

# HERTFORD TOWN COUNCIL



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## **Christmas Gala 24th November 2023 Traffic Management Plan**

### **A. Introduction**

Hertford Town Council has now confirmed the road closures and areas where Temporary Event Notices are required for the Christmas Gala event on Friday 24th November 2023.

The Hertford Christmas Gala is a Town Council led community event established to encourage local families and residents to patronise local businesses during the approaching festive trading period.

The traffic management plan has been slightly revised from the plan approved for 2022 event as there is not a clash with the football World Cup this year. This allows for a more controlled and shorter closure of the road between Market Place and Bull Plain. Overall, the plan worked very well in 2022 and there will be additional stewarding this year to manage both vehicular and pedestrian traffic. We also intend to have more advanced signage and stewarding in place along Fore Street in 2023.

### **B. Road Closures**

The western and northern arm of Market Place between Bull Plain and Fore Street around Shire Hall will be closed from 3.00pm until 8.00 pm in order to set up, hold and dismantle a street market to support the Christmas Gala.

The Lights Switch On part of the Gala will take place on staging positioned outside Café Nero and the White Hart in Salisbury Square. To ensure crowd control and public safety during the height of this part of the event there will be a temporary 20 min closure of the eastern arm of Market place within the period of 5.45pm to 6.05 pm.

Prior to and after the Market Place/ Bull Plain temporary road closure experienced stewards/ security guards will be stationed at the junction with Fore Street from 3pm to approximately 8.00pm to inform motorists of the event and the need for care when driving through the crowds. Cars will be “walked through” Market Place and the top end of Bull Plain by stewards in hi-vis jackets. They will warn people verbally of the approaching vehicles. A similar system will operate in the reverse direction ie from Folly Island. In an extreme emergency Maidenhead Street will be used as a safety valve for Emergency Service Vehicles ONLY.

No structures will be erected on the carriageways of the eastern arm of Market Place to ensure that emergency access to properties in and off Bull Plain and Folly Island is maintained.

Prior notice of the road closures will be notified to the Mercury newspaper, published on the Events section of the Hertford Town Council and go Hertford websites and advanced information provided to businesses and residents of Folly Island in particular about the event.

### **C. Advance Notice**

In addition advance road notices of sufficient size and in accordance with SI 2002 No 3113 - New Traffic Signs - will be put in place 7 days in advance of the event on Market Place, Fore Street, Bull Plain and Folly Island.

During the period of the closures the entrances to Market Place from Fore Street will be stewarded by Hertford Town Council personnel, contractors and other volunteers who will be in direct contact with a central control point at the Tourist Information Centre via handsets or mobile telephones.

All three emergency services will be notified of the time and duration of the event and arrangements made to ensure free passage.

### **D. Advanced Notice Signage Examples**

Advanced notice signs will be displayed one week before the event at the following locations as was the case for 2021, 2022 & 2023.

For western arm of Market Place around Shire Hall (both ends) with the following wording: -



At the entrance of Fore Street, Market Place, Bull Plain, Folly Island with the following wording: -



#### **E. Signage at the Event**

Similar signs will give advanced warning of the closure of the short term on street parking spaces in Bull Plain.

#### **E. Signage at the Event**

All road closure notices erected on the day of the Gala will be of sufficient size and in accordance with SI 2002 No 3113



These signs will be used in conjunction with appropriate barriers and cones. A map will be provided for the siting of signs.

#### **F. Stewarding and Event Co-ordination**

All road closures will be stewarded. The stewards will be in communication by mobile phone and/or handsets with a central control located at the Town and Tourist Information Centre. There will be other stewards at key pedestrian crossing points along Fore Street eg at junctions with The Wash, Market Place (Western Arm) and Railway Street /Maidenhead St crossover of the eastern arm of Market Place.

All stewards in charge at road closure points will wear Type 3 Hi-vis jackets/ waistcoats.

All stewards will receive instructions and relevant training in advance of the event.

On the day the Police will be able override these instructions. All three emergency services and will be informed of the closures and timings.

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