

**NETHER WALLOP PARISH COUNCIL****Proposal for Council to organize a Street Party in the High Street Saturday 4<sup>th</sup> June 2022.**

**Scope of event:** Street party from one end of the High Street to the other, open to all residents of the parish and their friends / family. Tables will seat 6, and partygoers will bring their own table's decorations, food, drink, cutlery and glasses. Tables will be arranged along the centre of the High Street, pushed together with gaps to allow crossing over at approx. 20m intervals.

**Working Group:** Cllrs Souter (ES) and Carpenter (IC), Mr Toyne-Sewell (TT-S), Mr Blandford (VB) , Mr Johnson (TJ).

**Costs:** The Event is intended to be a non-profit making event but there may some costs involved. Once final details are known there may need to be a payment for attendance. If there is a shortfall, then the NWPC are asked if they will cover this cost. It is proposed that any profit from the Event will be passed on to the Nether Wallop Social Club Charity. A raffle may be organised by the Nether Wallop Social Club at the event.

<b>Date and Time of Event</b>	Saturday 4 <sup>th</sup> June 2022. 1200 to 1600 (Setup 0900-1200 & Take Down 1700-1900)
<b>Date and time of Road Closure application</b>	Saturday 4 <sup>th</sup> June 2022. 0900 to 1900
<b>How road will be blocked off</b>	Hazard Tape, Road Closed signs (design and size to be clarified.)
<b>No of people in attendance</b>	350-400
<b>Person in Charge of Event:</b>	Edward Souter (suggest this is a councillor)
<b>Application for tickets:</b>	People will be asked to book their table(s) Individuals or pairs unable to make up a whole table will be allocated to tables arranged by organisers with the agreement of the people who booked the table(s)
<b>Toilet provision:</b>	Village Hall and/or Houses in High Street if offered.
<b>Table / chairs provision:</b>	Some tables and chairs owned by the PC and stored with the tent equipment will be used. Residents will be asked to bring their own table and chairs.
<b>Decoration:</b>	Residents of the High Street will decorate their houses / tables.
<b>Emergency vehicle access:</b>	Tables and chairs will be moved by hand using the people at each table
<b>Emergency Contact during event:</b>	A person at each end of the street will be nominated.
<b>Clear up:</b>	Each table with clear/remove their own furniture and equipment and decorations.
<b>No.s of those that have shown interest.</b>	The initial response has been positive. 22 families plus every house in the High Street & Duck's Lane.

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<b>Requirement / Tasks</b>	<b>Responsibility</b>	<b>Timescale</b>
Write Risk Assessment	ES / VB	Ready for road closure application to TVBC
Provide map detailing positioning of Road Closure barriers / signs.	ES / TT-S	Ready for road closure application to TVBC
Clarify what type of Road Closed signs / barriers will be used.	ES / TT-S	Ready for road closure application to TVBC
First Aid contact(s)	?	2 people to be nominated prior to event.
Arrange Event insurance	Clerk	As soon as all details are known.
Apply for Road Closure	Clerk	As soon as backup available
Publicize road Closure	ES / TT-S / Clerk	Parish Pump, Parish Magazine and NWPC Website and social media.
Physical set up of barriers / road closure signs	ES / TT-S	Barriers will be at Junction of Church Hill and High Street by access to Old Brook Farm and between Janes Cottage and Wheelright Cottage in the High Street before the Junction of the High Street with Five Bells Lane
Book / setup village sound system	VB	Booking made.
Advertise event and offer “tables”	TT-S / Clerk	Pump email (done) / Parish Magazine by April 2022 / Facebook / Nextdoor.
Publicize Risk Assessment	ES	Prior to event on website, and on boards at entrance(s) to event.
Monitoring of tables during event to ensure no.s are controlled.	ES, IC, TT-S, VB, TJ.	Duration of event.
Supervision of children during event particularly near road junctions	Table organizers and parents	Table plan to ideally place tables with younger children away from the two junctions. <u>All adults</u> to be vigilant on the day.
Decorate Street	Residents	On the day
Event end clear up check	ES, IC, TT-S, VB, TJ.	At the end of the party to check road is cleared and no rubbish / hazards left out.