

Full Council

Date:	22 September 2020
Title:	October Charter Fair
Contact Officer:	Cassie Pinnells, Deputy Clerk/Community Services Manager

Purpose of the Report

1. To provide an update on the 9 & 10 October Charter Fair 2020.

Background

2. South Oxfordshire Licensing Officer informed the Community Services Manager on the 4 September that a Safety Advisory Group (SAG) Meeting would be convened on behalf of Oxfordshire County Council. Additional information is required before the meeting can take place, such as a comprehensive Event Management Plan and Risk Assessment.
3. Guidance received on the general approach across all fairs within South Oxfordshire District Council is that the following information be included:-
 - The event has numbers controlled – i.e. that there is a controlled number of people in the footprint of the fair at any one time. This would require the fair to be contained within a perimeter fence and control of numbers at points of entry. There are complications with this as there needs to be a means of escape which may require additional road closures.
 - Social distancing should be possible and marshalled within the venue.
 - A robust system for contact details should be in place at all points of entry to enable adequate contact tracing details to be recorded.
 - Each ride/stall must have an appropriate risk assessment including Covid-19 secure details.
4. The Guild have produced an updated risk assessment and specific site layout attached to this report. This information has been shared with South Oxfordshire Licensing Officer to progress a date for the SAG meeting as time is running out to get all operational requirements in place.
5. At the cost to the Guild they will provide all CoVID Safety requirements. A barrier fence will be in place around the event site, with designated entrance and exit points. At these points a track and trace system will be in place via a QR Code or paper system (for those without an electronic device) all data collected will be held at the Showmen's Guild Office after the event. A one-way system will be in place with an emergency exit at Market House. Additional stewarding will be provided by the Guild to disperse crowds of over 6 people while visiting the event.
6. The Guild have appointed a Safety Advisor who has calculated the event site maximum capacity of 838 to allow for 2metre social distancing requirements/queuing systems. Past knowledge from the Chief Steward is the smaller Charter Fair is quieter with a maximum of 500 people attending at its busiest time.
7. The Community Services Manager has received agreement from Highways regarding a free road closure for this year only.
8. The Guild have answer all the questions required and are yet to confirm the number of attractions that will be attending and update the Event Management Plan.
9. The new government Rule of 6 puts the responsibility on organisers of such activities to take particular care to ensure that individuals attend them in groups no larger than 6, and that these small groups

remain socially distanced from each other and do not mingle at the event. Note that even within these small groups of 6 people who are from different households must remain at a 2m distance from each other.

10. In the event that the Charter Fair is not able to take place and to satisfy the Charter/Guild rules a single attraction must be placed on the site for a maximum of 2 hours.

Risk Assessment

11. The Event Management Risk Assessment and site Plan has been forwarded to the Safety Advisory Group at the District Council for review, however we are still waiting for the Event Management Plan from the Guild.
12. For Thame Town Council there are still uninsurable risks.

Resource Appraisal

13. Financial resources have been finalized from contractors with no operational charges imposed on the Town Council only staff time.

Legal Powers: Local Government Act 1972 S145

Recommendation:

The Committee is asked:

- i) To consider given the challenges associated with holding the October Charter Fair during a national pandemic should the fair go ahead?*