



Bampton Charter Fair

Guide.

Background.

Bampton Fair existed even before King Henry III granted it a Royal Charter in 1258 and is always held on the last Thursday of October. It is one of the oldest surviving Charter fairs in the country. For centuries the fair mainly sold sheep and cattle and was the largest sheep fair in the South West of England. During the 1880's to 1980's it evolved to become the famous Bampton Pony Fair trading in Exmoor ponies.

Today this traditional Devon fair continues to attract local producers of foods and livestock, crafts and traditional skills from Exmoor and its surrounding villages. The streets, church, pubs and venues of Bampton are filled to overflowing with around 100 stalls, entertainments; including craft and music workshops, demonstrations and concerts, and a funfair. Archive photographs, film, songs, music and oral memories of the rich traditions and heritage of the fair itself have been compiled into a commemorative DVD and will be shown throughout Fair Day. Folk singers and musicians congregate in all the Pubs with local musicians being supported with visitors from Brittany and Ireland and the music continues all weekend.

Probably the most significant addition to the fair in recent years is the return of the famous pony sales which had ended in 1985. Luttrell Farm hosts a collective sale of horses, ponies, fur & feathers, saddler and tack alongside farm machinery, tools, furniture and collectibles.

The event is a formally recognised 'Heritage Event' and has been supported by the Heritage Lottery Fund.

Scope & Responsibilities.

Bampton Town Council is responsible for

1. HEALTH & SAFETY

All H&S issues related to the Fair. A Risk Assessment document is attached as Annex A. The tasks associated with this responsibility are:-

- a. Police Liaison and recruiting volunteer Stewards.
- b. Toilets provision, permanent and temporary
- c. Fire Escape safety scaffolding walkway from the Riverside car park
- d. The 'blue light routes' definition and agreement with police and emergency services. (The football pitch area has been designated as the emergency helipad.)
- e. Arranging with MDDC for cleaning all the streets after the Fair.
- f. Communications, with the provision of two way radios for co-ordination between some 10 sites and a central control

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2. TRAFFIC

The definition and implementation of road closures and obtaining the necessary permissions from MDDC. Road closure flyers are delivered to all residents in main streets (move cars etc!).
The ordering of cones and their distribution and collection. Also included are signage (see below)
The recruiting and training of volunteer Stewards to run the traffic management on the day.
The liaison with the bus companies First and Beacon to re-route buses, and make access to the Fair easy for passengers. Liaison with the School.

3. PARKING

At the Council owned Motte car park, run by First Responders and the fields belonging to Bill Weston above the Scout hut who run this car park. Coach parking is organised at the Fraser Antistatic site near Scotts. Coaches visiting the Fair must book in advance. Disabled parking is provided by the doctors' surgery. The Council also need to make sure that Riverside car park is clear by the evening of the preceding Tuesday so that tents can be erected the next day.

4. SIGNS

This includes banners across the roads, flags through the streets, signage to warn of road closures, signs to close car parks, When signs are erected, covered, and uncovered to a fixed schedule and must comply with rules and regulations. Road signs may only be fixed by those with training for safe procedures (Schedule 8 training from Highways). Photos of the approved locations and positioning are contained with a map in a separate file.

5. STREET MARKET

The responsibility is delegated to the Council appointed Tolly who obtains bookings and collects the income from the tolls for stalls and street traders, and from any business trading on the day and any sponsorship money raised. She also checks individual insurances and collects details of food outlets advising the Environmental Officer at MDDC who carries out checks on the day. She also collects the income from the Rotary run Craft Fair, Pony Fair, Tradition Skills and Local Producers, paying the cost of street entertainers and musicians and any incidental expenses.

6. FUN FAIR

The Council must ensure the Station Road car park really is clear from the previous Saturday and liaises with Rowlands who run the fun fair..

7. FINANCES

Hold the budget for the fair responsibilities above. Including the provision of Insurance cover for the whole Fair. The budget also covers other payments will have to be made such as walkie-talkies, and tracking for the car parks, and provision of toilets, St John Ambulance, cones, etc. Following the Fair the 'rent' payment is made to the Lord of the Manor (who holds the lease for the Fair). After the Fair, BTC/Town Clerk should prepare a schedule of the BTC infrastructure expenditure to give to the Tolly to incorporate into an annual financial statement for the whole Fair.

Exmoor Rotary Club

To complete the picture, the following responsibilities are taken on by a team from Exmoor Rotary Club: The tasks include; Promoting events, collecting bookings, allocating space, paying artists, organising the days programme, Supervising the activities, erecting and removal of tents, arranging electricity to tents, erecting pens at Pony Sale and supervising animals, arranging parking for exhibitors. The actual components they are responsible for running are the:-

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- a. Pony sale - coordinating with Staggs and Harvey family (Luttrell Farm) and creating flyer to promote, assisting Staggs to run the sale on the day.
- b. Craft Fair in the Parish Church, with stalls across the pews.
- c. Traditional Skills (Riverside tents)
- d. Local Produce (Riverside tents)
- e. Music entertainment area (bottom of Castle Street) with all Day musical entertainment (see programme)
- f. Street entertainers (see programme)
- g. Second-hand Books Sale (Riverside Hall)
- h. Café for Cancer Research UK (Community Hall)
- i. Publicity (Programme, posters, web-site, links on other web-sites, local radio, TV, press release, posters to local villages and towns).

Traffic Management & Parking.

The roads through the centre of Bampton (Brook St, Britton St, Castle St, Luke St & Station Road) are closed between the hours on 12 midnight on the night prior to the Fair until midnight on the Fair day. The closures are implemented by volunteers against a road management plan, submitted 3 months in advance and approved by Mid Devon Council. Road Closure signs and temporary diversion signs are erected on all approaches to the closed roads by a team of trained volunteers using a set of agreed information as to positioning sites. The closure points at the Quarryman's, War Memorial and top of Castle Street are manned by Stewards who are in contact with each other and with the lead steward by means of two way radios. Maps are available, and are reproduced in the programme, which specify the closed roads, parking, and all attractions and facilities.

Access roads and roads leading to the designated car parks are lined with no parking cones laid on the day prior to the Fair and collected on the evening of the Fair by a team of trained volunteers. The cones are laid passed Scott's, along the Old Tiverton Road, South Molton Road, Morebath Road and the road to Shillingford as far as the old garage.

The designated car parks are up Old Tiverton Road passed the Scout Hut and managed by the Scouts and at the Rec./Motte in Morebath Road, managed by the Bampton First Responders. Disabled parking is provided for at the Doctors Surgery car park in Barnhay and Coach parking on land owned by Fraser Antistatic at Scott's. The designated public parking is on grass fields which can become difficult in bad weather.

Bad Weather Contingency Plan.

In the event that either or both of the designated car parks become unusable due to wet weather a decision will be taken by the lead steward to close these car parks and to remove the cones from the approach road to provide alternative parking for visitors. Cones will be removed as soon as possible

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from Scott's to the Old Tiverton Road, South Molton Road, Morebath Road and Shillingford road except where passing bays are needed in the restricted width roads. All stewards will be advised by radio of the decision to close the car parks and can immediately advise queuing traffic.

Responsibilities & Fair Risk Assessment.

The management of the street Fair has evolved over the years since it's inauguration in 1258 but has been refined to reflect advice given in the 'Event Safety Guide (Purple Book) published by HSE in 1999; The Guide 'Managing Crowds Safely also published by HSE in 2000 and the HSE produced 'Health and safety checklist for village and community halls'.

The overall responsibility for Traffic Management, Parking, Police and Highway Authority liaison, Emergency Service cover including on site ambulance/ medical cover and Health and Safety is held by Bampton Town Council who also arrange insurance cover for the whole event although all street stall holders are also required to have public liability insurance. BTC also liaises with local bus companies, coach companies and the local schools to ensure the rerouting of services on Fair day. BTC also liaises with Rowland's Fun Fair but the safe running of the fun fair is Rowland's responsibility.

Exmoor Rotary is responsible for running the Pony Sale at Lutterell Farm, The Craft Fair in St. Michael's Church, The Local Producers Tent and Traditional Skills Tent both in the Riverside Hall Car Park, The Music Tent at the bottom of Castle Street and street entertainers around the town. All Rotary members and volunteers are covered by Rotary insurance.

- **Risks.**

The Fair organised and run by experienced people with well established and defined tasks but any event of this nature inherently involves some hazard and risks which have been assessed, assigned and control measures identified. They cover areas including, personal injury or illness, affray, toilet provision, fire, storm damage, lost children, traffic congestion, driver confusion, food safety, electrical equipment, animal welfare,

These are addressed individually below.

Risk Identified	Persons at Risk (those involved)	Severity of risk High/Medium/Low	Measures to Control Risk	Responsible Agent.
Personal Injury or illness	Public, stall holders, entertainers and volunteers	Medium	Blue light routes have and helicopter landing areas have been declared with Fire and Ambulance authorities. St John Ambulance and medics are provided at 2 stations at either end of Brook St. First Responders are on call at the Rec.	BTC

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Affray (With pubs and alcoholic outlets open all day)	Public and Staff	Low	Landlords are experienced in spotting and dealing with incidents on premises. Stewards are briefed to watch out for signs of trouble and close liaison is maintained by the enhanced police presence. Radio contact is maintained with the police and a unique incident number is assigned. Pubs use plastic glasses on fair day. Knives, BB guns and laser pointers are not permitted to be sold at the fair and stallholders are advised via the Terms & Conditions	BTC
Toilet provision	Public and Staff	Low	Public Toilets are located in the Station Road car park, and toilets available in both the Community and Riverside Halls and at the Rec. Temporary toilets are provided at Lutterell Farm, Riverside Hall Car Park, and Brook St	BTC
Fire	Public and staff	Low	Blue light routes have been declared with Fire authorities. Temporary electrical equipment is used in the Local Producers tent where Fire extinguishers are provided. An emergency fire escape route is especially constructed at the rear of the Riverside hall Car Park. No smoking is allowed in the Barn at Lutterell Farm where fire extinguishers are also provided.	BTC
Strom Damage	Public and Staff	Low	Tents are of sturdy construction and are securely anchored. Evacuation routes have been identified.	Exmoor Rotary
Lost Children	Young members of the public	Medium	Stewards are briefed to assist lost children and arrange for their safe relocation to the designated 'Lost Children's Point'	BTC

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Traffic Congestion	Public	Medium (High if very wet)	There is inevitable queuing for access to the designated car parks creating congestion past Scott' and in Morebath Road. Stewards are briefed to assist and keep emergency routes clear.	BTC
Driver Confusion	Public, Delivery and public transport drivers	Low	The existence of road closures and the alternative access routes and widely publicised and announced on local radio. Maps of diversions are provided and publicised on the web site. Signage is positioned on all access road advising of access restrictions and alternative routes.	BTC
Food safety	Public	Low	All stall holders and outlets selling food have to hold appropriate food safety certificates which are advised to, and check up on by Environmental Heath Officers	Tolly
Electrical Equipment	Public and users	Low	Tempory electrical equipment and lighting is used in the Local Producers, Traditional Skills and Music tents. Special isolation equipment is installed with trips to protect users.	
Animal Welfare	Ponies and Livestock	Low	Staggs run the livestock auction and approved pens are provided for ponies. Pony Club stewards look after animal welfare and an on call vet is retained.	Staggs
Flood	Members of Public & stallholders.		Flood emergency procedure exists and actions identified if there is a sudden rise in River Levels.	BTC

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