

# Town Centre Regeneration Meeting

Wednesday 4<sup>th</sup> December 2013

## In Attendance

Sarah Scourfield – Pembroke Dock Town Council, Marc Owen – Pembrokeshire County Council, James Parfitt, , Lee Griffiths, Abigail Hallett

<u>Soap Box Derby</u>	Action
<p>Sarah informed members that this meeting had been set up to discuss with the County Council the soap box derby event. Lee Griffiths provided a briefing for Marc Owen outlining that the proposed date of the event would be on Whitsun Bank Holiday Monday with the course running from the top of upper Meyrick Street down to Lower Meyrick Street, he commented that it was expected up to maximum 2500 people would attend throughout the day with the event taking place between 11am and 3pm.</p> <p>Marc commented that the event should start off small and that 1000 people attending on the day would be more realistic than the originally quoted 2500. Marc commented that the closure of the cross roads of Meyrick Street and Bush Street would be impractical; he stated that it would involve a lot of diversion signs and could be expensive. He stated that the group would need to have a professional traffic management team on board who will undertake all the specific road closures required. Marc questioned if maybe there could be traffic signals on bush street so that Bush Street is not closed off, members of the group felt this was a good compromise and agreed they would build this into their plan for the event.</p> <p>Marc stated that one of the concerns which he had was the consumption of alcohol, James commented that it would be clearly stated on registration forms that anyone who has consumed any alcohol would not be allowed to take part in the event and there were even thoughts of possibly using a breathalyser test at the start line to ensure this is the case. Marc questioned if the group would be using the local businesses within the town or if they would be having burger vans etc. James Parfitt commented that the group would be using local businesses for the event to avoid having to apply for a premises licence.</p> <p>Quality control of the karts was raised as a concern, it was stated that during the registration process plans of the kart would need to be submitted and checks would also be done at the start before they would be allowed to take part in the event. It was commented that within the registration form it would stipulate that the Kart had to be of certain size and that helmet and goggles would need to be worn and overalls would need to be worn.</p> <p>Marc stated that for the event to be successful there should be a professional events crew involved, Marc provided the group with contact numbers for the events crew which worked on the iron man event in order to gain quotes. It was stated that crowd control barriers would be required which could be hired from</p>	<p>LG – To contact events crew</p>

<p>speedy link, it was stated that hay bales would need to be at a minimum of 2 bales deep and 3 bales high with a staggered layout. The speed of the karts was discussed and it was agreed to reduce the speed and chicanes should be introduced into the course.</p> <p>Marc Owen informed members for the event to be agreed by the County Council they would need to see an events package which would include details of the events and details of insurance provided. He stated that the group would need total liability insurance and complete indemnity to the amount of 6-10 million with a medical plan. Marc informed members that they would need to think about an evacuation plan and medical stations for the event with the ambulance service being their secondary backup. Marc stated that he would like the group to present their event to the events safety advisory group who will be holding a meeting in January.</p>	<p>SS – To look @ insurance quotes</p> <p>Group to put together an events package</p>
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