



WELLINGTON TOWN COUNCIL

Serving Wellington & Rockwell Green

EVENT MANAGEMENT PLAN

EVENT DETAILS	
Name of Event	The Rifles Regiment – Freedom of The Town
Event Contacts	David Farrow, Town Clerk and Annette Kirk Assets & Events Officer
Event Location	South Street, Fore Street & Bulford, Wellington.
Event Type	Walking Parade
No of Volunteers	Up to 20
Date of Event	17 th June 2023
Required Set –up Time	12.00 pm
Required Pack up Time	17.00 pm

Event Co-ordinator	Annette Kirk, Assets & Events Officer
Organisation	Wellington Town Council
Address	28 Fore Street, Wellington TA21 8AQ
Phone	07496 528389
Email	annette@wellingtontowncouncil.co.uk

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1. Event management

1.1. *Event overview*

The plan is for The Rifles Regiment Parade to consist of approximately 400 military servicemen. They will start the Parade from Wellington School, turning left from the school main entrance on to South Street, proceeding towards the town centre traffic lights. The Parade will then turn left into Fore Street. They will then congregate outside the Town Council Office to be welcomed by the Mayor and other invited dignitaries. The Rifles Regiment will be Presented with the “Freedom of the Town Scroll”. They will then continue to march and then turn left in Bulford. They will then turn right, back into the School Gate, off Bulford. More information can be found on our website www.wellingtontowncouncil.co.uk

1.2. *Key event management contacts*

Name	Role	Contact
<i>Annette Kirk</i>	<i>Event Co-Ordinator</i>	07496 528389
<i>David Farrow</i>	<i>Event Manager</i>	07983 697740

1.3. *Staffing and Volunteers*

See: Event Co-Ordinator. Role & responsibilities

The Event Co-ordinator will be responsible for responding to questions from the Traffic Management Company, Military Officers, Police Security Team and the public. They will liaise with the Traffic Management Company with regard to removing barriers to the emergency services.

1.4. **THE RIFLES REGIMENT – FREEDOM OF THE TOWN PARADE COMMAND AND CONTROL**

What	Start	Finish	Who	Notes
Rolling Road Closure- Marshalls	12noon	16.30pm	Bridgwater Guy Fawkes Carnival Ltd	See attached Traffic Management Plan – To set up and supply diversion route, barriers and marshals
Event Control Room – Wellington Scout Hall	12noon	16.30pm	Member from Wellington Town Council. Police. Military and Highways	Radios to be provided to Control Room members and Road Closure Marshals. Mobile phone numbers for all the event marshals and group leaders will be held in the Control Room

2. Health and safety

2.1. **Risk assessments and management**

See: *Town Council Risk Assessment available on Wellington Town Council Website - <https://www.wellingtontowncouncil.co.uk/>*

Traffic Management Plan available on Wellington Town Council Website - <https://www.wellingtontowncouncil.co.uk/>

2.2. **Emergency Procedures**

In the event of an emergency along the parade route. The military will be asked to move to the left side of the road to enable emergency vehicles through. In the event of a fire along the parade route servicemen, dignitaries and the public should evacuate through either end of South Street, Fore Street and Bulford. Additional exit routes will be via the walkway between MJC Financial Planning and Pizza Palace & Burger Bar to South Street Car Park. In Fore Street, the footpath between Lloyds Bank and Rosie's Larder. The main entrance to North Street Car Park. In Bulford, the public footpath between the sports pitches and the school (WG17/27B leading to WG17/5) Other public footpaths WG17/27A.

This information is communicated in the Information Sheet.

In the event of an emergency the Event Co-Ordinator will instruct Traffic Marshalls, Military and Guests with any actions they need to take, such as but not exclusive to evacuating the site, clearing an area, or removing a barrier. The Event Co-ordinator and Police Security Team will contact the Emergency Services depending on the severity of the incident.

2.3. First aid

First Aid will be provided by St. Johns Ambulance. A treatment room will be made available in Wellington Scout Hall, Fore Street, Wellington.

2.4. Temporary demountable structures

A raised platform provided by Wellington School, will be erected outside the Town Council Office, 28 Fore Street by the Caretaker of Wellington School. There will also be a microphone and speakers outside the Town Council Office.

Any safety concerns with platform and PA system are to be reported to the Event Co-ordinator. In the event of extreme weather (see 7.1.) during the Parade, the Event Manager will contact Wellington School Caretaker and Steve Hawker immediately, and everything will be packed down as soon as it is safe to do so.

3. Site considerations

3.1. Site Plan

See: *Bridgwater Guy Fawkes Carnival Traffic Management Plan*

Bridgwater Guy Fawkes Carnival Road Closure Signage plan

3.2. Traffic, transport, and parking

A road closure is to be applied for South Street, Fore Street and Bulford to enable the Parade Cortege a safe passage to the Granting of the Freedom of the Town in front of the Town Council office, 28 Fore Street and to return back to Wellington School., A Traffic Management Plan will be in place to divert traffic around the road closures.

To comply with the Traffic Management Act 2004 and Road Traffic Act 1991 TOWING OF A VEHICLE from the event – see attached Notice.

4. Communications

4.1. *Event communications – Businesses and Residents*

Letters to be delivered to all local businesses and residents on the parade route. Residents on the route will also be hand delivered letters advising them of the route and road closure times etc.,

4.2. *Event day communications – Audience*

Details of The Rifles Regiment – Freedom of the Town Parade are shared with its audience using email, social media, local press and with signage leading up to the event.

4.3. *Event day communications – Internal*

Police Security, Military, Traffic Management Contractor and other Event Contributors will be sent an information sheet with the contact details of the Event Co-Ordinator.

The Event Co-ordinator has the contact details of all event contributors

5. Insurance

Public Liability insurance is held with Zurich Municipal to the value of £15 million.

See: Wellington Town Council insurance Policy 2023/24 on website

6. Licences

A road closure application is submitted in advance.

7. Environmental Conditions

7.1. *Weather*

Severe weather and event cancellation

The Rifles Regiment – Freedom of the Town will be cancelled in the event of extreme weather. It will also be cancelled if it could potentially cause a risk of harm to the people.

When cancelled prior to the day of the event, the Event Manager will ensure all Military Groups, Dignitaries, Event Contributors and contractors are notified. The public will be informed through social media.

If cancelled on the day the Event Manager will notify the respective groups, as detailed above.