

**PADSTOW TOWN COUNCIL
EXTRA ORDINARY MEETING – 16 JULY 2019**

AGENDA ITEM 5: Padstow Carnival Request

1. Introduction

- 1.1** Council may recall last year a meeting was arranged before the carnival took place with the organisers of the carnival, Chairman of the Council, Chairman of Highways, Roads and Transport Committee and Town Clerk to talk over the arrangements. This year the organisers have been in contact to request the carnival runs the same way it was agreed last year.

2. Request

- 2.1** They would like to request usage of the Railway Car Park. They are looking to run the event the same as what was agreed last year:

Walkers: to access the Railway Car Park via the disabled parking area then walking up behind the Business Units. Walkers to be organised to either be on the platform or in the first coach bay nearest the toilets as this is their designated area.

Presentation area: to be on the platform (aligned to the stairs). Presentation table to be at the back against Station House. NB: Platform is a walkway, access not to be prevented.

Coach Bays: to be coned off. This area to be main area for floats guided in by marshals.

Triangle area: (car park area nearest the quay) It was considered due to the increase in size of the carnival, more space may be needed and this could be the best option to make such space safely available.

The Lions have provided us with their Public Liability Insurance and Risk Assessments, which we are currently checking with our insurers and health and safety advisors.

- 2.2** As previous years Padstow Lions would like to use the bandstand area after the carnival from 7pm until 8.30pm for Samba Celtica to perform. It is understood the Lions club have arranged their own road closure which has been confirmed by Cornwall Council for the parade and runs until 8.30pm when the performance above finishes.

3. Further information

- 3.1** They have already submitted PLI & RA details which are being checked by our insurers and health and safety advisors. Should Council support their application it should be noted this should be subject to our insurers and health and safety advisors being satisfied.

- 3.2** They would require the coach bays and triangle area coned off in Railway Car park by 5pm and expect to be finished by 8.30pm.
- 3.3** If approved by Council, the Outside Services Manager will need to undertake checks of the area (as normal) before the event day and on the day and document. As Padstow Town Council are not organising the event but just the land owners.
- 3.4** Also if approved by Council, the Council staff would inform the sand lorries, park & ride and bus companies of the approval for their information.