



NORTH WALSHAM TOWN COUNCIL

Minutes of the Development & Amenities Meeting

held on Tuesday 16th September 2025 at Cedar House, New Road,
North Walsham NR28 9DE

Present:

Town Councillors: R Smith (RS), H Richardson (HR), J Reid (JR)

Town Clerk: Wendy Murphy

Grounds Manager: James Dennis

Members of Public: 1

1. APOLOGIES FOR ABSENCE

Terry Scannell (TS), Bob Wright (BW), Eric Seward (ES)

2. DECLARATIONS OF INTEREST

To receive declarations of pecuniary or personal interests and consider requests for dispensations
None

3. TO APPROVE MINUTES OF PREVIOUS COMMITTEE MEETING - emailed with Agenda

(As per Standing Order 3t, to approve decisions/resolutions made as an accurate record)

As proposed by HS and seconded by JR and all in favor, it was **RESOLVED** that the minutes of the Committee Meeting held on 17th July 2025 be agreed as a true record.

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Report attached)
None

5. PUBLIC FORUM

(As per Standing Order 3e-Items on this agenda; Standing Order 3f-Total duration max 15mins; Standing Order 3g-Max 3mins per person; and Standing Order 3h-Questions do not require a response at this meeting)
None

6. TO RECEIVE ANY UPDATES

James Dennis gave his report, and the committee thanked him and his team for all the hard work they had done.

7. TO AGREE QUOTE FOR PLACEMENT OF SLEEPERS AS A RETAINING WALL FOR PATHWAY AT TRACKSIDE

As proposed by HS and seconded by RS and with all in favor it was agreed to accept the quote of £2355.00

8. TO DISCUSS LEASING A NEW VEHICLE AND DIGGER

Initials:..... Date:.....

As proposed by RS and seconded by JR and with all in favour it was agreed for the Clerk/Head Groundsman to go ahead and get quotes for both

9. TO DISCUSS AND AGREE QUALITY FLOORING IN THE KITCHEN OF PAVILLION

As proposed by RS and seconded by HR and with all in favor it was agreed to accept the quote for £650.00

10. TO RECEIVE A SURVEY COMPLETED BY COZENS ON THE CONDITION OF THE STREET LIGHTS AND AGREE AND DECISIONS MADE

The survey was received, and RS, Town Clerk and James Dennis will go through the document in more detail to see what streetlights a priority and report are back to Full Council

11. TO AGREE FOR NO-FLY TIPPING (OR SIMILAR) SIGNS FOR NELSON ROAD GREEN SPACE

As proposed by HR and seconded by JR and with all in favor it was agreed for a sign for this area. James Dennis will look at a compost bin

12. TO DISCUSS AND AGREE ALTERNATIVE SEWER CONNECTION FOR THE WELFARE UNIT

The clerk was concerned about the agreement for the Welfare unit made at full council and has made enquiries regarding an effluent tank. She will speak to the company supplying the unit to see if this is something that they will provide.

13. TO AGREE NORTH AND SOUTH SIDE ENTRANCE WALLS TO THE CEMETERY

As proposed by HR and seconded by JR and with all in favor it was agreed to accept the quote for £4347.00

14. TO AGREE THE COST OF MEMORIAL ARCH WORDING

As proposed by RS and seconded by HS and with all in favor it was agreed to accept the quote for £2650.00 + VAT

15. TO DISCUSS AND AGREE TO BUY A DEFIBRILLATOR FOR TRACKSIDE PARK

As proposed by JR and seconded by RS and with all in favor it was agreed to purchase a Defib and Case. The Clerk confirmed the cost of this would be £1,500.00. She will also look at the cost of 3 bleed kits

16. TO AGREE QUOTE FOR NEW CHAINSAW

As proposed by RS and seconded by JR and with all in favor it was agreed to accept the quote for £728.44 + VAT

17. TO AGREE QUOTE FOR SHORING EQUIPMENT

As proposed by HS and seconded by RS and with all in favor it was agreed to accept the quote for £618.00

18. ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

The clerk confirmed that the swing at Trackside had a split in the frame. She will take this to Full Council for a decision to be made

Fixed sign in the Market Place pointing to Market Street and Present shops.

19. DATE OF NEXT MEETING

18TH November 2025

The meeting closed at 19.28

Initials:..... Date:.....

D&A November

I've undertaken a tree survey course at Easton college as to further our upkeep of our trees and monitor their safety

We have taken delivery of our welfare unit and fitted its utilities with the assistance of our trusted electrician

The high-level water tank has been fitted in the cemetery compound and is ready for use

The retaining sleeper edges have been installed at trackside park

The works in the cemetery chapel have been completed

We've taken receipt of our towns Christmas trees and look forward to seeing them erected and decorated in town

I over watched the exploratory dig at trackside to seek the answer to our issues with the skate bowls. I'm awaiting a report from our contractor and his drainage surveyor

I took part in the memorial parade with colleagues and volunteer councillors to make sure it was a safe event

Along with all our ongoing tasks that the NWTC grounds staff complete such as grass cutting, hedge trimming and the sombre cemetery tasks such as burials and ashes internments we're pressing through our final verge cut of the season



(high level water tank)



(Trackside sleepers)



(chapel renovated)



(Chapel before and during renovation)

Dear Town Clerk,

I am writing on behalf of a North Walsham resident who has raised concerns about repeated incidents of dog fouling on a small strip of grass between two properties on Howlett Close.

The resident explains that, while they regularly clear up litter and mess themselves, the problem persists because the nearest dog waste bin is located at the Weaver's Way car park – not necessarily on the route most dog walkers take through the area.

In light of this, I would be grateful if the Town Council could consider installing an additional dog waste bin at or near the end of Howlett Close. The area is close to several local footpaths and would likely be well-used by residents and dog walkers alike.

I would appreciate your views on whether such a bin might be feasible, and if not, what other measures the Council could take to help keep this green space clean and safe for the community.

Yours sincerely,

Steff

Steff Aquarone MP

Member of Parliament for North Norfolk



NORTH WALSHAM TOWN COUNCIL

Event Management Plan

Template form – see also ‘Guidance Notes’ document

Adopted by the Council at its meeting held on

This planner should be used to help you organise your event (and submission to the North Norfolk Safety Advisory Group (SAG)). Please complete and return this document at least 3-6 months before the event date.

Please complete all relevant areas. If there is insufficient space, please use additional sheets.

Name of Event	
Event Location	
Date(s) of Event	
Document Number	(Please use the number 1 if this is your first submission, and sequential after that)
Please give details of your SAG submission	

Contents:

1. Section One - Organisier Details

- Event Organisier
- Emergency Liaison Team
- Other Key Event Contacts
- Emergency Services
- Staffing

2. Section Two - Event Details

- Event Overview
- Attendees
- Location Overview
- Event Communications
- Site Plan
- Toilets
- Environmental Considerations

3. Section Three - Alternative Arrangements

- Contingency Planning

4. Section Four - Event Activities

- Event Activities
- Inflatable Play Equipment

5. Fun Fairs

- Temporary Demountable Structures
- Animals
- Catering and Food

5. Section Five – Vehicles, Highways & Traffic Implications

- Vehicles on Site
- Traffic, Transport and Parking

6. Section Six – Insurance

- Insurance Information

7. Section Seven - Licensing

- Licensing Requirements

8. Section Eight - Health & Safety, and Security

- Health & Safety Risk Assessments
- Fire Safety & Risk Assessment
- Security
- Stewarding
- Extreme Weather
- Handing to the Emergency Services
- Missing Children
- First Aid
- Evacuation Plan

9. Section Nine - Declaration and Checklist of Attachments

- Declaration
- Checklist of Attachments

Section One – Organiser Details:

Event Organiser: Please complete the details of the person who is responsible for this event:

Name of Organisation

Event Organiser(s)

Contact Address
(including postcode)

Contact Telephone Number

Experience/Qualifications
for running events

Emergency Liaison Team: Please complete the details of the Emergency Liaison Team. These are the people that can make big decisions surrounding the activity within the event and will determine whether the emergency services be contacted.

Name(s), Position(s) and
Contact Telephone Number

Other Key Event Contacts: Please complete the details of all other key event contacts, these should include event suppliers, stall holders, emergency contacts, council contracts etc. even if they are not yet confirmed.

Business Name	Role within the Event	Contact Details

Emergency Services: Please complete the details of who has been notified.

Police – Name of Officer notified	Fire – Name of Officer notified	Ambulance – Name of notified

Staffing: Please complete the details for the staffing levels required at your event, selecting the number of staff required for each role.

Type of Staff Member

Road Closure Marshalls	☐ 0	☐ 1-5	☐ 6-15	☐ 16-25	☐ 26+
Car Park Marshalls	☐ 0	☐ 1-5	☐ 6-15	☐ 16-25	☐ 26+
SIA Door Staff	☐ 0	☐ 1-5	☐ 6-15	☐ 16-25	☐ 26+
Litter Marshalls	☐ 0	☐ 1-5	☐ 6-15	☐ 16-25	☐ 26+
General Volunteers	☐ 0	☐ 1-5	☐ 6-15	☐ 16-25	☐ 26+
Dedicated First Aiders	☐ 0	☐ 1-5	☐ 6-15	☐ 16-25	☐ 26+

Section Two – Event Details:

Event Overview: Please describe your proposed event.

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Attendees: Please complete the details about the expected attendees for your event.

Estimated numbers attending

How will you track this?

What is your maximum capacity for the venue?

Here is a helpful calculation to work out maximum capacity based on 'The Purple Guide':

- Identify the venue's available space in m2** (use Google Earth Measurements) = [e.g. 1,000m2] []
- Choose safe capacity figure** (Purple Guide suggests 2 people per m2 outdoors & 4.7 people per m2 indoors standing) = [e.g. 2 per m2] []
- Calculate the safe capacity:** Available Space (a) x Capacity Figure (b) = [e.g. 2,000] []

What is the estimated capacity at your peak period (single point during the event)?

What is the target audience age range?

☐ Under 18 ☐ 18 - 24 ☐ 25 - 40 ☐ 41 - 60 ☐ 60 +

Is this a ticketed event? (If yes, please give the price for a ticket)

There will be no vehicle movement on site between:

General Public on site between:

Have you held this event previously? (Please give details)

Location Overview: Please complete the details regarding the Event Location.

Location of Event, eg, Market Cross

Where is the nearest noise sensitive premises in metres?

Will you be applying for any road closures? If so, please give details

Are you including electrical supply as part of your event? If so, please give details

Business name & contact details for the electrician that has/will sign off the installation prior to the event

Event Communications: Please complete the details regarding communications to surrounding residents, attendees and event staff.

How will you be communicating your event plans to surrounding residents and businesses?

How will you be communicating with your attendees during your event?

How will you be communicating with your event staff and emergency services, both on and off site during your event?

Site Plan: Please attach your site plan. This must include locations for; car parking, activities, vendors, first aid, missing child, toilets, temporary structures and anything else that is relevant.

Who owns the land?

Has the relevant permission/permit been obtained from the land owner? (Please give details)

Entering the site for preparation
(Please give date and time)

Site will be vacated after the event
(Please give date and time)

Toilets: Please outline your planned toilet provision, based on expected numbers and gender split. Here is a helpful guide to work out how many toilets are required based on 'The Purple Guide':

- If you aren't sure on the gender split, then assume 50:50.
- If you serve alcohol, then it is recommended to increase the calculated number by 10%
- Consider the type of event you are holding
- The recommended number of toilets per expected number of attendees is:
 - Per 100 female attendees = 1 female toilet recommended
 - Per 500 male attendees = 1 male toilet recommended
 - Per 150 male attendees = 1 urinal recommended (consider covered or uncovered)
 - Per any event it is recommended to have at least 1 accessible toilet.

Please give the number of toilets provided:

Male Toilets

Male Urinals (covered/uncovered)

Female Toilets

Accessible Toilets

Other arrangements (If using public toilets, please give details of who & when you contacted to agree this, alongside what times these will be open)

Environmental Considerations: Please give the details regarding the following:

What are your plans for dealing with litter and refuse?

What are your plans for dealing with recycling?

What noisy activities or equipment will be in use? (Please give details of timings too)

How will the effects on neighbours be managed?

Have noise levels been agreed with NNDC? How this will be recorded?

What type of lighting will be used for the event?

Have you considered what time is gets dark on the day of your event?

What is your provision for emergency lighting (inside and outside structures)?

What happens if you lose all power, how will you ensure there is adequate lighting?

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Section Three – Alternative Arrangements:

Contingency Planning: Please give details on the following:

Is there a possible alternative site?
(If yes please give details)

--

Is there a possible alternative date?
(If yes please give details)

--

Have you conducted the risk assessments for potential hazards, extreme weather & unplanned events? (If yes, please give details)

--

Do you have a plan for a major incident or handing over control of the event to the emergency services?

(You can go into more detail in Section 8 - Health & Safety)
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Please detail your contingency plans, including how this would be communicated.

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Section Four – Event Activities:

Event Activities: Please detail what you intend to utilise & permit at your event. Please note that not all activities will be permitted on all sites. (These are based on the SAG Submission.)

- | | | |
|--|---|---|
| ☐ Fireworks/Pyrotechnics | ☐ Power Supply | ☐ P A System |
| ☐ Live Entertainment | ☐ Live Music | ☐ Toilets |
| ☐ Food & Drink Concessions | ☐ Portable Generator | ☐ Alcohol |
| ☐ Carnival/Procession | ☐ Motorcycles | ☐ Market Stalls |
| ☐ Stewarding/Security | ☐ Missing Children Point | ☐ Coconut Shy |
| ☐ On Site Communications | ☐ Portable Staging | ☐ Marquees |
| ☐ Fairground Equipment | ☐ Water (site dependent) | ☐ Barriers/Fencing |
| ☐ Re-Enactment Groups | ☐ Foreshore Boat | ☐ Parachutists |
| ☐ Inflatables (e.g., Bouncy Castle) | ☐ Hot Air Ballons | ☐ Ballon Launch |
| ☐ Horses/Donkeys/ Other Animals | ☐ Other Motor Vehicles | ☐ Train Hire |
| ☐ Bonfire/Barbecue Permit | ☐ Berthing Facilities | ☐ Aircraft |
| ☐ Living History or Other | | |

Other (please specify):

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Inflatable Play Equipment: If using inflatable play equipment such as bouncy castles, please give the following details:

Is the operator conforming to the PIPA Scheme?

--

Will they carry out the daily checks on the equipment as required by EIS? How will this be monitored?

--

Has the inflatable for a PIPA tag?

--

Who will be operating the inflatable? (Your staff or the provider's staff?)

--

If you are operating it, will you be given full instructions on how to use it safely?

--

If it is set up with the blower unit at 1.2m distance, will it still fit on site in the position you require?

--

Is the equipment clearly marked as to its limitations of use? (Maximum user height etc)

--

Are you or the provider a member of a relevant association (AIMODS, NAIH or BIHA)? (Check this against the relevant website listing – see participating organisations)

--

Do they have £5m Public Liability Insurances? (If yes, please give details including their certificate number)

--

Do you have a copy of the current PIPA test certificate for this equipment? (If yes, please give details including the certificate number)

--

Fun Fairs: Please give details if you intend to have a funfair:

Are you having a Fun Fair or Fairground rides at your event? (If yes, please give details)

--

Any stand-alone ride(s) that are part of a Fun Fair must be part of the ADIPS Scheme. Have you seen confirmation of this?

--

Has the operator provided you with a copy of their In Service Annual Inspection papers? (A copy must be provided to the council.)

--

Has the operator confirmed in writing that they adhere and operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice?

--

Temporary Demountable Structures: Please give details if you intend to have any temporary structures including temporary buildings, portable staging, marquees etc.

Will you be using any temporary demountable structures?

--

Do you need approval from the authorities?

--

Do you require planning permission?

--

Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include what procedures are followed to ensure structures are supplied by a competent contractor.

--

Have suppliers supplied you with a copy of their public liability insurance and employee insurance certificates?

Have all suppliers provided you with relevant risk assessments and method statements relating to the product they are supplying for your event?

For larger constructions, the suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready to use. Are they aware of this?

Have you considered all other health & safety aspects relating to any temporary structure?

Animals: Please give details if you intend to have any animals at your event.

Are you having any live animals at your event?

You must obtain consent from the council in writing before you may bring any animals on site for exhibition, performance or entertainment. Do you have this consent?

Please list the animals that will attending your event.

Do you have copies of all relevant licenses/ registration documents for each animal?

Please provide details of the Public Liability Insurance.

Catering and Food: Please give details if you intend to have any catering or food provision.

Do you intend to have any catering or food provision?

Do you have the vendors Public Liability Insurance and Food Hygiene Certificates?

Please provide the details for your catering/food provision. NOTE: these should also be documented in Section One – Other Key Event Contacts.

Business Name	Type of Provision	Contact Details

Section Five – Vehicles, Highways and Traffic Implications:

Vehicles on Site: Please outline what your vehicle policy is for this event.

What vehicles will need to access the site for your event? Include number of, weight and size if relevant.

Of which, what vehicles will need to remain onsite throughout your event?

Of which, what vehicles will need to be off-site before the event opens?

Are there any vehicles that will need to move on the site during the event? If yes what are the procedures and safety measures in place?

(It is strongly recommended that you avoid the need to move vehicles on site during your event.)

Will any vehicles be left on the site overnight? (Please give details)

Traffic, Transport and Parking: Please give the following details:

Will you provide parking for your staff? If yes, please give details including how you will manage this.

Will you provide parking for your attendees/public? If yes, please give details including how you will manage this.

(Location, estimated number of vehicles attending, etc)

Is 'Parking' signage required?

Do you intend to use Highway Directional Signs or Banners/Posters? Please give details.

Will the volume of traffic for this event cause an adverse impact on the road network?

If yes, how will this be managed?

How will car parks be managed to ensure efficient ingress off the highway and ensure no conflict with pedestrians walking from the car park to the event entrance where relevant?

Where are the car park entrances and exits? What is the predicted rate of flow in and out?

Are there any reduction in speed limits on any roads required for safety purpose? If yes, please give details.

Have you applied for a road closure/car park closure/or similar? If yes, please give details.

Section Six – Insurance:

Insurance Information: Please note that all event organisers must hold public liability insurance to the value of £5m. You must also ensure that any contractors that you are engaging, also hold public liability and any other appropriate insurances, e.g., product liability, employee insurance, etc.

Has insurance been arranged in respect of Public Liability and Third Party Risks to the minimum value of £5m? (A copy must be provided to the council.)

(Please include the name of insurer and value of cover)

Has insurance been arranged in the respect of Employees Liability to the minimum value of £5m? (A copy must be provided to the council.)

(Please include the name of insurer and value of cover)

Do you hold copies of all relevant insurances for each contractor, service provider, exhibitor etc. (Copies must be provided to the council if requested)

Section Seven – Licencing:

Licencing Requirements: Depending on your event, you may require a licence. If your event includes: live/recorded music, dancing, plays, films, indoor sporting events, boxing, wrestling entertainment or anything of a similar description, as well as late night refreshments and alcohol you will need to contact NNDC's licensing Team.

Does your event have any of the following?

☐ Recorded Music ☐ Live Music ☐ Alcohol ☐ Late Night Refreshments (after 2300hrs)

Will you have 499 persons or more at any one time? (This includes all staff, traders and entertainment.)

Does the venue have a premises licence that covers your activities? Can you confirm you have permission in writing?

Have you applied for a Temporary Event Notice (TEN)?

Section Eight – Health & Safety, and Security:

Health & Safety Risk Assessments: Please give details on the following:

Have you completed risk assessments for identified risks to public and organisers? (A copy must be provided to the council.)

Have you completed risk assessments for fire? (A copy must be provided to the council.)

Have you completed risk assessments for the venue/site? (A copy must be provided to the council.)

Fire Safety & Risk Assessments: Please give details on the following:

How have you sought guidance from regarding the amount of fire extinguishers to provide?

What extinguishers will you be providing?

	0	1 - 5	5 - 15	16 - 25	26 +
Powder	☐	☐	☐	☐	☐
Foam	☐	☐	☐	☐	☐
CO2	☐	☐	☐	☐	☐
Water	☐	☐	☐	☐	☐
Wet Chemical	☐	☐	☐	☐	☐
Water Mist	☐	☐	☐	☐	☐

General Fire Risk Assessment: Fire hazards and their control or elimination. Please tick as appropriate.

Sources of Fuel:

Are there any highly flammable substances in the area, e.g., paints, thinners, flammable gases or chemicals?

☐ Yes ☐ No

Control measures adopted:

- ☐ Replace with safer alternatives
- ☐ Remove or significantly reduce any highly flammable substances
- ☐ Keep them in fire resisting stores
- ☐ Keep minimum quantity in the area
- ☐ Ensure all containers are kept closed when not in use

Are flammable liquids or gasses used or stored in areas without adequate ventilation e.g., LPG, CO2, O2?

☐ Yes ☐ No

Control measures adopted:

- ☐ Remove storage
- ☐ Improve ventilation
- ☐ Other, please detail

Are there quantities of combustible material stored, on display or in use in the area?

☐ Yes ☐ No

Control measures adopted:

- ☐ Replace stocks of combustible materials with non-combustibles
- ☐ Reduce stocks to a minimum
- ☐ Separate stocks from heat sources
- ☐ Other, please detail

Are quantities of combustible waste allowed to accumulate in the area such as paper, cardboard, etc?

☐ Yes ☐ No

Control measures adopted:

- ☐ Improve the arrangements for disposal of waste
- ☐ Improve general housekeeping
- ☐ Ensure staff are aware of standards required
- ☐ Give specific additional training to responsible staff
- ☐ Other, please detail

Is foam filled furniture which is not combustion modified or is worn to the point of exposure in use?

☐ Yes ☐ No

Control measures adopted:

- ☐ Furniture complies with BS EN 5852
- ☐ Replace or repair
- ☐ Other, please detail

Are areas of wall or ceilings covered or made of combustible materials e.g. marquees?

☐ Yes ☐ No

Control measures adopted:

- ☐ Drapes & Fabrics comply with BS EN 1101/2
- ☐ Ensure treated with fire resistant solution
- ☐ Remove sources of ignition
- ☐ Other, please detail

Sources of Ignition:

Does the work activity involve hot processes such as cooking, food preparation etc?

☐ Yes ☐ No

Control measures adopted:

- ☐ Minimise the amount of combustible materials in the work area
- ☐ Arrange so that hot surfaces and sparks are safely contained
- ☐ Eliminate hot surfaces and sparks
- ☐ Ensure food cooking areas are not left unattended
- ☐ Ensure satisfactory controls over concessionaires
- ☐ Impose fire safety conditions on concessionaires
- ☐ Other, please detail

Is smoking permitted?

☐ Yes ☐ No

Control measures adopted:

- ☐ Implement a smoking policy which provides for safe smoking
- ☐ Total ban in combustible structures
- ☐ Signage in prohibited areas
- ☐ Good housekeeping
- ☐ Other, please detail

Are there light fittings near combustible materials?

☐ Yes ☐ No

Control measures adopted:
☐ Remove combustible materials
☐ Ensure safely fitted
☐ Replace tungsten/halogen bulbs with fluorescent tubes
☐ Other, please detail

Is electrical equipment: Faulty, damaged or not used in accordance with the manufacturer's recommendations?

☐ Yes ☐ No

Control measures adopted:
☐ Repair or replace faulty equipment
☐ Portable appliance testing carried out
☐ Suitable policy regarding the use of personal electrical equipment
☐ Ensure all fuses are the correct rating
☐ Other, please detail

Are inspection lamps or extension leads used?

☐ Yes ☐ No

Control measures adopted:
☐ Ensure leads are fully uncoiled
☐ Limit extension leads and adaptors
☐ Ensure leads are not overloaded
☐ Other, please detail

Is arson a potential problem?

☐ Yes ☐ No

Control measures adopted:
☐ Improve security measures
☐ Remove combustible storage/waste from combustible structures
☐ Ensure combustible storage is contained with a secure lid
☐ Other, please detail

Is lighting a potential problem?

☐ Yes ☐ No

Control measures adopted:
☐ Incorporate measures into your emergency plan
☐ Other, please detail

Identify People at Risk:

Are there any increased risk groups, e.g., in remote areas, lone working/sleeping, etc?

☐ Yes ☐ No

Control measures adopted:
☐ Can they be re-located
☐ Improve the means for warning/escape
☐ Other, please detail

Are there people unable to react quickly, due to a safety critical work process?

☐ Yes ☐ No

Control measures adopted:
☐ Introduce appropriate close down procedure
☐ Improve means of warning/escape
☐ Other, please detail

Are there people with disabilities who would be disadvantaged when evacuating?

☐ Yes ☐ No

Control measures adopted:
☐ Incorporate measures in your emergency plan
☐ Provide specialist equipment
☐ If staff are required to assist in evacuation, ensure sufficient numbers and appropriate training
☐ Other, please detail

Are members of the public likely to be unfamiliar with the escape routes?

☐ Yes ☐ No

Control measures adopted:

- ☐ Ensure staff are adequately trained to assist with evacuation
- ☐ Improve signage
- ☐ Other, please detail

Means of Escape from Fire:

In the event of fire can everyone safely escape from the area?

☐ Yes ☐ No

Control measures adopted:

- ☐ Ensure existing routes and exits are available and unobstructed
- ☐ Provide additional routes and exits
- ☐ Provide training for safe evacuation
- ☐ Secure reasonable arrangements for disabled people
- ☐ Implement routine checks
- ☐ Other, please detail

Can everyone turn their backs on the fire and escape to a place of safety?

☐ Yes ☐ No

Control measures adopted:

- ☐ Provide additional routes
- ☐ Provide and maintain protected routes
- ☐ Other, please detail

Do gates on escape routes open in the direction of travel?

☐ Yes ☐ No

Control measures adopted:

- ☐ Re-hang in direction of travel
- ☐ Other, please detail

Are all exits adequately signed?

☐ Yes ☐ No

Control measures adopted:

- ☐ Install sufficient signs to enable people to find their way out
- ☐ Ensure signs are unobstructed and clearly visible from distance
- ☐ Other, please detail

Are all exits adequately illuminated?

☐ Yes ☐ No

Control measures adopted:

- ☐ Install emergency lighting
- ☐ Other, please detail

Fire Fighting and Fire Warning:

Are there sufficient appropriate type extinguishers for the risk and are they located properly?

☐ Yes ☐ No

Control measures adopted:

- ☐ Provide suitable additional equipment for the risk
- ☐ Make visible and unobstructed
- ☐ Provide additional signage
- ☐ Other, please detail

Have sufficient people been trained in the use of firefighting equipment?

☐ Yes ☐ No

Control measures adopted:

- ☐ Implement training programme
- ☐ Other, please detail

In the event of fire are there suitable arrangements for giving warning?

☐ Yes ☐ No

Control measures adopted:

- ☐ Expand public address system
- ☐ Increase marshals/stewards
- ☐ Other, please detail

Procedures, arrangements, Maintenance and Training:

Are sufficient person(s) available to assist in implementation of fire safety matters? ☐ Yes ☐ No

Are appropriate fire procedures/event management plan in place, recorded and available for relevant persons to read? ☐ Yes ☐ No

Are people nominated to respond to fire and assist with evacuation ☐ Yes ☐ No

Are people nominated to respond to fire, trained in the use of extinguishers? ☐ Yes ☐ No

Are all extinguishers in use tested in accordance with B.S.5306? ☐ Yes ☐ No

Are all staff inducted with fire safety training, and records maintained? ☐ Yes ☐ No

Are concessionaires made aware of their responsibilities in line with your fire procedures/event management plan? ☐ Yes ☐ No

Are concessionaires required to produce a specific fire risk assessment? ☐ Yes ☐ No

Do electrical power installations conform to B.S. 7909 Code of Practice for Temporary Distribution Systems? ☐ Yes ☐ No

Are all electrical installations installed and tested in accordance with B.S. 7671 Wiring Installations? ☐ Yes ☐ No

Are all electrical appliances tested in line with the IEE Code of Practice (PAT)? ☐ Yes ☐ No

Is there appropriate liaison with the Fire & Rescue Service? ☐ Yes ☐ No

Are the Fire & Rescue Services able to access with 45m of all areas, including car parks? ☐ Yes ☐ No

Are there sufficient water supplies to enable the Fire & Rescue Service to execute their duties? ☐ Yes ☐ No

Security: Please give details for the following:

Will you be using SIA security at your event?

If yes, please give details including the company name, SIA registration number, and number of SIA staff at the event.

Will there be a controlled entry system? Please give basic details.

What is your process if you refuse entry to the event?

How will you control the site to ensure that crowds are managed safely?

Will there be searching as part of the condition of entry to the event?

If yes, what is the estimated flow rate of people entering the event?

Will there be any restrictions on items being brought into the site?

How will you deal with someone bringing in a prohibited item into your event, and what will you do with the item if acquired.

How are you going to control a situation if there is a disturbance within the event?

How would you eject someone from the event? Include who would make this decision.

Does your event have more than 1000 persons attending at any one time? If yes, please attach a detailed security plan based on your risk assessment.

What provision(s) have been made regarding a terrorism attack / Martyn's Law?

Will security personnel be on site over night? Please give details.

Stewarding: Please note that stewards require training to ensure they are fully aware of their duties and responsibilities. You must ensure that all staff including stewards understand how to cascade information and report incidents prior to the event starting.

What training are you providing to your stewards before the event?

Are you providing a briefing before or during the event? Please give details.

How are you ensuring your team knows the plan on how to cascade information and report incidents prior to the event starting? (Missing Child, etc)

Who will be delivering this plan?

Will you be handing out information cards/sheets?

Extreme Weather: The answers to these questions, should also help you to form your contingency plans.

Have you included extreme weather conditions in your risk assessments?

Who will be making the decisions over the weather assessments in the build up to the event/during the event?

If you have to cancel the event due to extreme weather, how are you going to communicate this to those attending your event?

If there is a thunderstorm during your event, (flash-to-thunder time of under five seconds) how are you going to minimise the risk of someone being struck or affected by the indirect effects of lightning?

Handing Control to the Emergency Services: The answers to these questions, should also help you to form your contingency plans.

**Declaration of a Major Incident
& Transfer of Command**

How are you going to hand over control of your event to the Emergency Services? Is a policy in place?

If a fire occurs, where on site will you evacuate people to?

How will you communicate this instruction to your attendees? Especially if you have been instructed to turn off all electrical devices?

Who will take responsibility for these decisions? This should be the single point of contact for the emergency services.

Missing Child: Please give details for the following:

Do you have a Missing Child Policy?

Who has been allocated the role of managing missing/lost children?

It is best practice that they have a DBS certificate. Please provide certificate number(s).

First Aid: It is recommended that First Aiders have no other duties other than to provide first aid (so not monitoring a stall or stewarding etc), and that they are with a registered provider.

Name of the First Aid Company

Number of first aiders (Please consider the size, capacity and activities within your event)

Who determined the number of First Aiders at your event?

If over 5000 people present, have you notified the nearest Hospital?

Do you have a medical plan in case of a major emergency?

Evacuation Plan: Please give details for the following:

Do you have an Evacuation Plan?

How will the evacuation alert be given to attendees at the event?

Where is the primary rendezvous point to meet the emergency services? Keep in mind that people may be evacuating through the exits.

Describe your backup locations, in case the primary rendezvous point is blocked?

Section Nine – Declaration and Checklist of Attachments:

Declaration:

This Event Management Plan is owned by the event organiser listed above and any advice given by North Walsham Town Council should be considered a recommendation only.

North Walsham Town Council will not approve any final documentation as the onus is upon the organiser to consider all risks identified by the members of the group and the Health and Safety Executive (HSE).

North Walsham Town Council follow the guidance set out by the HSE and also refer to 'The Purple Guide'. This guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events.

See North Walsham Town Council, Event Management Plan - Guidance notes for further information to help you complete this template form.

For more advice relating to Event Management, please refer to the Health & Safety Executive guidance found via <http://www.hse.gov.uk/event-safety/>

Data Protection : Please refer to the Town Council's Policy on the website www.nwtc.org.uk. If you have any concerns regarding the handling of your personal data you can contact info@northwalsham-tc.gov.uk and you can also contact the Information Commissioners Office (ICO) <https://ico.org.uk/global/contact-us/>

Signed	
Position	
Date	

Please return form to Office 4, Cedar House, 3 New Road, North Walsham, NR28 9DE or email to townclerk@northwalsham-tc.gov.uk

Checklist of Attachments: Please submit as many as possible.

- | | |
|---|--|
| ☐ Event Plan | ☐ Fun Fair Documentation |
| ☐ Site Plan (map) | ☐ Contingency Plan |
| ☐ Event Manual | ☐ Missing Child Policy |
| ☐ Fire Risk Assessments | ☐ Evacuation Plan |
| ☐ Venue & Event Risk Assessments | ☐ Emergency Plan |
| ☐ Insurance Documents | ☐ Security plan (if over 1000 people) |