

# WARE DICKENSIAN EVENING

*Supported by Ware Town Centre Partnership and Ware Town Council*

*2 December 2022*

*1830 – 2200*

*Road closures 1800 - 2200*

## MANAGEMENT PLAN

### BACKGROUND

The Dickensian Evening, under various names, has been part of the Ware Town tradition for a considerable number of years. To date there have not been any significant incidents of unrest, damage or injury.

It is estimated that approximately 9,000 people attend the event. Most of these people arrive by bus, train or car in the eastern part of the town centre (Kibes Lane and Amwell End) and then move along the High Street to Tudor Square, the Priory and other locations of events. There are in the region of 90 stalls and events, confined to the following areas.

- St Mary's Church
- West Street (Kept clear for pedestrians)
- Tudor Square (community stalls)
- Rankin Square (Access to Tudor Sq and Police Office)
- Pavement of the High Street (Stalls)
- Suckling's Yard, Church Street (Santa's Grotto)
- Leaside Church Hall (Christmas Tree Festival)
- Place House, Bluecoat Yard (Craft Market)
- Amwell End (West side) (Band, stalls, fairground rides)
- Drill Hall (Craft Market)
- The Priory (Christmas Market)
- Priory carpark. (Event control and St John)
- The Southern Maltings (Stalls)
- Baldock Street (Two fairground rides and youth bus on southern side)

No stalls will be located in the roadway in High Street but the road closures will allow stalls to spread along the pavements on the north side and the archways on the south side. In Amwell End, it is proposed that children's roundabouts and other small funfair attractions will be sited in the parking bays on the west side of the roadway. Baldock Street will have two funfair rides and a bus parked on the southern side so as to leave sufficient width for emergency access.

Road closures and consequent traffic diversions will be in place as set out as illustrated by the RenTeq Map

Stalls will be allowed to set up in Tudor Square from 1500 and elsewhere on the pavement from 1800 under the eye of briefed marshals. The roundabouts and funfairs in the Amwell End parking bays will be set up from 1800. Each marshal will wear an identifying hi-viz tabard. Every stall holder will supply the organisers with a risk assessment with the booking form. These will be checked by the safety adviser and amended as necessary and the appropriate advice given.

A Temporary Event Notice will be applied for the sale of alcohol in Tudor Square from 1830 to 2200.

All stalls must produce evidence of public liability with the booking form. The Ware Town Centre Partnership has public liability insurance to the value of £10,000,000. All areas will be measured to ensure the appropriate size stall or children's ride will fit without obstructing pedestrian movement or access to the emergency services.

From 1500 to 2300 a qualified safety adviser will be on patrol to ensure compliance. Communications will be provided by Mid Herts Raynet working in conjunction with St John Ambulance, These organisations will be situated in the Priory Car park. Members of both organisations have enhanced DBS clearance.

It is understood that a number of shops may be opening late and that some may arrange events outside their premises. Discussions are taking place to ensure that no unacceptable obstruction to the pavement or highway takes place. This is especially important on the south side of the High Street where the pavement is narrow – and is a further reason for making the High Street traffic free. 20 plus Wheelie bins will be positioned at various points and the public encouraged to use them. At the end of the evening they will be moved to four locations for ease of emptying

## **SIGNIFICANT HAZARDS**

Children's rides --- Electricity --- Food poisoning --- Heating sources --- Pedestrians--- Traffic --- Trip hazards --- The Weather

### **Children's Rides**

Positioned in the parking bays in Amwell End. These will be commercial rides and the owner will need to provide evidence of suitable maintenance, a risk assessment and public liability insurance. The rides are 18 feet in diameter and the areas have been carefully measured to ensure free pedestrian access as well as access to the rides.

### **Electricity**

All the stalls in Tudor Square will be connected to the installed supply using the approved connectors. All electrical equipment will carry a current Portable Appliance Test Certificate. Stalls will be positioned to minimize cable lengths and trip hazards.

Elsewhere where generators are required they will be separated from pedestrian access and the stall will have an appropriate fire extinguisher. No refueling is to take place whilst the generator is running or hot.

### **Food poisoning**

All persons providing food will be advised that a Food Hygiene Certificate will be required and the appropriate actions followed. Any stall contravening good practice will be asked to leave the site.

## **Heating Sources**

Several stalls may be selling mulled wine or hot food. Such risk assessments must contain controls on minimizing the contact between customer, pedestrian and the heat source.

The acts of young children must be taken into consideration. All heat sources must be provided with an appropriate fire extinguisher

## **Pedestrians**

With the road closures in place the risk to pedestrians will be considerably minimized.

**Ten volunteer marshals** will be backed up by Mid Herts RAYNET who are trained in emergency communication and attend some 20 events a year. Their expertise is recognized by HCC who have provided a fully equipped communications room at County Hall for RAYNET use in a county emergency. Marshals will tour the area 5 minutes before the road re-opens to warn pedestrians of impending traffic. Marshals will then walk the first vehicle through to prevent accidents to pedestrians who have not cleared the highway. In the event of an emergency, marshals will clear the highway as a priority and encourage pedestrians to leave the event by the nearest route to the north

## **Trip Hazards**

All stall holders will be visited by the safety adviser to ensure no trip or other hazards exist. The area will be constantly patrolled to ensure compliance.

## **The Weather**

All stall holders will have to ensure that the stalls and gazebos are sufficiently fastened down in an appropriate manner to prevent movement by the wind. In the event of heavy rain stalls from Tudor Square may be moved inside St Mary Church.

## **Traffic Management**

Five advance warning signs will also be displayed one week before the event. Black on yellow wording:

<p>Advance Warning. Xmas Event next Friday 6.00– 10.00 pm. Amwell End, Baldock Street, Church Street and High Street will be closed</p>
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- Opposite Ware College facing Hertford
- Eastern End of Viaduct Road facing towards Van Hages
- Star Street, near to High Street, facing Widbury hill
- Baldock Street near Watton Road roundabout facing North
- Watton Road near junction with Gladstone Road facing A10 (West)

Barriers will be erected and manned at the entrance to Rankin Square and the exit of West Street to control the flow of traffic in and out of Tudor Square during setting up and dismantling. No traffic movement will be allowed between 1800 – 2200 (Stall holders only will be allowed escorted vehicle movements between 2130 and 2200)

## ROAD CLOSURES AND DIVERSIONS

All road closures will be constantly manned by a minimum of two professional security staff. Each closure will have the appropriate Road Closed sign and barriers of sufficient size and in accordance with **SI 2016 No. 362** The Traffic Signs Regulations and General Directions 2016. There will be adequate lighting in place. Diversion signs will be erected and the diversions in place at least 15 minutes before closing the event roads. All road closure signage and diversions signage will be provided, put in place and removed at the end of the evening by a recognized traffic management company, Renteq Ltd. of Watford.

### *Amwell End*

- To be closed from the junction with Broadmeads to junction with A1170. The north end of Amwell End is NO ENTRY but will also be barriered off and manned.
- Traffic approaching from Hertford will be warned of the closure by a sign opposite Scotts Road. For drivers using the railway crossing there will access to Broadmeads and also to Station Road. Access from London Road east to turn right over the railway crossing is currently banned by a No Right Hand Turn sign.

### *High Street/Baldock Street*

- To be closed from the High Street junction with New Road westwards to the junction of Watton Road/Baldock Street. (Roundabout to be kept free to allow traffic to flow into Watton Road and Wadesmill Road.
- Traffic approaching from the east via Star Street and Viaduct Road will be diverted up New Road, left into Collett Road and along the Bourne. This diversion will end at the junction of the Bourne and the A1170 Baldock Street/Wadesmill Road. Crib Street will be **Access Only** at the North end with a warning that Church Street is closed to traffic.
- Traffic approaching from the west via Watton Road will be diverted northwards up Baldock Street, but banned from turning into The Bourne from the A1170 Baldock Street/Wadesmill Road – this will be coned off. This traffic and traffic approaching from the north via Wadesmill Road will be diverted along Kingsway, then by a left turn into High Oak Road and right into Musley Hill. The diversion then continues southwards along Musley Hill, left into Homefield Road, right into Trinity Road, left into Musley Lane, right into Jeffries Road, left into Vicarage Road and right into Star Street. This diversion will end at the junction of Star Street with High Street.
- The junction of Priory Street and Baldock Street will be closed. East Street will be barriered off at the eastern end. West Street is pedestrianised.

The pavement on the west side of the bridge over the river will be barriered off from Amwell End to the road closure near the junction of New Road to prevent pedestrians from entering the road. Gaps will be allowed for access to The Saracens Head Car Park and at the traffic lights.

Junction Road (A1170) on the approach to the Bridge over the River Lea will display signs warning of pedestrians in road.

Kibes Lane will have signs at either end warning of pedestrians in the road.

Discussions will take place with the owners of take-away food shops regarding home deliveries on the evening. This applies to Wok-U-Like in the High Street and similar shops in East Street, Amwell End and Baldock Street.

Deliveries and other routine vehicular access to premises in the closed areas will be discouraged. Tesco's superstore, for example, will be warned in advance that evening deliveries impossible. Bus companies and taxi firms will also be warned in advance. All vehicles requiring **extraordinary** access to premises in the closed area will be asked to proceed at a very slow pace with hazard lights on and will be escorted by a marshal.

There will warning signs at the Library car park to warn that the High Street will be closed from 1800 to 2200 and barriers put in place during the closure.

Messages about the road closures will sent to residence in Ware via the NHW "OWL" system a week before the event. Local magazines have already been informed of the event and will be reminded each month up to December. The monthly Event List for Ware has had the event in each month for the last 6 months and will continue to do so up to the event. The event will appear on the website of Ware Town Council.

Shops in the Town Centre will be visited during September to inform them of the plans for Dickensian Evening

This management plan will be constantly reviewed and amended as appropriate.

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On behalf of– Chair of Ware Town Centre Partnership  
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