

# **Remembrance and Commemoration Events in Cheshire West.**

**Guidance 2022**

**Cheshire West and Chester Council**

## **Remembrance Occasions**

At a time when we remember the fallen in past conflicts and for other significant local occasions, it is recognised that on occasions these events can attract significant audiences to pay their respects.

In most cases these will be pre planned and outdoor gatherings which could take place round a cenotaph or other local monument.

While historically these may have always happened, these events need to be coordinated to ensure the safety of the people attending.

As in 2021, where events require roads to be closed to maintain safety of those attending, either for a parade or due to numbers paying their respects, the closures of these roads will need to be contracted and funded by the event organiser. While police will aim to have a wreath layer at each act of remembrance, they are not able to provide police resources to manage roads. The application and delivery process is consistent with other pre planned events and does pass the responsibility to manage these occasions back to local organisers. While there was a delay in this format for 2020, this process was implemented in 2021 and will be applied for 2022. And all road closures would need to be delivered by a traffic management solution and not police officers at road junctions.

A key point for communities to note, is that to manage or close roads on the grounds of safety, this needs to be applied for to Cheshire West and Chester Council in order for approval to close the road to be granted. This then allows a legal order to be made, preventing vehicles from entering a road where the event is to take place.

This guide aims to outline the responsibilities of event organisers and details the process which would need to be followed for Remembrance Sunday and similar occasions.

## **Organisation.**

As the date is always known nationally for both Remembrance Sunday and the act of Remembrance, there may be events in some local communities where there is no identified organising group or person to lead the planning of the event. This will present some challenges in the early years but will help give clarity to the event and gaining approval.

What needs to happen? If there is an existing organiser of an event, they need to have sight of this document. If there is no current organiser, then communities will need to identify an individual or group of people who are able to coordinate the event. It is this organiser who would be the point of contact with the Council to have the event approved.

## Type of event

There are 4 types of events which this document will consider.

1. A private site which has no impact on the highway and the spectators would not stand on the highway. *No application required*
2. An event on Cheshire West and Chester Council land which may include the footway but the scale of the event has no impact on the highway and the spectators would not stand on the highway. *Will need an application but unlikely to require a road closure. The event does need to be agreed by the Council.*
3. An event where due to the scale, the spectators would need to stand on the highway as part of the act of remembrance. Will require an event application and a legal road closure order with contracted traffic management paid for by the event organisers.
4. An event where a parade takes place on the highway between 2 locations and then may have a gathering on the highway as part of the act of remembrance. Will require an event application and a legal road closure order with contracted traffic management paid for by the event organisers.

## What are the changes.

In the past it is understood that the police have attended events and have stopped traffic to allow the event to go ahead so that the road is closed. This has had a legal road closure to give the police officers the power to stop traffic for both parades and for wreath laying.

As a pre-planned event, road closures can still be granted but as the police are not providing traffic management for 2022, this could only legally be achieved by appointing a traffic management provider, which is trained and has the correct equipment to close the roads.

A traffic management provider will confirm how the roads are to be managed and the signage to be used. While for some other types of events "Advanced Warning" signs should be placed 2 weeks prior to the event, the **Council has agreed that only the signs to close the road on the day would be required.** This is to keep the costs down to communities. Where there is a complex or very busy road, advanced signs may still be required.

Of the events that the Council and police are aware of, they have all, in recent years had a legal road closure. It is possible the local communities may not have been aware of this.

Moving forward these legal road closures will still need to be provided. While there is an amount of administration to process this, Cheshire West and Chester Council has agreed to waive the fee for this legal order to be produced.

While in the past there may not have been appointed organisers for the event, the Council will now need an identified person to plan the event and it is this person the Council will discuss the arrangements with. Without an identified person as the event organiser, an event could not take place on the highway or cause an obstruction of the highway.

As an organised event, there will be a need for the organising venue to hold public liability insurance. This protects the event and the Council from any claims in the event of an accident and helps insure an organiser or organising group from being personally liable. The expectation is that an event would need to hold £1m of public liability insurance. A copy of this would need to be provided as part of the road closure process. Note, depending on the arrangements for the event this could be an existing policy from a parish council, church or community group if they are planning the event. Events should also consider first aid or medical arrangements at the event. This will depend on the scale of the attendance and the organiser would need to state how they would address any medical issue.

### **Local Review**

The Council recognises that this change of position will have an impact on communities, but the Council wants to assist communities so they can deliver their event in a safe and appropriate manner. It is possible that while events have remained unchanged for many years that moving forward events will need to modify to allow them to continue.

In recent years there have been 25 known events for Remembrance Sunday in Cheshire West with 75 across the whole of Cheshire.

While traffic management companies can deliver a similar type of role, they also will face pressures on staff available to close the roads as these companies operate on a regional or even national basis.

If events are unable to secure a traffic management company that can provide sufficient traffic management staff to close the roads, the road closure would not be granted on the grounds of safety and the event would need to modify to ensure the road is not impacted.

Where some communities hold parades, the recommendation is that communities consider these with a view to changing parade routes or not holding a parade, as parade routes do require significant staff and could prevent the road closure being granted. The hope of the Council is to initially maintain the acts of Remembrance at cenotaphs. If some parades can be maintained through the use of traffic management companies, this will be an improved position.

### **Timeline for requesting the event.**

With the changes to the confirmation process, more time will need to be given to planning and communication. We have set out a timeline for local events to work to, so that events can be planned.

**Thursday 15<sup>th</sup> September** – This is the closing date for event application to be made to Cheshire West and Chester Council including the name of the appointed organiser. To improve communication we would seek that the organiser has an email contact address.

Please email the application to [artswest@cheshirewestandchester.gov.uk](mailto:artswest@cheshirewestandchester.gov.uk)

**Monday 26<sup>th</sup> September** – the event would need to confirm which traffic management company have agreed to close the road. The Council will need the contact details of the company.

**Friday 7<sup>th</sup> October** – the Council will need to have a copy of the traffic management plan and the roads to be closed. At this point a copy of the public liability insurance certificate would need to be provided. **This is a key date, which if not met would result in no road closure being granted for the activity on the highway.**

**Friday 21<sup>st</sup> October** – the council will confirm if the road is to receive a legal road closure and will provide the associated closure notice. Note without a legal road closure any obstruction of the highway could present significant risks to the public and the event would be acting unlawfully. The event organiser could be held responsible in this situation.

While the Council appreciates this is a significant change to past events, the Council has a duty of care under land owner liabilities to maintain the safety of the public and ensure that events take place on the road within the limits of the Road Traffic Regulation Act.

### **Next Steps**

- Hold a meeting with interested parties in your community to discuss the issues and make a plan.
- Identify a person who will head up the event.
- Identify a budget for the event to cover the cost of traffic management and insurance. At the lower end this would be approximately £300. For a complex parade event this could be closer to £1000. If at this stage insurance can be identified with an existing organisation, get this agreed. If not, start to look at a one day insurance policy at £1m Public Liability.
- Make the application to hold the event and start to contact a traffic management company

## Application

1. Community name or village.

Neston

2. Name of organiser

Neston Town Council

3. Email of organiser

council@nestontowncouncil.org.uk

4. Telephone number of organiser

0151 336 3840

5. Address of organiser

Town Hall, High Street, Neston CH64 9TR

6. Date of event

Sunday 13 November 2022

7. Time of event, including any parade, memorial or end of event parade.

2.35pm – 4.40pm (see attached schedule)

8. Location of a memorial if on the highway, name of road.

The memorial is within the grounds of St Mary's & St Helen's Church, High Street Neston but, due to its position, people attending will stand both within the grounds and on the highway (see attached photo showing location of the memorial).

9. Is the scale of the event likely to impact the road with spectators. If yes please state which roads will need to be closed.

Yes. See attached schedule for road closure details required for wreath laying service.

10. Is there a parade planned

Yes.

11. What is the route? Include all road names.

See attached schedule for details of route including all road names.

12. What is the timings of the parade, start and finish

The outward parade will set off from the Royal British Legion at 2.35pm and finish at the parish church at 2.45pm.

The return parade will set off from the parish church at 4.30pm and finish at the Royal British Legion at 4.40pm.

See schedule for further details.

13. Has a traffic management company been identified?

Yes.

14. Contact details of traffic management company.

Premier Traffic Management, Head Office, Unit 13 Tudhoe Industrial Estate,  
County Durham DL16 6TL

Contact: Shane Robinson ([srobinson@premier-traffic.co.uk](mailto:srobinson@premier-traffic.co.uk)) 0151 494 1188

15. Does the event have an agreed insurance policy please provide a copy of the insurance document?

Yes. Neston Town Council's certificate of public liability insurance attached.

16. What provision is in place to manage any medical issues?

The Neston branch of the Royal British Legion have three trained first aiders who will be in attendance at the parade and wreath laying ceremony.

The parish church will be a first aid base should any incidents occur during the wreath laying ceremony.

First aid arrangements are detailed in the risk assessment.

17. Any other details?

Please email your form to: [artswest@cheshirewestandchester.gov.uk](mailto:artswest@cheshirewestandchester.gov.uk) by Thursday 15<sup>th</sup> September 2022. **This is the final cut off date for applications.**