

Appleby Fair Multi-Agency Strategic Co-ordinating Group

19 March 2024 at 9.30am

Microsoft Teams

Minutes

Attendance: Steph Cordon, Westmorland & Furness Council (Chair);
Daniel StQuintin, Cumbria Constabulary;
Neil Buck, Westmorland & Furness Council;
Steve Wilde, Westmorland & Furness Council
John Everingham, Westmorland & Furness Council;
Emma Brass, Westmorland & Furness Council;
Laura McClellan, Westmorland & Furness Council Highways;
Kellie Bradburn-Sims, Westmorland and Furness Council;
Sue Warner, Westmorland and Furness Council;
Cllr Phil Dew, Westmorland & Furness Council;
Cllr John Murray, Westmorland & Furness Council;
Cllr Graham Simpkins, Westmorland & Furness Council;
Katie Callon, Cumbria Constabulary;
Steve Hunter, Cumbria Constabulary;
Ross Woods, Cumbria Constabulary;
Richard Batham, Highways England;
Bill Lloyd, Gypsy & Traveller Representative;
Billy Welch, Gypsy & Traveller Representative;
Peter Kavanagh, Cumbria Fire and Rescue;
Louise Biggs, Westmorland & Furness Council;
Alec Swatton, Westmorland & Furness Council;
Nicolas Griggs, North West Ambulance Service.

1. Apologies

John Banks, Westmorland & Furness Council Highways;
Nick Wright, Westmorland & Furness Council;
Rob Melloy, RSPCA;
Leanne Plumtree, RSPCA;
Neil Graham, Cumbria Constabulary;
Mo Bibby, Cumbria Constabulary;
Lee Skelton, Cumbria Constabulary;
Sue Gilbertson, Appleby Town Council;
Trevor Marsh, Environment Agency;
Neil Aitken, Cumbria Fire & Rescue.

2. Minutes of MASCG Meeting held on 20 February 2024

These were agreed as a true record of proceedings.

3. Agency Updates

Steph Cordon asked for an update from all the agencies based on MASCG.

Cumbria Police – Daniel St Quintin provided an update from the Police. The Police had recently had organised a very useful tabletop exercise, facilitated by Greater Manchester Police, with representatives from various agencies to test out and game plan for realistic scenarios, with a learning lessons session being organised to look at lessons that could be incorporated into existing plans. A major point that would be incorporated would be a Community Impact Assessment.

Furthermore, Daniel St Quintin explained that he was the Gold Commander for the Fair for the Police, and his Gold Strategy was around 2/3rds complete. This Strategy will be shared with MASCG and other relevant agencies, upon completion.

In respect to the planning for the Fair, everything was going according to plan and heading in the right direction from a policing perspective.

RSCPA – Emma Brass explained that she had spoken with Rob Melloy, who had sent apologies to the meeting, at the recent police tabletop exercise. Westmorland and Furness Council was to look at authorisations to the RSPCA under the Animal Welfare Act 2006 to ensure that the RSCPA had more powers in certain circumstances to ensure the welfare of animals is maintained.

Cumbria Fire & Rescue – Peter Kavangh provided an update in regard to Cumbria Fire and Rescue's planning for the fair, to ensure that the fire stations in the area had adequate on-call resources during the fair, however everything was going according to plan.

North West Ambulance Service – Nicolas Griggs provided an update on behalf of the NWAS, with notable points including:

- An update regarding the dates that crews would be on call, due to people leaving the Fair earlier in recent years.
- Ambulance crews wearing body cameras during the Fair.
- It was agreed that representatives from the Police, Fire and Rescue and NWAS would pick up a discussion around this to look into the idea of Joint Control Room in Appleby for the emergency services.
- Communications and phone reception was becoming an issue during the fair. It was commented that the police were involved in conversations to increase reception bandwidth and the ability to operate on WIFI across Appleby. The Police agreed to look into expanding this to include partner agencies and emergency services.
- Issues of crowd management during the Fair, with concerns raised regarding access and egress due to the number of people could cause delays when responding to an incident. It was agreed to take as an action for all to think about a solution for anything to make crowd management easier.

Environment Agency – It was noted that there was no representation from the Environment Agency. Steph Cordon would reach out as chair of MASCG to ensure that representatives attend future meetings.

Westmorland and Furness Council – Steph Cordon provided a strategic update on behalf of Westmorland and Furness Council. Notable points included:

- An update regarding Appleby Library, which was intended to be used as a command centre during the fair.
- A site visit on 3 May by Council staff to conduct a risk assessment and to familiarise staff with the area. Daniel St Quintin asked if the Police could be involved with this visit, as it would be useful. Steph confirmed that invitations would be extended to the Police and to all agencies if requested.

Emma Brass provided an operational update on behalf of Westmorland and Furness Council. Notable points included:

- Staff were still in discussions regarding the MOD land in terms of stopping places.
- Questions arose regarding the ditching and bunding along the A685 in terms of the placement and amount installed. Laura McClellan agreed to conduct a site visit and rectify any mistakes made during the initial instillation.
- John Everingham noted that the Council had received a media enquiry regarding the placement of the ditching and bunding, and would liaise with relevant officers to formulate a response.
- Due to the new funds secured to upgrade Flashing Lane, the Traffic Management Plan needed further work and would be brought to MASCG when complete.
- Steve Wilde noted that the list of licensed premises for both phases of the Fair had been complete and the website would be updated shortly. Cllr Dew enquired about the possibility of having a parking area become an overspill area at one of the venues, with officers commenting they were exploring this possibility with the operations manager.

4. Draft Learning Lessons Report

Steph Cordon provided an update regarding the Draft Learning Lessons Report, which was ready for sign off by MASCG. Once approved, it was explained that the next steps would be to publish the report on MASCG's website, with the actions attached becoming the responsibility of the Operational Working Group (OWG).

Steph invited final comments from MASCG before publication.

Kellie Bradburn-Sims noted that with the Action Plan would be owned by the OWG to deliver, it would be worth conducting a review of the OWG's capacity

and resources, along with the OWG's membership, to ensure that the correct officers are in place. This review was supported by MASCG.

Cllr Dew commented that Section 6, surrounding MASCG's role in the Fair, had improved significantly from the first draft, and noted that the datasets in Appendix B still referred to the legacy Councils, and this was agreed to be edited to ensure accuracy.

Cllr Murray noted that the wording contained on Page 8, referring to low level incidents of theft and anti-social behaviour in Kirkby Stephen should be re-worded to ensure that the difficulties faced by that community are not minimised. Ross Wood noted that it was not inaccurate, from a technical perspective, to say that Kirkby Stephen experienced low-level theft and anti-social behaviour. It was agreed that Steph would re-word this section and run any amendments past Ross Wood.

Subject to the amendments outlined above, MASCG agreed to sign off the 2023 Learning Lessons Report and associated Action Plan.

5. Community Impact Assessment

As outlined above, a major lesson from the Police tabletop exercise was a Community Impact Assessment. It was agreed to conduct an assessment for Appleby Fair, with the process starting as soon as possible. It was agreed that Nick Wright would support Mo Bibby, who would take the lead on conducting the Community Impact Assessment.

6. Operational Working Group Update

In Nick Wrights absence, Kellie Bradburn-Sims provided an update from the Operational Working Group, which last met on the 11 March 2024. Notable points included:

Highways – Officers had met with Murton Parish Council to plan and agree installations of posting and no stopping signage, with a temporary TRO planned for Murton Parish. Work was ongoing on the Traffic Management Plan. An update was provided regarding the footway safety improvements for Flashing Lane.

Community/Parish Engagement and Encampment – Engagement with the communities and parishes was ongoing, with a date earmarked for the Kirkby Stephen drop in with local members. It was asked if MASCG representatives could confirm their attendance at the pre and post Fair meetings by contacting Kellie Bradburn-Sims by 1 April.

Licensing – Steve Wilde noted that the list of licensed premises for both phases of the Fair had been complete and would be displayed on the website shortly.

South Lakeland Issues – It was noted that planning permissions for Scroggs Bank for the next five years had been approved, in regards to temporary stopping places, with skips being booked for all sites.

Communications – John Everingham provided an update regarding Communications, with the website now having been brought fully in-house to the Council. An information leaflet would be distributed in and around Appleby prior to the Fair, with final sign off coming shortly. The Communications Plan would be finalised shortly, and shared with relevant stakeholders.

7. Any Other Business

MASCG Admin: Louise Biggs noted that this would be the last MASCG meeting that she would support and that Alec Swatton would be taking over the administrative work in support of MASCG. MASCG representatives extended their thanks to Louise for her hard work and dedication over the years.

8. Confirm Date of next meeting

It was confirmed that the next meeting would be held on Monday 22 April 2024 at 2pm via Microsoft Teams.