

**MINUTES OF A MEETING
OF THE
TOUR OF BRITAIN CYCLE RACE WORKING GROUP
HELD ON
14TH AUGUST, 2015
AT NELSON TOWN HALL**

PRESENT –

Councillor D. Whipp (Chairman, in the Chair)

*Councillor A. R. Greaves
Councillor M. Hanif
Councillor I. W. Tweedie*

Also present

<i>Mark Sandamas</i>	<i>Pennine Events Ltd</i>
<i>Philip Mousdale</i>	<i>Corporate Director</i>
<i>Peter Atkinson</i>	<i>Neighbourhood Services Manager</i>
<i>Joanne Eccles</i>	<i>Committee Administrator</i>



1. MINUTES

AGREED

That the Minutes of the meeting held on 7th July, 2015 be agreed as a correct record and signed by the Chairman.

2. EVENT MANAGEMENT

The Neighbourhood Services Manager circulated the framework of the draft Event Management Plan by Pennine Events, including a Command, Control and Communications Plan. This would be signed off two weeks before the event. In the meantime, there were still some decisions to be made on the operation of the Bronze Control Centre in Colne. The Corporate Director said that he would be in Pendle, but available via telephone for any issues that arose at Silver Control at Greenbank in Blackburn.

The Neighbourhood Services Manager also circulated a list of “To Dos” which officers were working their way through systematically and dealing with other issues as they arose.

Mark Sandamas highlighted a number of locations on the Pendle route which needed careful management. These included the sprint in Barnoldswick, the King of the Mountain Sections at Bleara Moor and Barley, the Pasture Lane Junction in Barrowford, the run into Nelson from Brierfield and the Finish through Colne. Site Managers would need to be in charge of Teams at these locations taking care of traffic and crowd management issues, using staff from Pennine Events, G4S and volunteer stewards and reporting to Bronze Control as required. They would need to be able to take decisions on when to open and close roads and allow limited access in discussion with Bronze Control.

Mark Sandamas said that as much notice as possible would be given to organisations and the public about road closures and traffic delays. Sweetspot would be erecting notices to publicise the race and were also going to do a leaflet drop to all properties on the route. The notices for road closures would be posted shortly. Variable Message Boards would be used on the A56 to give

advance warning to drivers about possible delays. Local forums e.g. the Cycling Clubs had also been asked to pass on the information to its Members.

The Corporate Director circulated a draft briefing sheet for Councillors covering some facts about the race, information on the road closures, buses, parking etc.

AGREED

That the Parish and Town Councils be kept informed of the arrangements and the briefing sheet for Councillors include a list of people they could contact if there were issues on the day.

3. THE ROUTE AND FINISH

Meetings had taken place with Sweetspot to discuss issues arising following a ride of the course by Andy Hawes, the Race Director, and two colleagues. The length of the section along the A59 was a concern in respect of traffic management arrangements and the Neighbourhood Services Manager was to meet the Project Manager at Ribble Valley the following week to discuss this and other traffic management issues.

The Neighbourhood Services Manager would do a final inspection of the route with LCC to check that all the necessary surfacing work and cutting back of shrubs etc. had been done.

Sweetspot had flagged up that the last 8km of the race had lots of side roads (particularly coming into Nelson from Brierfield direction) which would require extra marshalling.

There was also discussion about the route at Whitewalls roundabout on Burnley Road, and the impact this would have on traffic coming off the M65. It was suggested that the access from the Boundary Mill roundabout onto Whitewalls Drive be temporarily closed.

AGREED

- (1) That the Neighbourhood Services Manager be asked to check the road surface along Skipton Old Road by Black Lane Ends.
- (2) That arrangements be made for extra physical barriers and road closure signs to be erected on the side streets along the approach into Nelson.
- (3) That the businesses near the Whitewalls Drive roundabout including Regent Street be advised about potential traffic delays.
- (4) That as much advance warning as possible about potential traffic delays be arranged and local radio stations be encouraged to advertise the race in a positive way whilst advising of possible delays and disruption on the day.

4. TRAFFIC MANAGEMENT

The Council had now appointed an LCC approved local contractor to carry out the traffic management required for the event.

5. CAR PARKING

The Tourism Officer was talking to Holt House Rugby Club about parking provision and charges. Details would be put on the Council's website.

AGREED

That detailed information about parking be included in the briefing sheet for Councillors.

6. MARKETING

The large banners for the race were due to arrive the following week with the artwork for posters which would be put in the usual public places. The race was attracting good publicity in the newspapers. Newsquest was putting in regular articles and producing a programme for the stage which would be ready the week after next. Sweetspot's official race programme would also be available. The Principal Communications Officer was providing factual and promotional information on Pendle for TV commentators and was also working with local cycle clubs.

7. COMMUNICATION WITH THE PUBLIC

The Corporate Director said that a briefing note was being drawn up for Contact Centre staff when handling enquiries about the race and related issues. The Principal Communications Officer was speaking to a company about the possibility of sending text messages to residents with BB8 and BB9 postcodes. Letters had gone out to businesses reminding them about the event and inviting them to get in touch if they had any issues. Radio Lancashire was taking a keen interest in the event and 2 BR would also be involved. The Council's website would be updated with road closure details etc. and social media pages would be kept up to date.

8. SPONSORSHIP

Since the last meeting Liberata had purchased a bronze package of sponsorship for £5,000. Sponsorship now totalled £37,000 against a target of £52,000. Some community groups had also managed to attract some local sponsorship for their projects.

9. FINANCIAL IMPLICATIONS

The Corporate Director said that apart from the contractual payments to Sweetspot there had been very little expenditure so far. Payments would start to be made to the various contractors on the lead up to the race.

AGREED

- (1) That any significant departures from the budget be brought to the attention of the Group.
- (2) That the Financial Services Manager be asked to provide an updated spreadsheet for consideration by the Executive on 20th August.

Chairman _____