders, volunteers	Low	Funfair operator to confirm that outlets meet current legislation Stallholders to confirm knowledge and compliance with current legislation
Electrical equipment	Public, stall holders, volunteers	Low	Electrical equipment for funfair is maintained by licensee and regularly inspected. Licensee to confirm Stall holders' equipment to have current P.A.T certification
Major road closures	Motorists and public	Low	Traffic Management Plan to cover possibilities
Defects in pavements, and other trip hazards	Public, stall holders, volunteers	Low	Survey of site on Thursday Defects to be sectioned off to public
Rubbish	Public, stall holders, volunteers	Medium	Site has numerous rubbish bins Street cleaning to be arranged over the weekend Equipment to be provided in case volunteers have to clean areas
Staff shortages	Volunteers	Low	Volunteers Rota to be checked carefully and overstaffed to allow for people who are unable to attend

Appendix 2

St Bartholomew's Fair (Crewkerne Charter Fair)

Instructions for Marshals and Stewards

- 1- Please wear your hi-viz tabards/coats, and carry your Rotary ID card if you are a Rotarian.
- 2- If you have a mobile phone please carry it with you and have it switched on while you are at the fair.
- 3- Your role at the fair is to advise and help, and to monitor what is happening. **You MUST NOT attempt to direct traffic.**
- 4- People who are marshalling at road crossing points are there to warn the public of oncoming traffic and that they are about to cross a road. Please do not advise them when it is safe to cross or attempt to lead them across the road, unless you are asked to assist them.
- 5- If you have been allocated a Marshal Point to stand at please do not leave your post without advising the Event Organiser.
- 6- There will be at least one two-way radio at every Marshal Point. The radios are simple to operate and you will receive training from the Event Organiser.

Please make sure that the volume control is switched to a level that will enable you to hear calls on the radio. Too loud is better than too quiet.

If you have a two-way radio and are handing it over to someone else then the person taking over from you must call the Event Organiser and have that call acknowledged. All two-way radios **must** be returned to the Event Organiser at the end of the day, or the end of your shift if not handed over to someone else.
- 7- In the event of a blue light vehicle coming through the town the call signal is "Attention, attention" and then give details of the direction of travel. You are reminded again that you must not attempt to direct the traffic but are only there to advise and monitor.
- 8- The First Aid cover is being provided by the staff at the funfair and there is a sign in the street advising the public where to contact them. In the event of a minor injury please take or direct the person to the First Aid point, or call for assistance. Unless you are a qualified First Aider please do not attempt to deal with the situation yourself. In the event of a major situation you should immediately call 999 for an ambulance.

9- Should a member of the public approach you to inform you of a lost child, or a child approach you to say that they are lost, stay with that person and if the matter is not resolved within five minutes, contact the Events Organiser. There will be lots of unaccompanied children at the fair and you should not approach a child unless they are showing visible signs of distress.

There will be a meeting point clearly signed in Falkland Square.

10- The Event Manager will be maintaining an Incident Log and it is everyone's duty to ensure that all accidents, hazards and near misses are logged.

11- If in doubt ask!

Appendix 3

St Bartholomew's Fair (Crewkerne Charter Fair)

Lost children at the Fair

This policy is applicable to all Event Organisers, marshals, stewards, and other people who are assisting the organisers at the Fair. A copy of this policy will be given to the funfair licensee.

Should a member of the public inform you of a lost child, or a child approaches you and says that they are lost, stay with that person/child and if the matter is not resolved within five minutes, contact the Event Manager. In the case of toddlers, babies or any other child that may not be able to communicate, contact the Event Manager immediately.

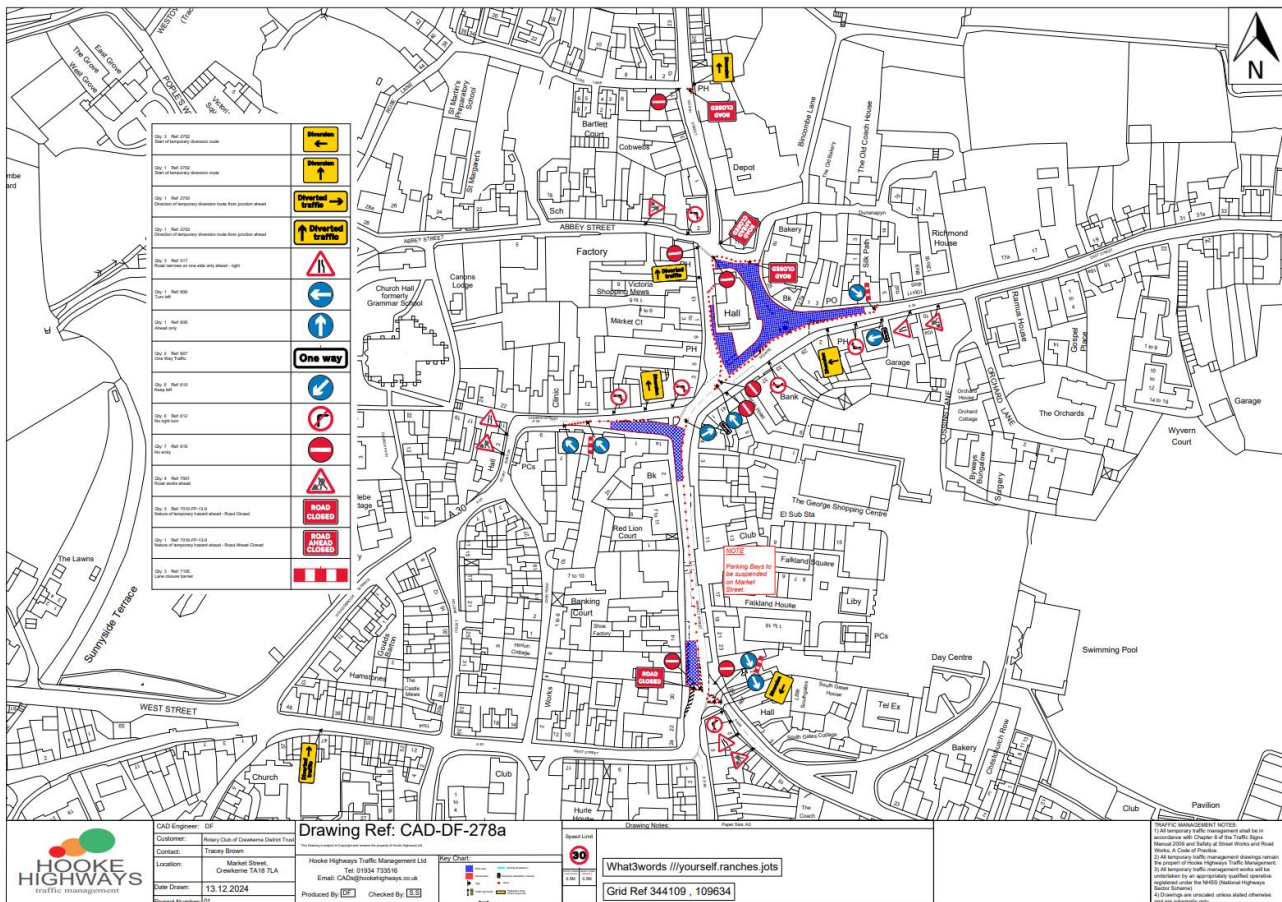
There will be lots of unaccompanied children at the fair and you should not approach a child unless they are showing visible signs of distress.

Do not attempt to escort the child anywhere until you have spoken to the Event Manager.

There will be a meeting point clearly signed in Falkland Square.

Version 2.0 (December 2024)

Appendix 4 part 1 CAD



Version 2.0 (December 2024)

Legend:

- 1. A30 (M1) Temporary Information
- 2. A30 (M1) Temporary Information
- 3. A30 (M1) Temporary Information
- 4. A30 (M1) Temporary Information
- 5. A30 (M1) Temporary Information
- 6. A30 (M1) Temporary Information
- 7. A30 (M1) Temporary Information
- 8. A30 (M1) Temporary Information
- 9. A30 (M1) Temporary Information
- 10. A30 (M1) Temporary Information
- 11. A30 (M1) Temporary Information
- 12. A30 (M1) Temporary Information
- 13. A30 (M1) Temporary Information
- 14. A30 (M1) Temporary Information
- 15. A30 (M1) Temporary Information

Map Labels: Gold Well Farm, Education Facility, Sports/Leisure Centre, Bincombe Hill, Crewkerne, A30, A36, A37, A38, A39, A40, A41, A42, A43, A44, A45, A46, A47, A48, A49, A50, A51, A52, A53, A54, A55, A56, A57, A58, A59, A60, A61, A62, A63, A64, A65, A66, A67, A68, A69, A70, A71, A72, A73, A74, A75, A76, A77, A78, A79, A80, A81, A82, A83, A84, A85, A86, A87, A88, A89, A90, A91, A92, A93, A94, A95, A96, A97, A98, A99, A100.

Drawing Ref: CAD-DF-278b

What3words: //yourself_ranches.jots

Grid Ref 344109, 109634

HOKE HIGHWAYS
traffic management

Client: Market Street, Crewkerne TA9 7LA
Date: 13.12.2024
Project Number: 13.12.2024
Produced by: [Signature] **Checked by:** [Signature]

Notes:

1. All temporary traffic management shall be in accordance with Chapter 8 of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
2. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
3. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
4. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
5. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
6. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
7. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
8. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
9. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
10. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
11. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
12. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
13. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
14. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.
15. All temporary traffic management shall be in accordance with the current edition of the Traffic Signs Manual 2008 and Safety at Street Works and Road Works.

Appendix 5

Emergency Reinstatement Plan

In the event of the A303 being closed and traffic being diverted along the A30 through Crewkerne.

If it is required that the temporary one-way system be removed and the carriageway return to normal the Event Manager will contact the appointed Traffic Management Company and inform them. The Traffic Management Company will liaise with the police. The proposed plan for reinstatement is detailed below and indicated on the maps provided.

Step one - temporary road diversion for traffic going westwards while fun fair is being de-rigged

- 1- At Map Location 1, the top of Ashlands Road, traffic to be diverted left onto the A30 and no access allowed right into the town centre.
- 2- All traffic travelling on the A30 westwards, and traffic diverted from Ashlands Road, diverted at Map Location 2 onto the A3066.
- 3- At the junction of the A3066 and A356, traffic diverted right.
- 4- Traffic then follows the A356 into Crewkerne, turns left at the junction with Market Street and then continues onto the A30.

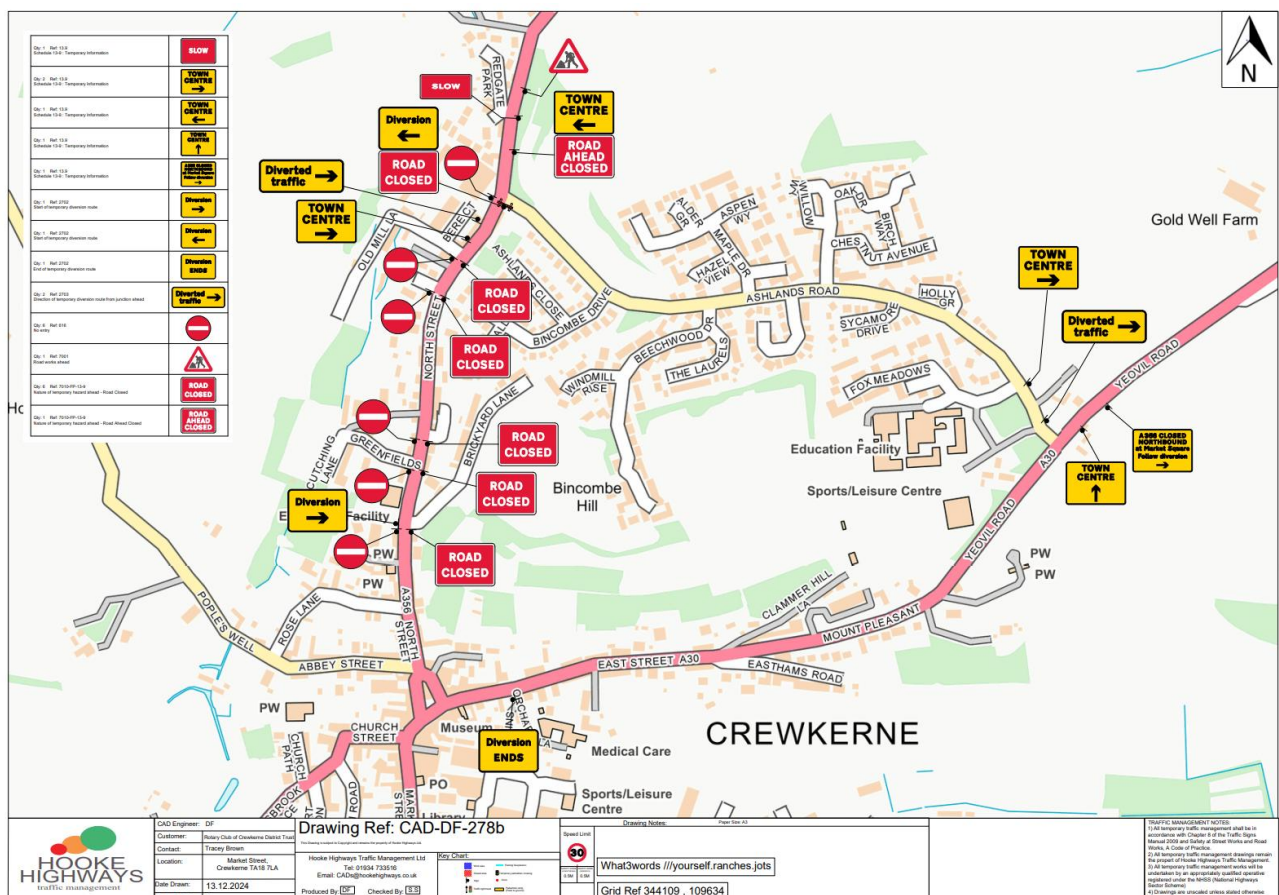
Step two - opening of A30 for traffic going eastwards.

Once the traffic is no longer entering the one-way system from the A30 traveling westwards, signs at the bottom of Church Street are amended to allow traffic to elect turn left on A356 or progress along A30. A30 between Church Street and Ashlands Road to be one-way, travelling east.

Step three- following removal of funfair from carriageway.

Normal traffic flows to be completely restored and diversions removed.

Version 2.0 (December 2024)



Appendix 6

Emergency Redirection Plan

In the event of a major incident, emergency services vehicles may have to block the roads through the town while the incident is dealt with. Traffic in front of the incident should flow freely and leave the area unhindered, however major disruption may occur with traffic build up behind the incident.

The Event Manager will contact the appointed Traffic Management Company and inform them of the problem. The Traffic Management Company will liaise with the police and other emergency services.

Should temporary redirection of traffic be required of the Traffic Management Company they will be responsible for this operation.

Redirection will depend upon the location of the incident and therefore various options will be required. We have listed a number of proposals to prevent traffic entering the site of the incident.

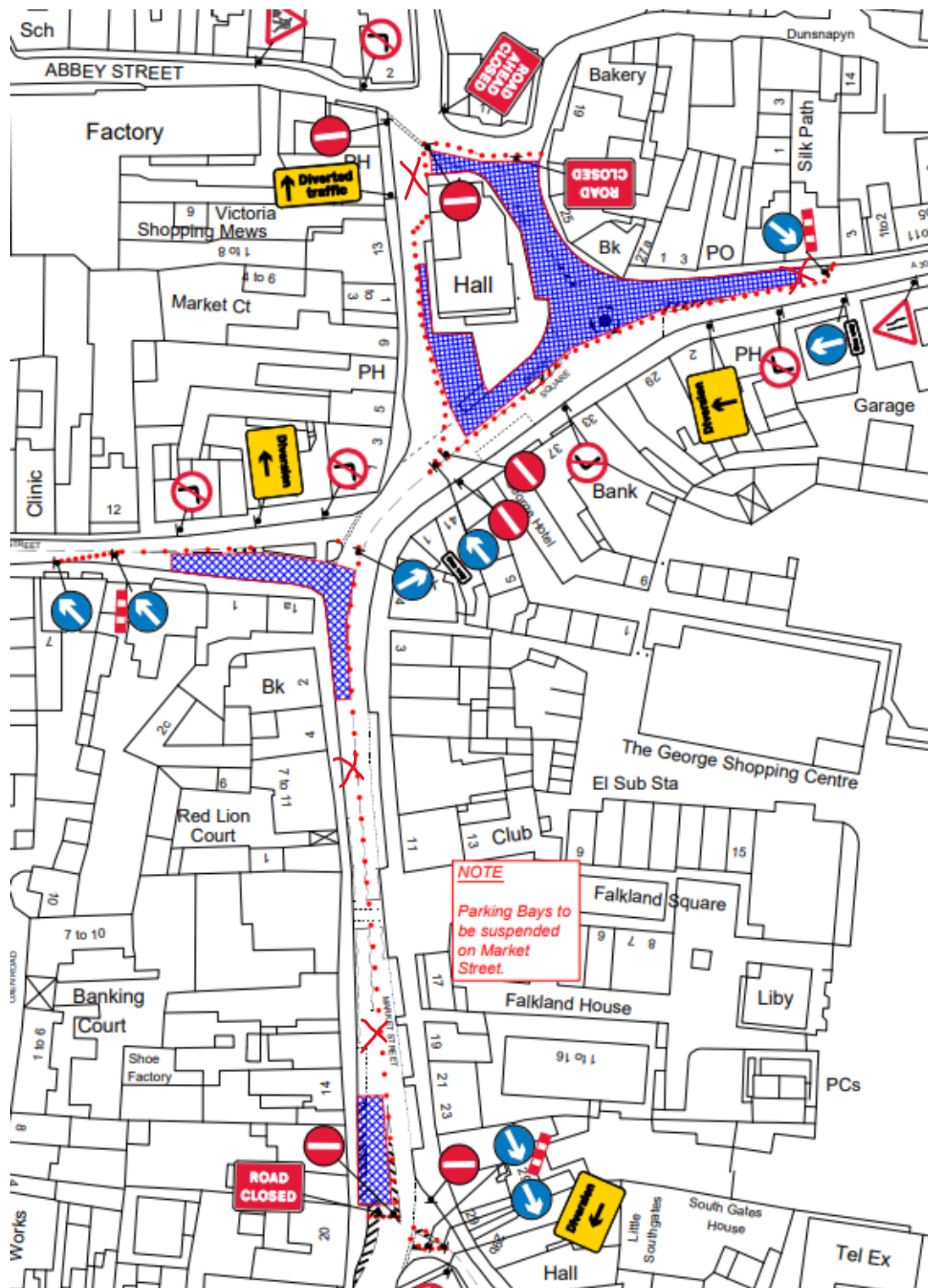
1. Traffic approaching the town along the A30 westwards can be directed to the A3066 and then the A356 taking them back to the A30. (as per Step One of the Emergency Reinstatement Plan)

OR

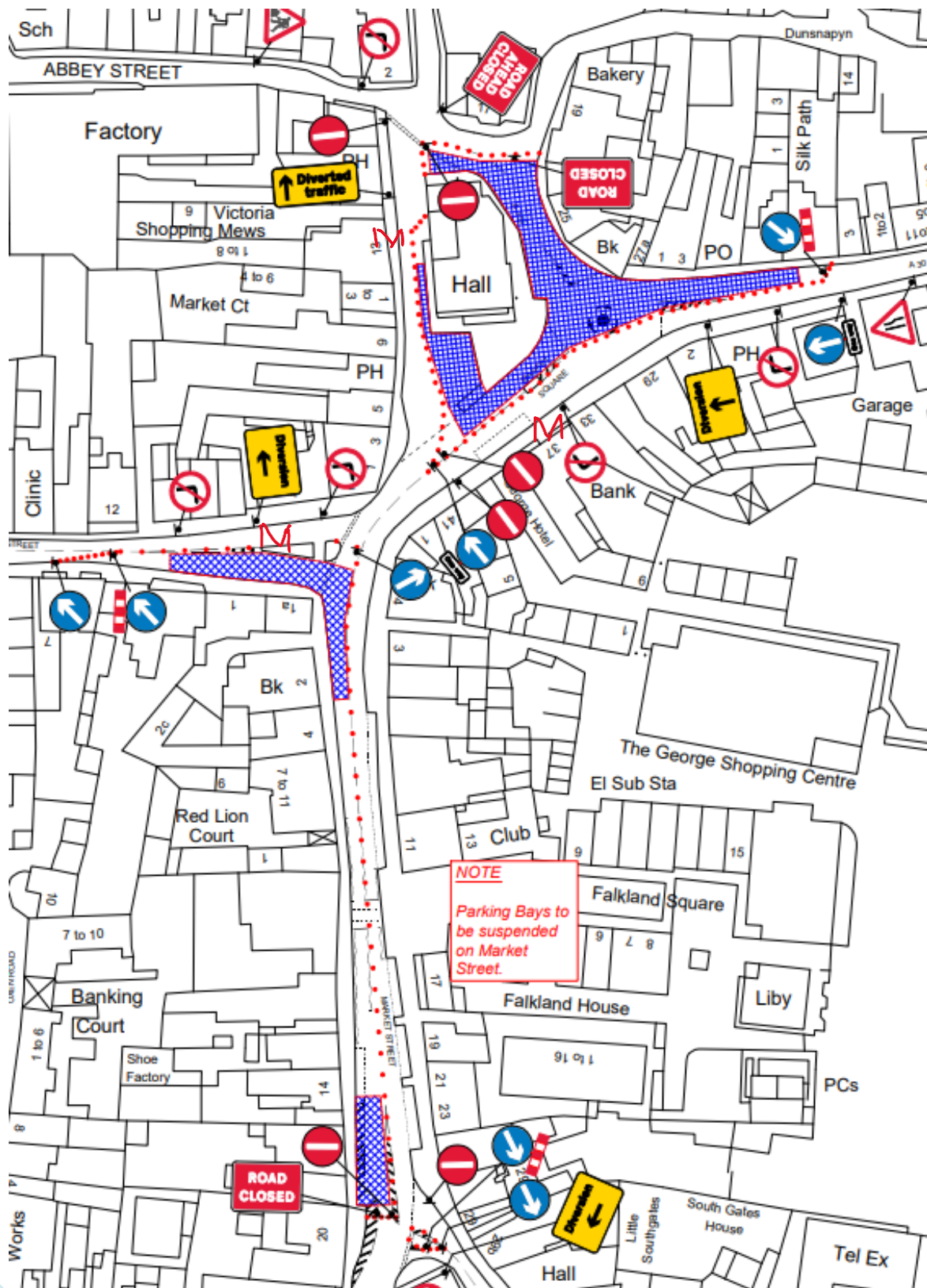
Traffic approaching the town along the A30 westwards can be directed right into Ashlands Road, right at the junction with A356 and up to the A303

2. If West Street is closed traffic could be diverted out on Lyme Road with incoming access barred and traffic then divert to the A30 via Cathole Bridge Road.
3. Traffic approaching the town eastwards along the A30 must already be a problem in such a situation as the road is part of an existing one-way system. It is possible to redirect traffic at Roundham to turn right onto Cathole Bridge Road, right at the junction with the A356 and then left onto the A3066, which takes them back to the A30.

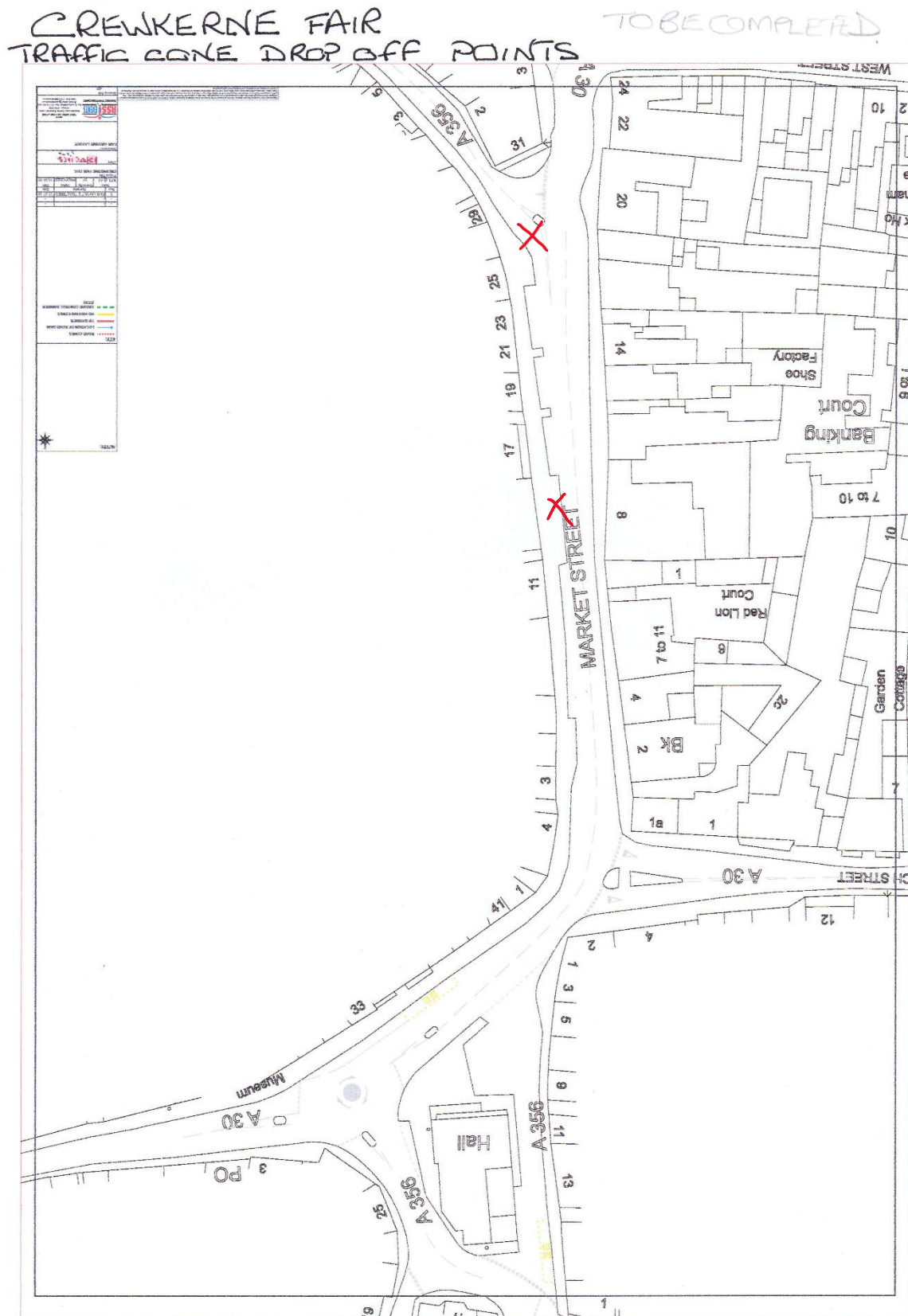
Appendix 7 Emergency stopping areas



Appendix 8 Marshall points



Appendix 9



Appendix 10

Contact Form (to be completed at start of fair)

Name	Role	Contacts details
Tracy Brown	Event Coordinator	07776142996
Edward Danter	Funfair Operator	07970 919268
Hooke Highways Jamie Smart (Area Manager)	Traffic Management Company	01934 733516 07428 178118 (24 hours)
Street Scene	Public Toilet maintenance	SSDC offices 01935 462462
Tracy Brown	Rotary Club President	07776142996
North Petherton Carnival Richard Wand	Supplier of pedestrian barriers	07779993065

Appendix 11

Version Control

Version	Date issued	Amendments
Draft 1 TMP and EMP	18/9/2015	
Draft 1.2 TMP	24/6/2016	Cad plan added
Draft 2 TMP	20/7/2016	Errors and omissions corrected. 10.3 and 10.4 added.
Draft 2.1	21/7/2016	Merge all documents including appendices ready for publication.
Draft 2.2	22/7/2016	Add appendices 7,8,9. Updated CAD
Version 1	11/8/2016	First published version
Version 1.1	23/3/2017	Dates updated Contacts updated. Appendix 4 part 1, CAD updated to include additional signage as per guidance received. Fire section in Event Plan updated in line with guidance received.
Version 1.2	31/8/2017	Contacts updated Appendix 10.
Version 1.3	07/2/2018	Updated for current year
Version 1.4	17/3/2019	Updated for current year
Version 1.5	04/03/2020	Updated for current year
Version 1.6	17/04/2020	Coronavirus impact added into Health and Safety section. Document modified to include following year also.
Version 1.7	26/03/2021	Contingency included with allowance for a 3 rd day if required to allow for street market to separate from funfair.
Version 1.8	05/03/2023	Updated for current year and change of event team. References to Friday/Saturday market stalls removed. Sections 1.1 Event Details and 2 Objectives of the Traffic Management Plan reformatted and simplified.
Version 1.9	08/07/2024	Updated to incorporate feedback from SAG inspection, current year and revised signage plans.

St Bartholomew's Fair (Crewkerne Charter Fair) Event Plan and Traffic Management Plan

Version 2.0 (December 2024)

Version 2.0	1/12/2024	Update to CAD to accommodate new signage based on SAG inspection. Updates to timing of market on Sunday. Updates to contact details.
-------------	-----------	---

Section 4

Stallholders and Funfair license documentation

- 1. Stallholders Terms of Agreement**
- 2. Funfair License Template**

1.

CREWKERNE CHARTER FAIR

Terms and Conditions

Please read

Bookings

Bookings will be confirmed when we have received a completed booking form and full payment.

Payment is non-refundable if not cancelled 28 days before the event.

Payment is for a "pitch" on the designated street or pedestrian precinct. The organisers are unable to provide tables, gazebos, tarpaulins or any other hardware. Please be aware that traders need to provide their own stalls and equipment. This is an open air event.

Public Liability Insurance

It is highly recommended that all stallholders have their own Public Liability Insurance as no responsibility will be taken by the Rotary Club of Crewkerne District for any loss, damage, theft or accidents. A copy of your Public Liability Insurance should be provided if possible.

On the day

Parking on the street is seriously limited. Please go to the main car parks by the supermarkets and walk through to Falkland Square where a marshal or a member of the committee will guide you to your pitch and loading area.

Security

Traders are responsible for their own security. It is not possible for the organisers to provide security for the street market so please clear the site overnight.

Stallholders are responsible for their own car park fees if applicable.

We intend that the market enhances the overall success of the fair. Your feedback on the day will be greatly appreciated so that we can improve the experience for stallholders, the fairground operators, the townspeople and the public in future years. Suggestions for improvement will be seriously considered.

I have read and agree to the Terms and Conditions

☐

DATED DD-MM-YYYY

THE ROTARY CLUB OF CREWKERNE DISTRICT TRUST

and

EDWARD WILLIAM DANTER

LICENSE

Crewkerne Charter Fair

at

Crewkerne Somerset

AN AGREEMENT made the day of Two Thousand and

BETWEEN:

The Rotary Club of Crewkerne District Trust and **EDWARD WILLIAM DANTER** of 6 Hillmead Lane, Moreton Vallance, Gloucester GL2 7NQ trading as **“Edward Danter Funfair”** (**“the Licensee”**) of the other part

WHEREBY IT IS AGREED as follows:-

1. **IN CONSIDERATION** of the payments hereinafter mentioned by the Licensee to the Owner the Owner hereby licenses and authorises the Licensee their servants and agents and all persons authorised by them:-
 - (a) to occupy and exercise the rights of the yearly Fair known as Crewkerne Charter Fair to be held in the town of Crewkerne on the Sixth and Seventh day of September Two Thousand and Nineteen and
 - b) to receive all tolls thereof and
 - c) to receive all other (if any) franchises or rights of Fair and Fair tolls heretofore exercised or enjoyed by the Owner in the said town or part thereof

TOGETHER WITH the full use and enjoyment (subject as hereinafter mentioned) during the two days each year aforesaid of the Market Square Market Street and adjacent streets thereto and usually occupied therewith during the said Fair and also the right for the Licensee (subject as hereinafter mentioned) to erect any standings stalls shows or booths in the aforesaid streets or places in such manner as may be lawful and in accordance with the usages of the said Fair
2. **THE** Licensee will pay to the Owner a fee of **ONE THOUSAND FIVE HUNDRED POUNDS (£1,500.00)** for the Fair in the year Two Thousand and Nineteen and will on the first day of July pay ten per cent of the fee for that year and the balance on the Friday of the Fair
3. **IN** the event of the Licensee failing to pay the aforesaid deposit of ten per cent or the aforesaid balance of the fee in either case within seven days after

the date due of payment (time for this purpose being of the essence) or if the Licensee are in breach of any other covenant in this Agreement then this Agreement shall be null and void as regards the License and authority herein contained in regard to any subsequent annual Fair or Fairs

4. **THE** Licensee hereby undertakes with the Owner:-

1. that he will pay to the Owner the said fee without any deductions on the days and in manner aforesaid
2. that he will not demand or take any unreasonable excessive or unlawful tolls in the said Fair
3. that he will hold the Fair only on the days on which it may be lawfully held taking the customary tolls and doing all things in accordance with the usages of the said Fair and including the advertising thereof and doing or neglecting nothing the doing or neglecting of which may lead to a forfeiture or loss of the said Fair or tolls or of any of the Owner's rights and privileges therein
4. that he will not break or permit any other person to break up the soil or surface of the Highway for the purpose of erecting any stall booth or show unless permission shall have first been obtained to do so from the Local Authority
5. that he will at all times leave sufficient and convenient space on the roadways for all traffic which may require to pass thereon and that they will not suffer any stall booth or show to be erected in such a position as to obstruct the entrance to any shop dwellinghouse or other premises and ensure that all shop windows are free and clear of obstruction
6. that he will at all times observe all the regulations and requirements of the Police and also all bye-laws affecting the said Fair and for the time being in force in the said town and will keep indemnified the Owner from all costs and consequences which may arise from any breach of the said regulations or bye laws or any of them and from any claim arising from any act or default of the Licensee or any of their Licensee or stall holders during or in the course of the holding of the Fair or the preparation for or cleaning up after the Fair
7. that he will at all times comply with the Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966 as amended or any other Statutory re-enactment or modification thereof and ensure that the said Regulations are complied with by all persons permitted by them to erect stalls at the said Fair
8. that he will use best endeavours to make the maximum use of the space available and usually occupied by the said Fair and provide as much variety or entertainment as possible therein
9. that he will at all times during the currency of this license insure against all claims

arising in connection with the Fair and the erection maintenance and demolition or removal of all booths stalls rides vehicles vans living vans power vehicles cables and generators whether such claims arise against the Owner or the Licensee and indemnify the Owner against all such claims and all costs damages and compensation payable in respect thereof

IN WITNESS whereof the undersigned have hereto set their hands the day and year first before written

EXECUTED as a Deed)
on behalf of)
THE ROTARY CLUB OF)
CREWKERNE)
DISTRICT TRUST acting by:)

President

Secretary

SIGNED as his Deed by the)
said **EDWARD WILLIAM**)
DANTER in the presence of:-)

Signature of Witness

Name of Witness

Address

Occupation