



Event Plan

Independent State of Cuckfield

Annual Mayor's Procession

To be held within the

Village of Cuckfield

on

Saturday 15th October 2022

Between the hours of 14:30 and 17:00

Event organisations:

Cuckfield Parish Council

Queens Hall, High Street
Cuckfield, West Sussex
RH17 5EL
Parish Clerk: Samantha Heynes
Telephone: 01444 451610
E-mail: clerk@cuckfield.gov.uk

Independent State of Cuckfield (ISOC)

Chairman: Mike Schlup
Woodside, The Highlands
Cuckfield West Sussex
RH17 5HL
Telephone: 07766 910344
E-mail: mike@kalimex.co.uk

Event Co-ordinator & Main Contact: Mike Schlup
Woodside, The Highlands
Cuckfield West Sussex
RH17 5HL
Telephone: 07766 910344
E-mail: mike@kalimex.co.uk

Issue: v1 **FINAL**

Oct 2022

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Amendment Record

2019 EVENT PLAN

This plan has been issued and amended as follows:-

ISSUE	REVISION	DESCRIPTION	DATE	
V1	Track Changes	Updated from 2021 version for 2022 Procession	As cover	
V1	FINAL	Accept changes	As cover	

1.0 INTRODUCTION

1.1 The Event

The annual Mayor's Procession has been established within Cuckfield for over 50 years. It is a fund raising event with profit from the preceding election, and collections on the day, being donated to local charities, organisations and good causes.

1.2 Basis of Event Plan

This Event Plan should be read in conjunction with all appended documents. Key hazards are identified within the various sections of this document as can be reasonably foreseen by the organisers. Additional hazards may be identified by Sussex Police; these will be considered, and appropriate details included as necessary in this Event Plan.

This Event Plan contains information about the event organisation, together with health and safety risks assessment related to the event; which will be mitigated and closed out in advance of the event. It does not seek to identify hazards which are particular to participating organisations and places reliance on their professional competence to identify and mitigate risks that are apparent to each participating organisation.

1.3 Development of the Plan

Responsibility for the development of the Event Plan lies with the organisers. In the run up to the event, and in order to make an accurate assessment of factors that may influence the management and safety of the event, advice will be sought, by the provision of this Event Plan, from:

- Mid Sussex District Council – Leisure Services (Road Closure)
- Sussex Police (via the application to Mid Sussex District Council for a road closure notice)
- Cuckfield Parish Council

The final version of the Event Plan will be issued to:

- The organisations listed above
- The individuals who perform leading or coordination roles before and during the event

1.4 Limitations of the Plan

This document has been compiled to the best knowledge and belief of the organisers.

2.0 PRINCIPAL PARTIES INVOLVED

2.1	Name of the Organiser:	Cuckfield Parish Council Queens Hall, High Street Cuckfield, West Sussex RH17 5EL
	Tel:	Parish Clerk: Samantha Heynes 01444 451610
	Email:	clerk@cuckfield.gov.uk
2.2	Event Run By:	Independent State of Cuckfield (ISOC)
	Main Contact (Event Co-ordinator):	Mike Schlup Woodside, The Highlands Cuckfield, West Sussex RH17 5HL
	Tel:	07736 910344
	Email:	mike@kalimex.co.uk
	Event Location:	Within the Village of Cuckfield
2.3	Other ISOC Contacts:	Chairman: Mike Schlup 07736 910344 Health & Safety Officer: Leanne Knapman 07811 377784

2.4 Organisational Directory & Contact Telephone Numbers

Name	Position	Contact Number
Mike Schlup	ISOC Chairman	07736 910344
	ISOC Secretary	
Leanne Knapman	ISOC Health & Safety Officer	07811 377784
Mike Schlup	Procession Event Co-ordinator	07736 910344
Gary Atkinson	Procession Leader	
George Budd	Procession Senior Marshal	07342 054937
Mike Schlup	PA Announcer	07736 910344
Dean Harding	Contact at Talbot Public House	
Talbot Public House		01444 455898
Sussex Police		101 or 01273 470101
County Surveyor		01243 642105
Highway Network Manager		01243 642105

3.0 THE EVENT ROUTE

To be read in conjunction with the ISOC Mayor's Procession Road Management Plan (Appendix 5.1).

3.1 The Route and Principal Stopping Points

The procession is held on the roads leading to the centre of the village of Cuckfield, and in the centre of the village itself. It adheres to the following route and approximate timetable:

1. Warden Park School: 14:30

The floats, which have been prepared by local organisations, are pre-assembled adjacent to the tennis courts at Warden Park School at 13.30. Judging takes place and the procession, consisting of the floats, marching bands and procession pedestrians, leaves the school drive and turns left to enter Broad Street at 14:30.

2. London Lane: 14:35

The procession turns right from Broad Street into London Lane

3. London Road: 14:40

The procession turns right out of London Lane into London Road (at this point the marching band will stop at Pelham House to entertain the residents while the floats continue to Brainsmead)

4. Brainsmead: 14:50

The procession turns right from London Road into Brainsmead. The procession halts in Brainsmead for 15 minutes to allow any traffic queues that have built up along the route to clear.

5. Ardingly Road: 15:05

The procession turns right from Brainsmead into Ardingly Road

6. London Road: 15:08

The procession turns left out of Ardingly Road into London Road (at this point the Marching Band will rejoin the procession as it passes Pelham House)

7. Full Road Closure Implemented, 15:15

B2036:

- between B2036 / A272 roundabout to south of Cuckfield;
- and B2036 / B2184 mini-roundabout at Lloyds Chemist

8. High Street: 15:23

The procession proceeds from London Road into the High Street and across the junction with Broad Street

9. Ockenden Lane: 15:26

The procession turns right from the High Street into Ockenden Lane

10. South Street: 15:28

The procession turns left out of Ockenden Lane into South Street

11. Park in High Street: 15:30

The procession proceeds from South Street into the High Street where the lead float parks before the junction with Broad Street on the left hand side of

the High Street. The remaining floats park behind the lead float on the left hand side of the High Street, keeping clear the right hand side of the High Street, and the High Street access to Ockenden Lane, to allow access for emergency vehicles. The procession remains parked in the High Street until 16:45.

12. The Talbot Public House: 15:35 – 16:45

The pedestrians accompanying the procession, plus spectators, remain on the highway outside the Talbot public house, for presentations, speeches and entertainment.

13. Broad Street: 16:45

The procession leaves the High Street at 16:45 and turns right into Broad Street to travel back to Warden Park School where it arrives at 17:00.

14. Warden Park School: 17:00

The procession turns right into Warden Park School and disperses

15. Full Road Closure Lifted: 17:00

B2036:

- between B2036 / A272 roundabout to south of Cuckfield;
- and B2036 / B2184 mini-roundabout at Lloyds Chemist

3.2 Existing Traffic Systems

Pedestrian and vehicular traffic is expected on the roads surrounding the procession route.

A road closure notice is applied for via Mid Sussex District Council. The road closure notice has been granted and successfully implemented for over 45 years. The road closure is in force between the hours of 14:30 and 17:00 and covers the roads detailed in Section 3.1. During the presentations, speeches and entertainment at the Talbot public house, from 15:15 to 17:00, there is a full road closure in force:

- between the roundabout junction of the B2036 and A272 to the south of Cuckfield;
- and the junction of the B2036 and B2184 (Lloyds Chemist) mini roundabout in the centre of Cuckfield

Notification letters are delivered to each household and business within the centre of Cuckfield two weeks prior to the procession. The letter confirms the granting of a road closure notice.

The organisers are aware that there are villagers who need to have access during the event for carers etc, together with guest access to Ockenden Manor, and therefore the organisers ensure that the road closure team are prepared to allow controlled access for such cases, by directing vehicles to approach, with due caution, from the A272/B2036 by-pass roundabout to the south of Cuckfield.

Advance road closure and event warnings are put in place in the prescribed locations and time frame.

3.3 Road Closure Team

Road closure points are manned by marshals, each of whom carries a copy of the road closure notice.

The road closure team wear high visibility clothing.

3.4 Traffic Management Plan

ADVANCED ROAD CLOSURE NOTICE SIGNS

Advanced "Road Closure Notice" signs will be positioned on the week before and removed the week after the event.

Details of the "Road Closure Notice", "Road Ahead Closed" and "Road Closed" signs are provided in Appendix 5.6, and are made available to the County Surveyor before the event through provision of this Event Plan.

ROADS AND PUBLIC RIGHTS OF WAY: TRAFFIC MANAGEMENT

Method of transport to/from the event:

Walking:	It is estimated that 95% of people walk to the event
Cycling:	It is estimated that 3% of people cycle to the event
Bus (Public Service)	It is estimated that 0% of people bus to the event
Bus (Free)	It is estimated that 0% of people bus to the event
Private Coaches	It is estimated that 0% of people bus to the event
Train	It is estimated that 0% of people train to the event
Taxi	It is estimated that 0% of people taxi to the event
Private Car	It is estimated that 2% of people drive to the event

On-street parking restriction

Parking is restricted in the High Street and Ockenden Lane from 14:00 to 17:00, to allow the procession to turn around in Ockenden Lane and to park in the High Street. The period of restriction covers the duration of the road closure plus 30 minutes beforehand. During the restriction period, car parking in the High Street is not permitted from the Broad Street roundabout to Church Street, and at both ends of Ockenden Lane.

Cuckfield car park

The Cuckfield car park will remain open

The Organisers will ensure:

- Reasonable pedestrian access at all times
- Access for emergency vehicles available at all times
- Appropriate road closure signs are erected at the start of the full road closure and removed at the end
- That the procession is marshalled
- That the highway will be unobstructed immediately at the conclusion of the procession
- That street fire hydrants are not obstructed
- That Public Liability Insurance will be available for inspection; minimum cover to be £10 million

3.5 Marshals

The organisers provide in excess of 15 marshals. An experienced member of the organisers is placed in control of each activity, namely:

- Route set up & supervision
- Liaison with traders & the general public
- Road closure points
- Health and safety
- Pedestrian management
- Communication
- Public address
- Public order

Marshals are briefed and have information packs detailing the traffic management plan, health and safety issues and communication contacts.

3.6 Bunting

As for previous processions, bunting will be erected across the highway, limited to Cuckfield High Street from Lloyds Chemist down to the High Street junction with Church Street (by Edit boutique).

The bunting will be erected during the week prior and removed during the week after the event.

The Highway Network Manager at West Sussex County Council is notified before the event that bunting will be erected through provision of this Event Plan.

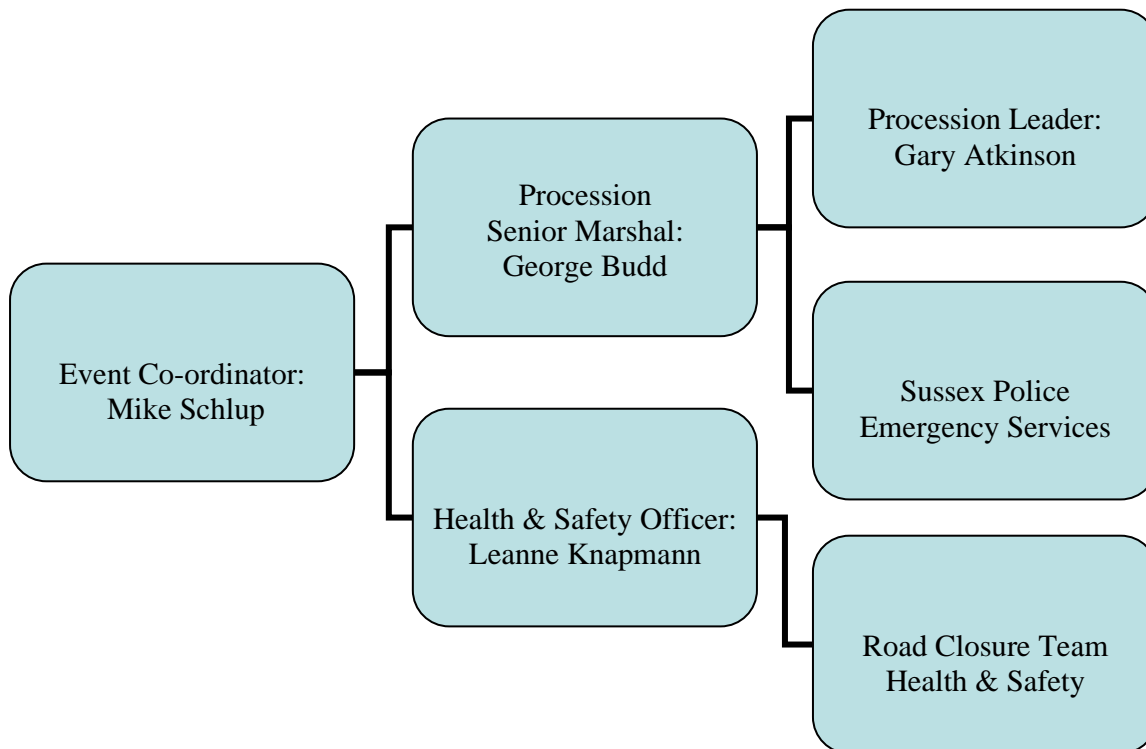
4.0 COMMUNICATIONS

4.1 Mobile Phones

Mobile telephones are used for communication and each marshal has a list of telephone numbers to use as necessary or required.

(Refer to Organisational Directory & Contact Telephone Numbers in Section 2)

4.2 Hierarchy of Instruction



4.3 Public Address

Public address at the Talbot public house will be through a PA system and undertaken by the organisers.

4.4 Sussex Police

This Event Plan is submitted for scrutiny by Sussex Police, via the application to Mid Sussex District Council for a road closure notice.

SECTION 5 APPENDICES

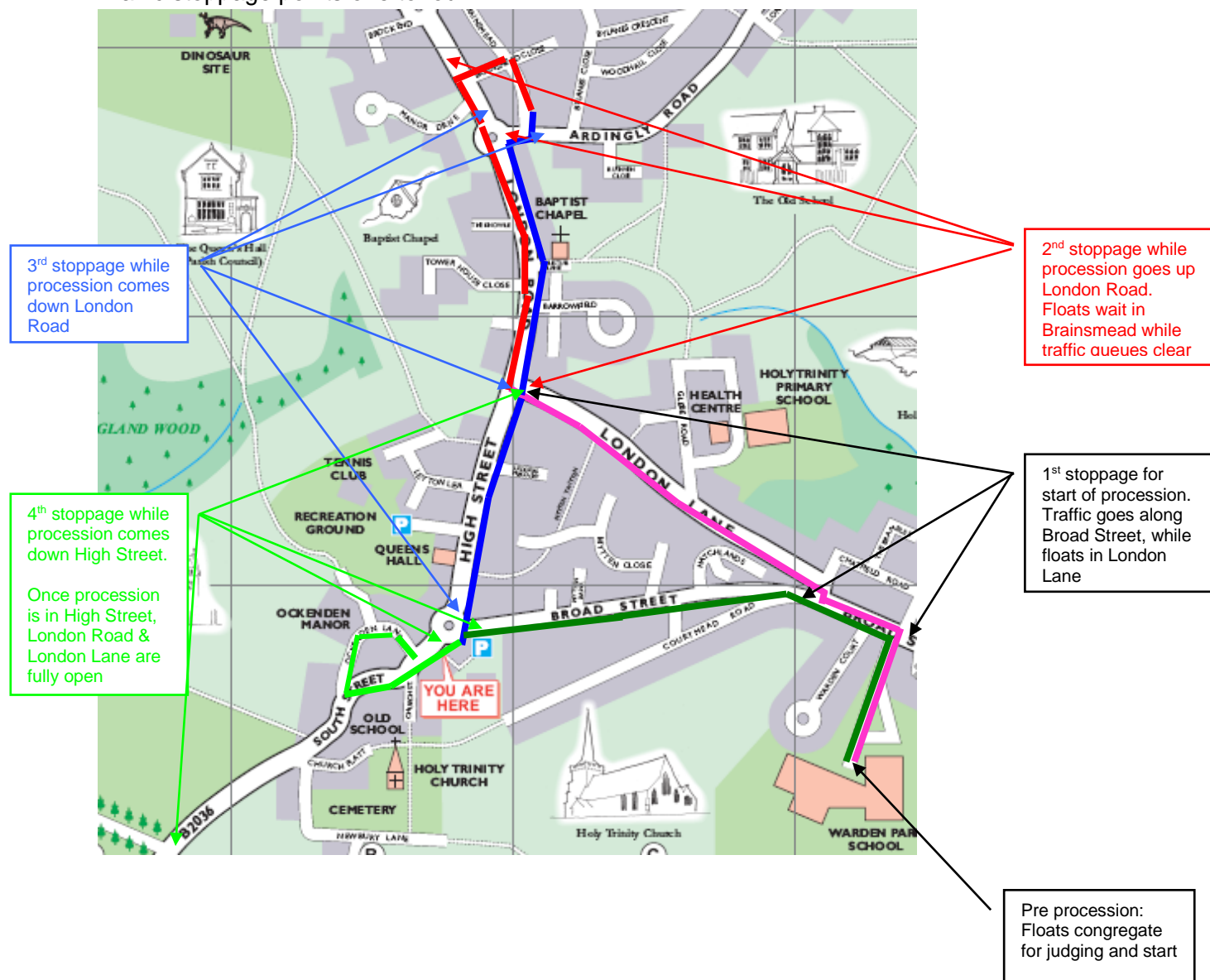
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Appendix 5.1 Mayor's Procession Road Management Plan

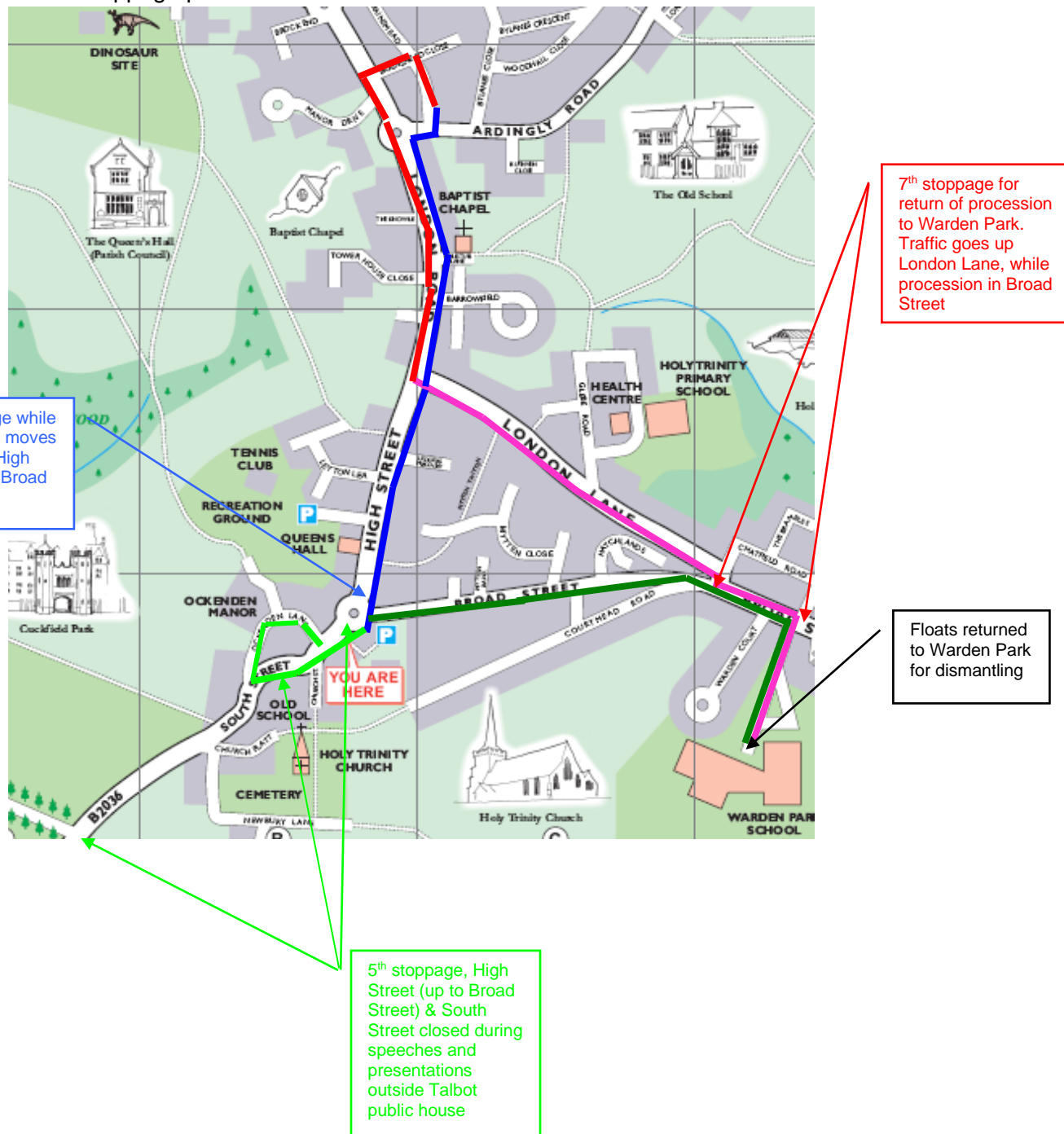
This document provides the approximate timetable and road management details for the duration of the Independent State of Cuckfield Mayor's Procession, presented in table format followed by the road management details broken out as a series of Cuckfield maps.

The individual maps provided in the document are summarised in the two maps below, showing the procession route and all the traffic stoppage points.

Traffic stoppage points one to four:



Traffic stoppage points five to seven:



Appendix 5.2 Road Closure Notice

To be inserted once approved.

5.3 Public Liability Insurance Certificate

Available on request.

Appendix 5.4 Advance Notice of Road Closure to Village

Appendix 5.5 Organiser Risk Assessment**Risk Assessment Summary****Identification Method**

A Risk Assessment was undertaken as per the attached.

The hazards were scored for likelihood and severity as per the definitions in the following tables:

Score	Likelihood	Definition
1	Very Unlikely	Less than 1% of being experienced during working life
2	Unlikely	Once during the working life
3	Likely	Once every five years
4	Very Likely	At least once every 6 months

Score	Severity	Definition
1	Negligible	Minor Incidents
2	Marginal	An Accident involving a minor injury
3	Significant	Sever Injury or occupational illness which results in the person(s) being unfit for 3 or more days.
4	Critical	Major Injuries; severe occupational illness e.g. injuries such as amputations, penetrating injuries, burns, or multiple severe injuries.
5	Catastrophic	Fatal injuries

Hazards Identified

The product of the scores for the severity and likelihood calculates the resulting hazard risk rating. The quantity of hazards identified for each acceptability level is shown in the summary Risk Rating Matrix below.

<u>Risk Rating Matrix</u>					Rating	Acceptability	Qty		
Likelihood ↑	4	8	12	16	20	16-20	Very High	Unacceptable	0
	3	6	9	12	15	12-15	High	Substantial efforts should be made for reduction	0
	2	4	6	8	10	6-10	Medium	Should be reduced to acceptable or tolerable	0
						4-5	Low	Tolerable	2
	1	2	3	4	5	1-3	Very Low	Acceptable	9
Severity →								Total	11

From the Risk Assessment eleven hazards were identified. There are no hazards assessed with an acceptability level of very high, high or medium.

The hazards assessed with an acceptability level of low are:

- Collision with people due to vehicle access, egress and movement during the procession
- Fire during procession as a result of general activities

These hazards are subject to additional controls as defined in the In Depth section of the attached Risk Assessment.

Appendix 5.6 Road Closure Signage

This document provides details of the “Road Closure Notice”, “Road Ahead Closed” and “Road Closed” signs used for the Independent State of Cuckfield Mayor’s Procession, presented in table format with accompanying maps to indicate location.

Appendix 5.7 Record of Briefing

Record of Briefing

Documentation

Title:	Event Method Statement
Ref: Number:	
Issue:	1

Briefing Details

Date:	16 th October 2021
Location:	Warden Park School, Cuckfield, West Sussex
Purpose:	To brief procession marshals, and road closure team, on the details of this Event Plan and the associated appendices

Key Briefing Points

- Safe Working Methodology
- Task Definition and Duration
- Procession Route
- Points of Contact
- Key Hazards/Risks
- Emergency and Accidents

Confirmation of Understanding *(to be signed by each member of the team)*

I have been briefed and accept the Event Statement arrangements:

Name Print	Signature	Name Print	Signature

I have briefed the above arrangements and am satisfied that all members of the workgroup understand how they are to work.

Name: _____

Signed: _____