

Document edition #1 dated 13/10/2021

**REMEMBRANCE PARADE
WOODHOUSE PARISH**

**TRAFFIC MANAGEMENT PLAN INCLUDING
COMMUNICATIONS PLAN
CONTINGENCY PLAN
RISK ASSESSMENT**

**14th November 2021
09:00 – 12:00 noon**

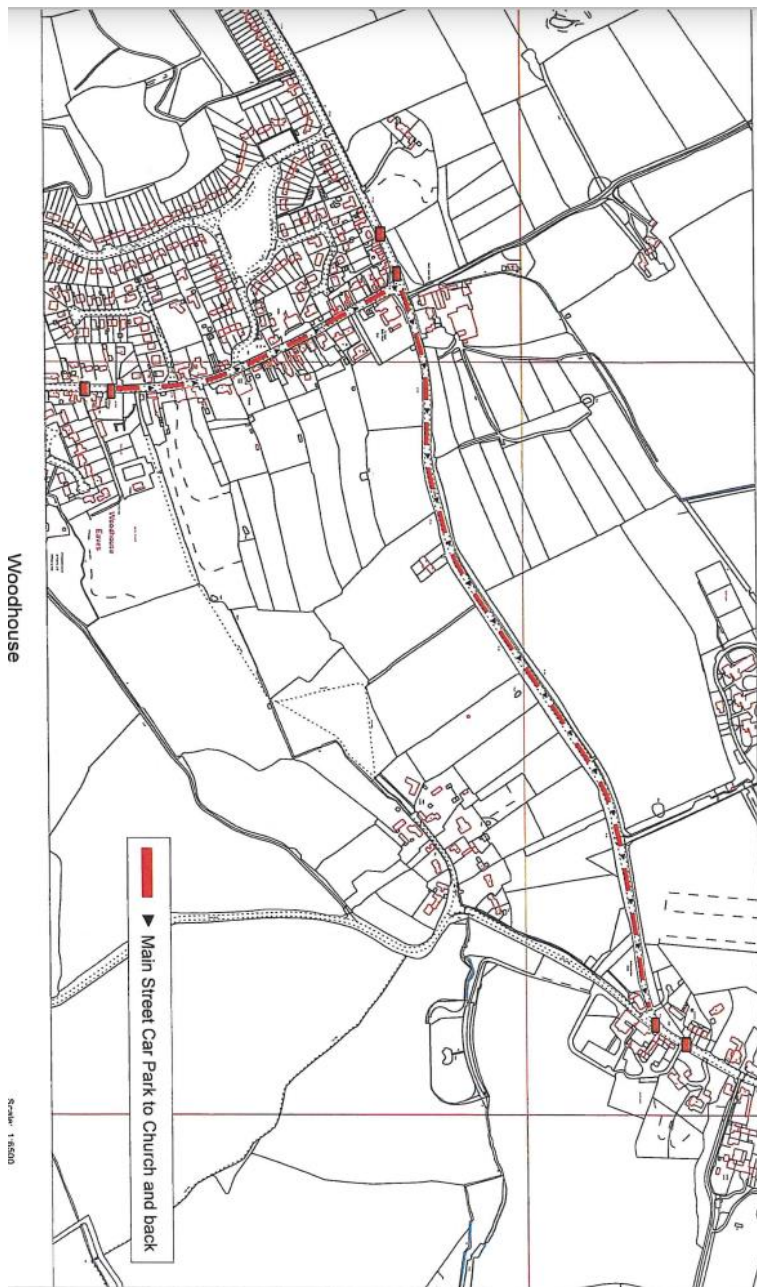
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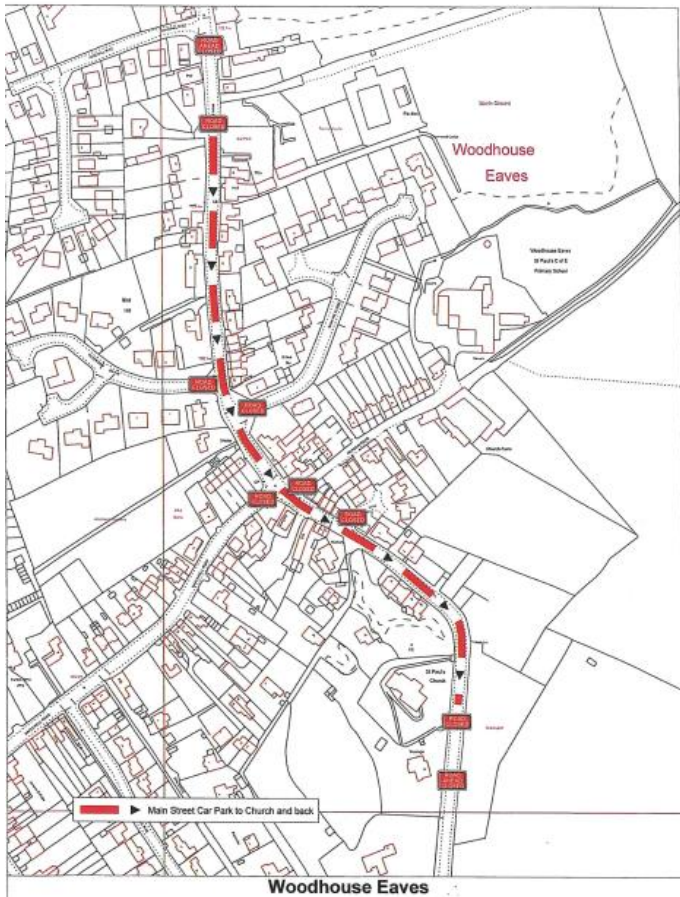
Purpose of plan and description of event

This plan refers to the traffic management arrangements for the above event on 14th November 2021. The purpose of the plan is to detail the workings of the event and to ensure sufficient thought and careful planning.

In Woodhouse Eaves village there is a parade consisting of approximately 100 people (adults and children) who march to the church for a Remembrance Sunday service and back.

In Woodhouse there is the laying of wreaths at the War Memorial. Approximately 20 people attend.





Roles & Responsibilities

The following table lists all personnel involved in the event and their roles, the details of which will be shared amongst event staff for onsite communication during the event.

Name	Roles & Responsibilities	Contact numbers on the day
Emma Crowe	Clerk to the Council (Event Organiser)	0773 980 8871
Gordon Watson	Premises Manager (Senior Marshal)	0756 146 8745
Emily Rowley	Assistant for car parking on day	0779 420 5956
Stuart Mason	Scout Group	
Rachel Mason	Scout Group	
Rachel Sykes	Girl Guides	
Lisa Wait	Brownies	

On Site Communications

During the event all staff and marshals will communicate between Walkie Talkie Radios. These are to be collected and dropped back to the Annexe Building on the morning of the event.

All event staff will be provided with a list of key contact details prior to the event starting.
The signal for the area (for all relevant networks) will be checked in good time prior to the event commencing.

A briefing session will take place in good time before the event to ensure all personnel using the radios know how to do so properly.

Other communication methods
Individual Marshal telephone numbers are also available on the list

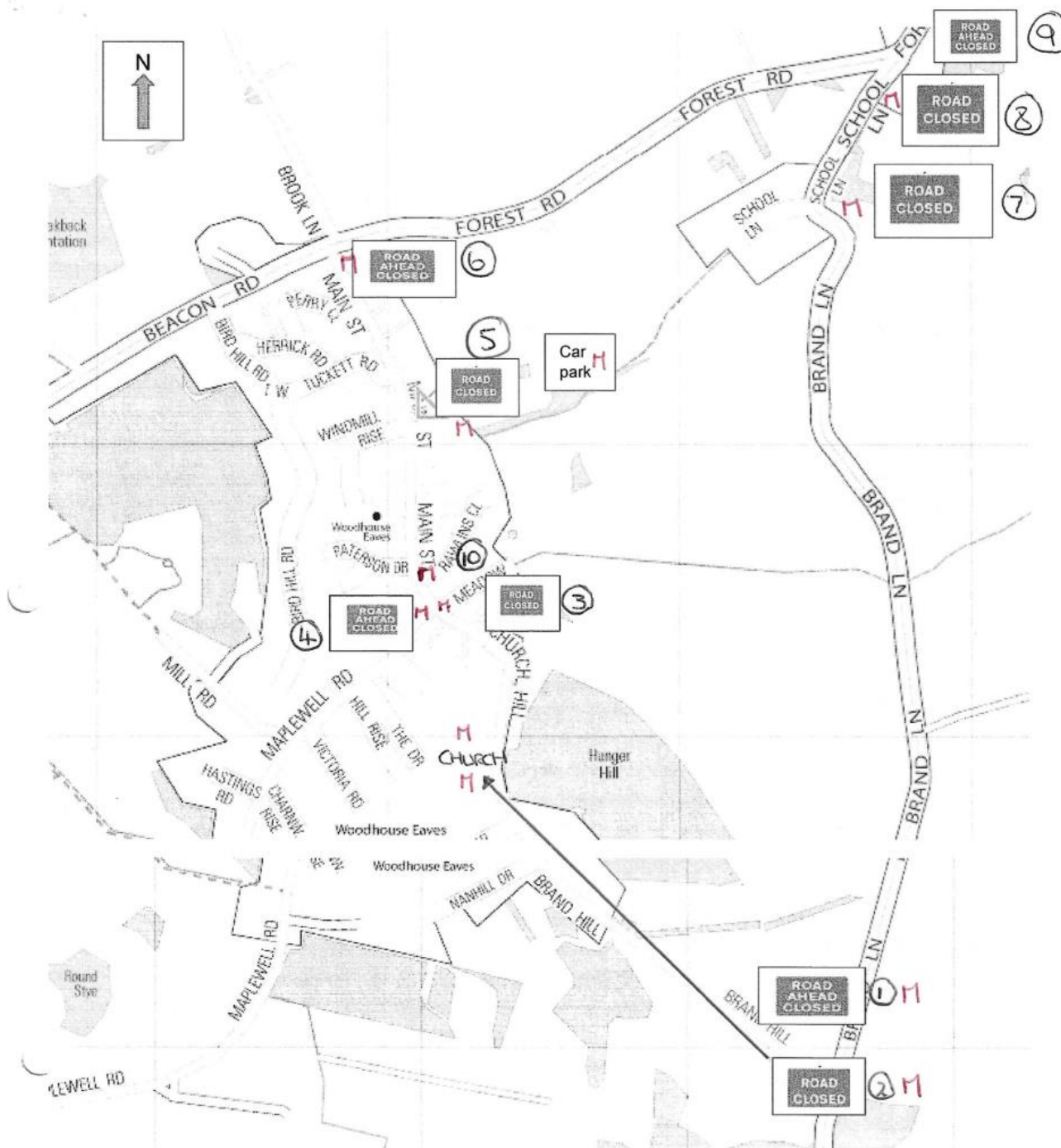
Identifying Event Personnel

All event personnel involved in any official capacity with the event will be issued with Hi Vis tabard which must be worn at all times to ensure event attendees can quickly identify help if required.

The Marshals will also receive a list of names and numbers on the day of who is marshaling

On Highway Marshal locations

See below a map showing the location of all marshals.



Marshal briefing

All event staff and marshals will be briefed on their roles and responsibilities prior to the event as well as reminded on the day of the event.

Emma Crowe, Event Organiser will be delivering the briefing on 14th November 2021 at 9:15am in the Annexe Building.

The following information will be shared at the marshal briefing:

- Marshals do not have the legal right to stop or hold any traffic, it is the road closure sign that has the power to do so. Marshals are there to advise only and should not put themselves in harm's way.
- Any marshals advising traffic should have 'route cards' to hand to help them advise traffic on things such as diversion routes. Useful information to include on route cards will be details such as contact details if they wish to log a complaint, directions for a diversion, what is happening and why the road is closed.
- Marshals should have been informed how to safely marshal their section e.g. how to deal with confrontation
- Wear appropriate clothing, a minimum of suitable footwear, hi vis tabard.
- Ensure mobile phones are charged and they have a list of numbers. If radios are to be used ensure the volunteer knows how to use it i.e short instructions, do not 'hog' the line.
- Don't leave the location until informed to stand down.
- Ensure understand fully what to do in an emergency situation.

The following information will be emailed to each marshal before the event as a document.

All arrangements have had to be approved by Highways, Borough Council and emergency services. Ring 999 if you see anything suspicious. Please be watchful.

PLEASE:

- MEET IN ANNEXE BUILDING AT 09:15
- WEAR HIGH VIS – some will be available from the annexe building at 0915
- COLLECT A RADIO – from the Annexe Building from 0915 – all are set to Channel 1, toggle side button to speak and receive, all have an earpiece.~
- KEEP THE LIST OF MARSHALS AND PHONE NUMBERS WITH YOU
- STAY ON POST until children return, to watch out for any suspicious intruders or vehicles.

SIGNAGE will be left at the marshaling points, which are:

Point 1 on map – 2 Marshalls required

Brand Hill/Brand Lane junction – Road Ahead Closed →+ radio

As there is a Road Closed sign further down on Church Hill, marshals at the Brand Hill junction only need to alert drivers that they might not get through, depending on the time, and point them to the diversion route via Brand Lane through Woodhouse. Some drivers will be staff going to work in the pubs, or their diners ... so they might go down and wait.

These marshals are the link to Old Woodhouse. As signals are so patchy, please repeat all of the closures so that Old Woodhouse can hear. If they don't confirm that they have heard, please use a mobile phone to call one of them. Because the diversion route works both ways, these two marshals need to stay on until Old Woodhouse finishes, around 11:45.

Point 2 on map – 1 Marshal Required

Church Hill DOWN – Road Closed →+ radio

This is a legally enforceable sign but we cannot prevent anyone choosing to ignore it. The layout is critical. Put the 3 ones out first – hang the sign on a centre cone and place one cone either side of the sign.

Put the vehicle inside the closed area i.e. lower down. Advice is everyone to stand on the pavement, just in case.

The sign goes just above the church

Please radio as soon as people begin to leave the church door to get roads closed. ETA is approx 11:05 if the celebrant keeps to time.

Point 2 on map – 1 Marshal Required

Church Hill UP – Road Closed →+ radio

This is a legally enforceable sign but we cannot prevent anyone choosing to ignore it. The layout is critical. Put the 3 ones out first – hang the sign on a centre cone and place one cone either side of the sign.

Put the vehicle inside the closed area i.e. lower down. Advice is everyone to stand on the pavement, just in case.

The sign goes just above the Pear Tree entrance

**Point 3 on map – 1 Marshal
Meadow Road**

This is to ask drivers to wait until the parade passes by

**Point 4 on map – 1 Marshal
Maplewell Road – Road Ahead Closed - to watch for a signal from opposite**

This is to ask drivers to wait until the parade passes by

**Point 10 on map – 1 Marshal
Rawlins Close Main Street Junction**

This is to ask drivers to wait until the parade passes by

**Point 5 on map – 2 Marshals
Main Street outside car park, near playing field gate →+ radio**

This is a legally enforceable sign but we cannot prevent anyone choosing to ignore it. The layout is critical. Put the 3 ones out first – hang the sign on a centre cone and place one cone either side of the sign. Put the vehicle inside the closed area i.e. closer to the car park. Advice is everyone to stand on the pavement, just in case.

**Point 5 on the map – 1 Marshal
Main Street car park – cone or taped — to watch for a signal from road outside**

The parade will assemble here. When ready, inform Gordon, who will radio all the other marshals to close their section of road AND CONFIRM when done. Gordon then signals Emily to release the parade.

APPROX TIMINGS

PARADE DEPARTURE	10:05 –10:10
CHURCH SERVICE STARTS	10:30
WAR MEMORIAL CEREMONY	11:05-11:10
PARADE RETURN	11:30
OLD WOODHOUSE CEREMONY	11:25-11:45

**Point 6 on the map – 1 Marshal
Bull's Head junction – Road Ahead Closed →+ radio**

As there is a Road Closed sign further along Main Street (point 5), marshals at the Bull's Head junction only need to alert drivers that they might not get through, depending on the time, and point them to the diversion route via Forest Road & School Lane in Woodhouse. Some drivers will be staff going to work in the pubs, or their diners ... so they might choose to go and wait.

**Point 7 on the map
School Lane – Road Closed →+ radios**

This is a legally enforceable sign but we cannot prevent anyone choosing to ignore it. The layout is critical. Put the 3 ones out first – hang the sign on a centre cone and place one cone either side of the sign. Advice is everyone to stand on the pavement, just in case.

Point 8 on the map – 1 Marshal
The signs go on the hill going up to the church

Point 9 on the map
At the triangle junction with Forest Road

AFTERWARDS~

In Woodhouse Eaves, please leave your signs & cones, but return radios to the Annexe Building. In Woodhouse, please leave signs & cones but return radios to the Annexe building. where coffee is available for you.

Contingency Plan

Who	How	When
Extreme weather conditions		
Emma Crowe & Gordon Watson	Ice- Salt spreading Heat - Ensure sufficient water available Ensure spectators area is covered Wind - Revisions to route/ ensure any signs are weighted	24 hours before the event
Unplanned road closure on event route		
Emma Crowe & Gordon Watson	Ensure suitable alternative location or alternative route has been identified Ensure one.network website is checked regularly before event for early warning of any clashes.	Evening Before and Morning of the Event
Emergency road closure affecting attendees travelling to event site		
Emma Crowe & Gordon Watson	Use as many platforms as available to inform the attendees of the inconvenience. Suggest alternative route to the event, alternative parking locations, encourage car share.	As soon to the event as possible
Non arrival/illness of staff		
Emma Crowe & Gordon Watson	Ensure copies of this plan are complete and available to hand out to cover. If event organiser/lead is unable to continue with event Gordon Watson will take over. We have reserve volunteers/staff Scale back event in order to balance out staff Have spare hi visibility tabards to call in last minute volunteers.	As soon to the event as possible
Full evacuation of site		
Emergency Services	To assist with any evacuation	999 to be called
Emergency services access routes to site		
Emma Crowe & Gordon Watson	Who will meet them? How will you communicate where the entrances are? How will you escort them on site?	By Mobile and radio
Breach of Road Closure		
Gordon Watson	How will you notify other staff members and attendees within the closure of the breach?	Radio the nearest Marshal

Communications Plan

The following communications plan will be implemented prior to the event with a minimum of two weeks' notice for all activities listed.

Method of communication	Medium	Action	When	Who	Actioned date
Advanced warning signs - Chapter 8 approved Highway signage	Signs to be supplied by TRAFFIC MANAGEMENT COMPANY/ SUPPLIER	Approved signs to be erected at strategic points near areas of restrictions, as agreed with Leicestershire County Council. See section x for signing details.	Two weeks	Gordon Watson	26 th Oct 2021
Social media platforms / Websites	Parish Council Website Facebook, Spotted village	Post information on relevant website, including information on any restrictions. See appendix x for a screen shot of the post (s).	Three Weeks	Emma Crowe	19 th Oct 2021
Parish Council	Parish Council meeting October	Communicate details of the event including any restrictions.	One month	Emma Crowe	4 th Oct 2021
Local Councillor(s)	Parish Council meeting October	Communicate details of the event including any restrictions.	One month		4 th Oct 2021
District/ Borough Council	Event notification form	Complete event notification form.	Minimum of three months	Emma Crowe	End of September
Local Shops	Copy of Operational Plan		Three Weeks	Emma Crowe	14 th Oct 2021
Local residents	Leaflet		One Week	Emma Crowe	4 th Nov 2021
Posters local notice boards			Two Weeks	Emma Crowe	28 th Oct 2021
Local village/ town/ area magazine			One Month	Emma Crowe	Sept 2021

Evidence that these forms of communication have commenced are as below:

REMEMBRANCE SUNDAY

14th NOVEMBER 2021

ROAD CLOSURES



WOODHOUSE EAVES

Woodhouse Eaves 10.10 am – 10.30 am Rolling Closure for Scout March 11.05 am – 11.45 am Static plus return march	Main Street Church Hill Brand Hill Church Hill, Woodhouse Eaves
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If you normally park on the roadside, please consider leaving your vehicle elsewhere between 10:00 and 10:30 to give the young people a clear route for their parade.

Car Parking

Satisfactory and sufficient car parking has been identified for the event. The people attending are local to the village so mainly walk to the event. The car parking locations are as shown below:

- 10 spaces in public carpark

Temporary Traffic Regulation Orders (TTRO) – Not received yet

A simple road closure can be processed under the Town and Police Clauses Act by the Borough or District Council. Generally where the event:

- has minimal to no impact
- requires no diversion
- requires no associated parking restrictions
- does not impact the buses
- would generally be granted for events such as a Village Remembrance parade or for street party

Other road closures will need to be approved by Leicestershire County Council.

Please contact the Leicestershire Highways team on 0116 305 7239 or at eventsnetworkmanagement@leics.gov.uk for further advice on how to progress any request for a road closure.

An application has been made to Leicestershire County Council or the relevant Borough/ District Council. A copy of the application is included at Appendix x.

See below the sealed order and confirmation of the restrictions, for example:

THE LEICESTERSHIRE COUNTY COUNCIL
(STATION ROAD BRIDLEWAY R115 AND MARKFIELD ROAD SERVICE ROAD RATBY)
(TEMPORARY PROHIBITION OF THROUGH TRAFFIC TEMPORARY CLOSURE OF
BRIDLEWAY TEMPORARY PROHIBITION OF WAITING AND LOADING AT ANY TIME
AND TEMPORARY SUSPENSION OF PARKING) ORDER 2019

NOTICE IS HEREBY GIVEN that the Leicestershire County Council has made an Order under Section 14(1) of the Road Traffic Regulation Act 1984, the effect of which will be to allow for the closure/restriction of that length of road specified in the Schedules to this Notice. The roads and bridleway are being closed/restricted to safely allow carriageway patching. Any member of the public requiring further information should contact Leicestershire Highways on 0116 3050001. It is expected that work will start at on 8th February 2019 and last for up to 90 days. The Order will come into force when the appropriate signs are erected, on or about 2nd February 2019 and have a maximum duration of 6 months. Closure details will be confirmed locally in due course. The Leicestershire County Council apologises for any inconvenience caused during the duration of the Order. During the closure, the alternative route available to all affected will be signed on site.

SCHEDULE 1
Temporary Prohibition of Through Traffic
Station Road from Taverner Road to Kirby Muxloe Sports and Village Club
Markfield Road Service Road Ratby from Chamwood to property no 95

SCHEDULE 2
Temporary Closure of Bridleway
Bridleway R115 from Taverner Drive to Mill Lane

SCHEDULE 3
Temporary Prohibition of Waiting and Loading
Markfield Road Service Road Ratby from Chamwood to property no 95

SCHEDULE 4
Temporary Suspension of Parking
Markfield Road Service Road Ratby from Chamwood to property no 95
Dated 8th February 2019
Lauren Haslam, Director of Law and Governance. County Hall Glenfield Leicester LE3 8RA

If you haven't already applied, and need to, please be aware that there is a minimum twelve week lead time to process an application of this type, please contact Leicestershire Council via eventsnetworkmanagement@leics.gov.uk who will advise you on the relevant process.

Temporary Traffic Regulation Order Restriction Times		
WOODHOUSE EAVES		
Restriction	Location	Time
Road Closure	Main Street from main carpark to St Pauls Church	10:10-10:30 11:00-11:30
Prohibition of loading	Main Street from main carpark to Church Hill	10:10-10:30 11:00-11:30
WOODHOUSE		
Road Closure	Brand Lane and School Lane	11:25 – 11:45
Prohibition of booking	Brand Lane and School Lane	11:25 – 11:45

Traffic Management Signage

Advanced warning (black on yellow)

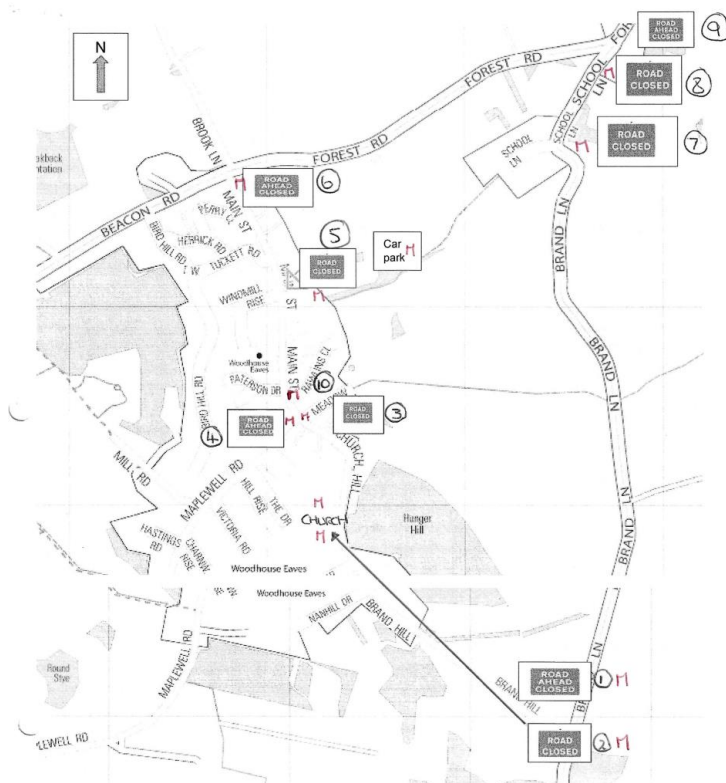
Advanced warning signs are to be erected two weeks prior to the event. The locations can be seen below on the signage plan.

All signs erected on the highway will be removed on 14/11/2021

Highway signage;

Arrangements have been made with Traffic Management Company or supplier for traffic management to be deployed to site on date before the event and erected at 08:00 hours on the day of the event by Emma Crowe and Gordon Watson

The locations and type can be seen below on the signage plan.



All signs erected on the highway will be removed on 14/11/2021 in the afternoon.

Any signs to be placed on the Highway must be authorised by Leicestershire County Council, you must send your proposed sign(s) and locations to eventsnetworkmanagement@leics.gov.uk. Only signs that conform to The Traffic Signs Regulations and General Directions (TSRGD), Chapter 8 will be authorised. To seek advice on these types of signs please contact a traffic management company.

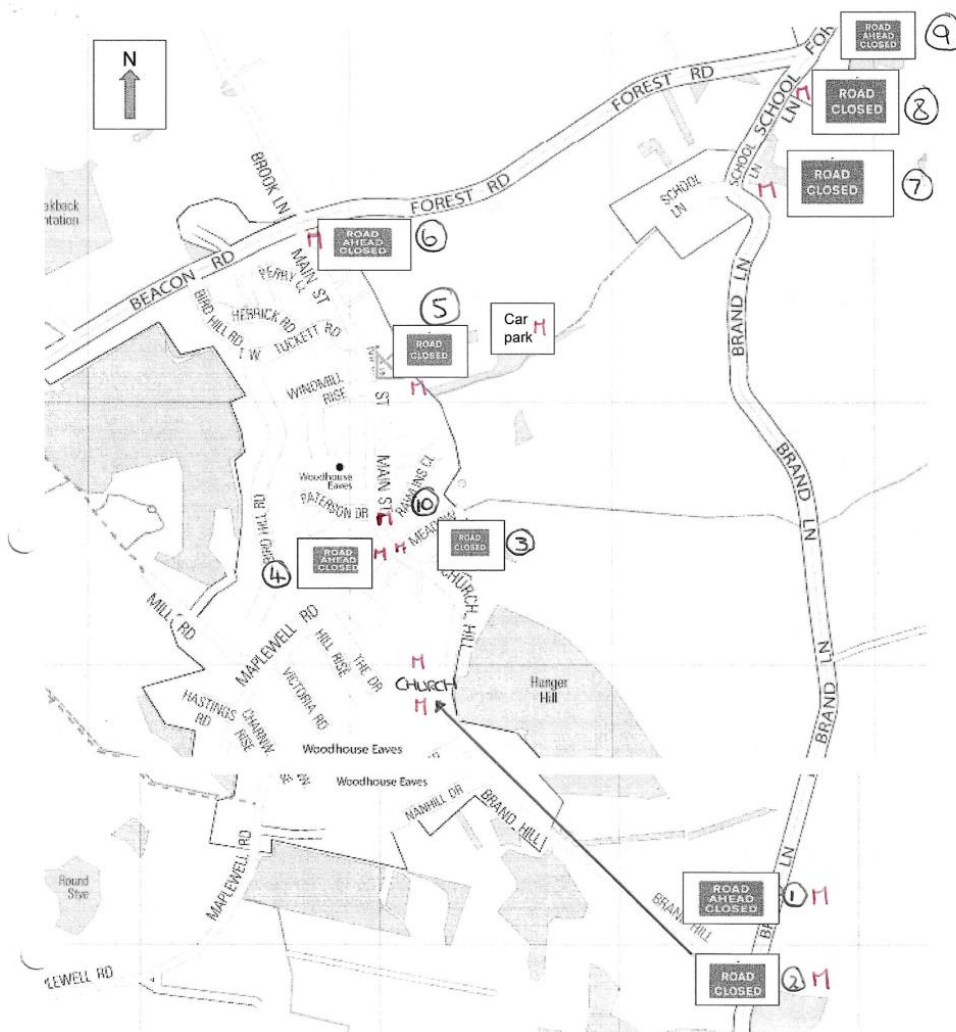
General guidance for placement of signs as follows:

- No signs are to be placed on the approaches to the junctions or on central reservations where they can interfere with sight-lines and/or with other road safety issues
- No signs are to be placed on roundabouts or splitter islands
- No signs are to be attached to street lighting columns or other traffic signs
- No signs or billboards are to be placed in such a way as to obstruct any footway
- No stakes should be plunged into the ground where an appropriate utility inspection hasn't taken place

Any sign which constitutes a danger may be removed and the cost of removal may be charged to the person erecting the sign.

Leicestershire County Council are not able to give permission to erect advertising signed on the highway because any sign placed within the highway should conform to Chapter 8 regulations and, where possible, deployed by a responsible traffic management company or someone with relevant training who will be responsible for designing and placing the signs.

Sign Schedule



Public Liability Insurance

A copy of the public liability insurance is included as appendix 1

Risk assessment

A thorough risk assessment covering the entire event should be produced and submitted as part of your complete event plans. Please ensure, where appropriate, that the following risks are included within the document as a minimum:

A copy of the risk assessment can be found at appendix 2.

Debrief

Immediately after the event all event staff will be asked to share any thoughts and /or issues with the event.

No more than one month after the event a debrief meeting will be arranged. to discuss the running of the event and whether improvements can be made.