

From: Gary Parton

Sent: 29 March 2022 16:21

To: Lee Jakeman

Subject: FW: Road Closures for Events In Bridgnorth - Can we be part of the process for approval?

Hi Lee,

Thank you for your letter – and apologies for the delayed response.

I fully take on board the issues and concerns you've raised and have attempted to summarise the main points and provide a response below:

- Request that BTC are informed/consulted on planned events prior to any "Highways" approval

This is part of the current process (please see link to application page and guidance notes) however from yours, and others, comments we are currently undertaking a review to "tighten up" the process to ensure, as far as reasonably practicable, that consultation with Town and Parish Councils is carried out in a timely fashion in order that views, objections, issues and possible amendments can be taken forward to ultimately inform any Temporary Traffic Regulation Order (TTRO) required for an event to take place.

Currently we insist on a minimum advance notice period of 8 weeks. A proposed change in process would build in a 2 week window for consultation with the Town Council to be carried out and evidenced (with all available detail on type of event, proposed location/duration, proposed traffic/pedestrian management etc.). Proof of this and the Councils response would be required prior to any "approval" or issuing of any temporary legal order.

<https://www.shropshire.gov.uk/roads-and-highways/road-network-management/application-forms-and-charges/road-closure-or-temporary-parking-restriction-for-an-event/>

- Details of who is responsible/contactable regarding any access issues etc.

Contact details are required for the current application process and for any notification "letter drop" to affected properties – but it's appreciated that these contact details are not evident on legal orders/notices or on any public platform such as "One Network" due in large to information governance. Clarifying the responsible organiser contact able to deal with, and act on, any enquiries or requests should form part of the pre-consultation exercise – however this may also involve SC's lead "Events and Contingencies Officer" when possible (currently dave.mansfield@shropshire.gov.uk) to ensure a joint organiser/highways approach and compliance with the legal order/ traffic regulations.

- Town Hall Event clashes

Again there would be an opportunity for any planned events to be highlighted as part of the consultation process – also if dave.mansfield@shropshire.gov.uk could receive a regular schedule of planned Town Hall events this would highlight at application stage and prompt liaison. I'm aware from Dave that he used to attend (pre-pandemic) regular Town Council Events Committee meetings with BTC members/officers, local business representation etc. which often made sure there were no clashes with other events and issues were discussed etc. Not sure if these meetings are still going ahead, or planned, but would be useful for Dave to attend.

- Risk Assessments/Method Statements etc.

The event organiser has the duty of care and responsibility for their event – including the production of risk assessments/appropriate Public Liability Insurance etc. as part of the application process, and holds full liability. Guidance on this is available (attached) including a risk assessment template. For larger events the Safety Advisory Group would be involved via Event Planning Meetings involving Police, Fire and Ambulance representatives, Emergency Planning and Highways representatives.

- Details of Bridgnorth Tractor Run 3rd April

It's disappointing to hear about a lack of consultation from the organiser of the Tractor run – I know Dave has addressed this with the organiser and hopefully you've received an update. If not we'll chase asap.

I hope this answers some of your queries – please let me know if you require any further information or perhaps a meeting to discuss? For information Dave Mansfield has taken phased retirement and is working two days a week, however we have appointed someone to a full-time position from May 16th and will introduce when they're on board.

Kind Regards,

Gary

Gary Parton,
Network Coordination and Compliance Manager,
Shropshire Council.