Armthorpe Parish Council

MINUTES OF THE MEETING OF THE EVENTS COMMITTE HELD IN ARMTHORPE COMMUNITY CENTRE ON TUESDAY 15TH SEPTEMBER 2026

PRESENT

Chairperson: Councillor C. Head.

Councillors: A. Barrington, L. Monks, E. North, C. Parry, C. Brodhurst-Brown .

Bev Walton: Deputy Clerk to the Council.

Daisy Youngman: Events Assistant.

Jono: Curly's Athletics

Helen Evans: Theatre Group

NOT IN ATTENDANCE

Councillor M Jackson.

28 APOLOGIES

Apologies for absence were received from Ward Councillor N. Pritchard.

RESOLVED: To approve the reasons for absence.

29 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

None.

30 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor C. Head declared an interest in Agenda Item 8di.

31 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 21st JULY 2026

RESOLVED: To approve the minutes as a true record of the meeting and for the minutes to be signed.

32 VILLAGE GALA

a) The Chair welcomed Jono from Curly's Athletes to the meeting. Jono explained that to run a successful event they needed approximately 500 participants. Curly's would organise the event, they need a base to start and finish the race, parking for approx. 250 cars and toilet facilities. The pit top would be an ideal location for the run and they would give it a mining theme. A 10k and 3k race would be available. Discussion took place regarding suitable bases and accessibility.

6pm *Councillor Brodhurst-Brown arrived and apologised for her lateness.*

RESOLVED:

1. Councillor Parry will look at accessible wheelchair hire.
2. Events Assistant to contact Armthorpe Academy and the Rugby Club regarding using their sites as a potential base.

3. Deputy Clerk to determine who owns the pit top (NCB possibly) and contact them to seek authorisation to carry out a fun run.
4. The Parish Council will keep Curly's Athletes updated on the above and they will then determine whether they can host the event.

Councillor Barrington raised a few questions on behalf of Armthorpe Community Theatre. It was felt that the questions were too detailed to discuss at the current time as we weren't at that stage in the planning.

Councillor Brodhurst-Brown suggested forming a Working Group or Sub Committee to work on the Gala to enable further progress,

RESOLVED: To form a Working Group to work on the Gala details. A date was set for Tuesday 22nd September 2026 at 6pm in Meeting Room 3.

33 REVIEW OF EVENTS

a) **Family Seaside Trip**: only 3 families went on the trip but it was successful and Members felt it was worthwhile.

b) **Miners Memorial**: the event was well attended, although Parish Councillor attendance was disappointing.

34 UPCOMING EVENTS

a) **Hayden Griffiths Way Opening (Date to be confirmed)**: Discussion took place regarding the location of the event and the nearby construction work.

RESOLVED: to contact the Developer and seek permission to host the event on the piece of land near the current construction site and to seek clarity as to when the site is quieter.

b) **Children's Halloween Party - Friday 30th October 2026**: The party has been advertised and some ticket sales have already taken place. Discussion took place regarding food. Councillors Head, Barrington, Monks and North offered to help at the event.

RESOLVED: Members agreed to provide hot dogs and Halloween cakes/biscuits at the party .

c) **Firework Event - Wednesday 4th November 2026**:
i) Members were provided with costs for 4 solar lighting towers for consideration.
ii) Members were provided with costs for 2 festival style toilet units and 1 accessible toilet for consideration.

RESOLVED: Members approved the quote from Omnieco for 4 solar lighting towers at a cost of £1248.00 inclusive of VAT and the quote from Nicholls Loo Hire for 3 festival style toilet units at a cost of £260.00 plus VAT.

d) **Remembrance Sunday - 8th November 2026:** Members were provided with a quote for a PA system for consideration.

RESOLVED: Members approved the quote from Graham Head for a PA system at a cost of £390.00 inclusive of VAT.

e) **Christmas Market & Christmas Light Switch On - Saturday 21st November 2026:** Members were informed that all stalls were sold for the market and that Santa's grotto was booked, the bar will be open, Officers were hoping for a one way system around the market to ease congestion and it had been suggested to queue for Santa's grotto outside and down the side of the building and through the park. The Events Assistant is currently awaiting confirmation from some food trucks.

f) **Children's Christmas Party - 4th December 2026:** Discussion took place regarding food to be provided at the party.

RESOLVED: To provide a festive party box containing a sandwich, bag of crisps, drink and festive biscuit.

g) **Christmas Tea Events – Friday 11th and Saturday 12th December 2026:**
   i) Members were provided with a quote for a three course festive meal and a takeaway option also
   ii) Members were provided with a draft notice to residents about the Christmas teas for consideration.

RESOLVED:
1. To commission Jaysters Catering to provide a three course meal and takeaway service at a cost of £17.50 per head for the meal and £13.50 for takeaway service.
2. Members wished to make slight changes to the notice, including adding a paragraph to state how much money was spent last year on food for non-attendance.
3. The Notice and event will be advertised two weeks prior to tickets going on sale. Notices are to go on all Notice Boards, including Wallbank Community Centre and Facebook.

35 EVENTS ASSISTANT UPDATE

The Events Assistant asked Members to consider providing pie and peas at the October, November and December Quiz Nights.

RESOLVED: To approve pie and peas at the quiz nights and charge an entrance fee of £10.

36 CORRESPONDENCE

a) **H. Evans – Yorkshire Mummers Play:** The Chairman welcomed Helen Evans to the meeting to discuss her idea to provide a Yorkshire Mummers Play. Helen provided Members with her proposal for consideration. Discussion took place about venues, background documentation and approvals that need to be in place, and time of year to host the event. Members were in support of the proposal in principle.

RESOLVED:

1. The Deputy Clerk is to email H. Evans with the questions/thoughts raised for further consideration/research.
2. It was agreed the event would be best hosting during December on the run up to Christmas.
3. It was agreed that the event would be best inside venues, not on the streets.
4. It was suggested that the Parish Council purchase a bar of chocolate bar for each resident/OAP of the care homes to be visited.

b) **N. Ellender – Country Music/Dolly Hoedown:** The Chair gave Members a brief outline of the email received in the absence of the author for information. The Events Assistant confirmed she'd been in touch with a line dancing group but they were unable to do such an event if it was focused on Dolly due to the difficulty of her music to line dance to. The Events Assistant also informed Members that there were only 4 dates this year where the hall was available on a Friday, Saturday or Sunday to host such an event.

RESOLVED: The Events Assistant is to write to N. Ellender asking what kind of feature they were hoping for and some clarity and also providing the 4 dates available.

37 DATE AND TIME OF NEXT MEETING:

RESOLVED: To meet on Tuesday 20th October 2026 at 6pm

The Meeting closed at 7.03pm.

Armthorpe Parish Council

Event Management Plan

Children's Halloween party

Friday 30th November 2026

Prepared by: Sarah Youngman

Version 1

Date Submitted: 1st September 2026

Review Date: September 2027

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1. Event Overview

Event Description

Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to your event before.

The event is a Halloween party for children aged 3 to 11, the party is held within the main hall of Armthorpe Community Centre and consists of music, party games and the provision of food.

Location

Describe the detailed location, including the closest major road(s)

Armthorpe Community Centre, Welfare Park, Church Street, Doncaster, DN3 3AG

Description of the site and surrounding area

Give a general description and link to plans and appendix including aerial views of the site.

The event takes place at Armthorpe Community Centre.

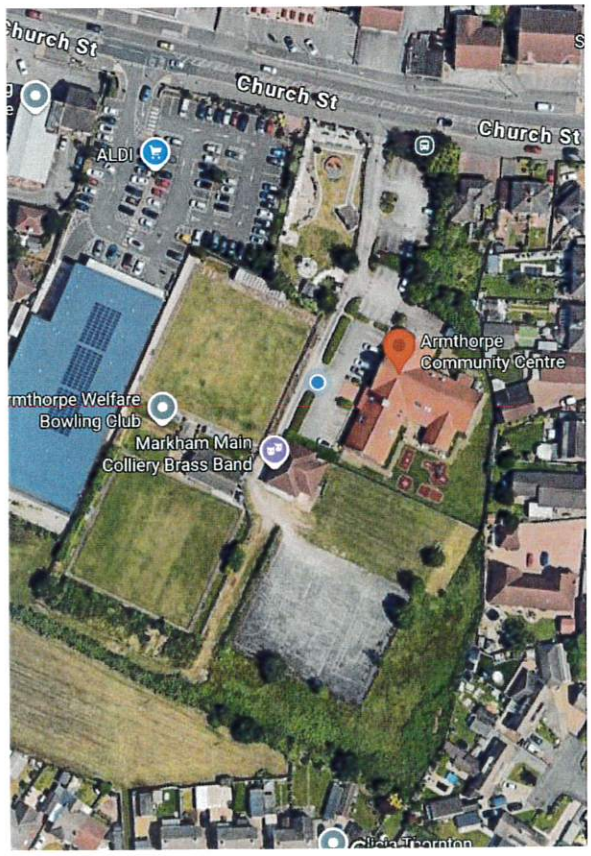


Image 1: Armthorpe Community Centre.

Dates and duration

Include details of the build-up and breakdown of the event (preparatory/closedown activities) as well as the event itself. If specific happenings are likely to attract a large number of people, include information in this section.

Event preparation will start at 4pm and will be completed by 9pm.

Armthorpe Parish Council staff will be on site throughout the event to assist with coordinating and managing the event.

Members of the public and contractors will be directed by staff.

The following arrangements have been confirmed.

4pm: Setting up seating within the main hall of Armthorpe Community Centre. Mr Dan (Children's Entertainer) is the confirmed children's entertainer who will be providing a disco and organised games.
5pm: Start preparing food in the kitchen
5.30pm: Arrival of guests, a member of the Council will be located in the foyer to book guests in.
6pm: Start of the party
6.30pm: Hotdogs and cupcakes served from the kitchen, each guest will be provided with a food voucher.
8pm: End of event, room to cleared down, kitchen cleaned and tidied and refuse disposed of.
9pm: Building closed.

Entrance/exit points

Enter details of how the public enter and exit the site. If your event has complex entrance / exit arrangements e.g., separate entrances for ticket or cash sales. Maps or diagrams may help make things clear.

Members of the public will use the main entrance of Armthorpe Community Centre, which is located on Church Street, Armthorpe.

Attendance

Include your expected attendance figures. For an all-day/multiple day event this should include maximum expected / allowed attendance and the maximum at any one time.

The event is ticketed, with 150 tickets being allocated to adults and children. Guests will arrive from 5.30pm to 6pm and will leave at 8pm.

Audience profile

Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event. Previous history, entertainment type and ticket sales will all help to indicate the audience profile.

The party is aimed at children from 3 years old to 11 years old, all children will be accompanied by an adult throughout the party.

Event Organisers

Please detail who the event organisers are.

Armthorpe Parish Council (Staff and Councillors)

Roles & responsibilities

Identify who is responsible for what and give further details in the roles and responsibilities section below. These could include roles such as Event Manager, Volunteer Co-ordinator, Steward Co-Ordinator, Safety Officer, Welfare officer, etc.

Name	Role	Brief explanation of responsibilities
Sarah Youngman	Clerk to the Council	Event Co-Ordinator
Daisy Youngman	Events Assistant	Event Co-Ordinator

Contacts

Provide a list of contact numbers of all people identified above so if the user of this plan needs to contact anyone involved in your event, they will look here. Ideally you should provide an email address, landline, and mobile number for each person.

Name	Email	Mobile Number
Sarah Youngman	clerk@armthorpeparishcouncil.gov.uk	07731 474422
Daisy Youngman	bookings@armthorpeparishcouncil.gov.uk	01302 830543

Temporary Structures

Detail any temporary structures that will be used at the event e.g., marquees, gazebos etc. Provide details of their appropriate design/materials, correct siting/positioning and procedures for their safe erection and dismantling. Include details of the competent person/contractor to be used and their associated risk assessments should be included in the appendix.

None.

Entertainment

Various types of entertainment may take place at the event (these could include fairground rides, inflatables etc). Detail the types of entertainment which are planned for the event including times and locations and any relevant inspections and risk assessments.

Music and organised games will be provided by Mr Dan who is fully insured and a reputable children's entertainer.

Licensing

Some events will require either a premises license or temporary event notice due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them e.g., play, sporting event, live/recorded music etc). List any license details here.

Premises license is already in place.

Catering and hospitality

Detail the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map. Please refer to the following:

- Name of the food business
- Home Address of the food business operator
- Local Authority the food business is registered with
- The current Food Hygiene Rating Scheme rating (we would be happy with a rating of three or more)

Parish Councillors and staff will be serving, hotdogs, onions and bread rolls and cupcakes from the kitchen. Staff have Food Safety qualifications.

Noise management

You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. Enter your arrangements for noise management here.

The main hall is equipped with a noise limiter to prevent the sound from the music equipment becoming too loud for the guests.

Welfare provision

Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning, and replacing those facilities as required. Facilities may include:

- Toilet facilities
- Changing facilities
- Shower rooms
- Drinking water provision

Accessible toilets are located within Armthorpe Community Centre and in the grounds of the Church. Drinking water is available at Armthorpe Community Centre.

Lost children

You must have a lost children's policy, and all event staff and volunteers must be familiar with it.

- Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian.
- Provide a clearly advertised point for information on lost children.
- Always ensure there are at least two adults that have the appropriate Criminal Records Bureau (CRB) checks in place to look after any lost children. Children should not be left with just one adult.
- All incidents need to be logged, and all details are recorded.
- Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child.
- Contact the police if the child is reluctant to go with the parent or guardian.

Armthorpe Parish Council has a Lost Children Policy which will be followed throughout the event.

Litter/waste

Consideration needs to be given to the cleansing requirements before, during and after the event. Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.

Bins are located at Armthorpe Community Centre, staff and Councillors will dispose of all waste after the event.

Electricity

Provide details of any electrical installations/the use of power for the event. Please note All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 and only competent persons should conduct electrical installation work.

The main source of power for the event is at Armthorpe Community Centre, the building is checked by an accredited electrical contractor and complies with electrical standards.

Lighting

You should enter details of the use of lighting for the event.

Think about what ambient lighting is required for the safe movement around the event and what impact it might have on the performance. Do you require any emergency lighting and where are you going to place it to ensure it is not an obstruction or hazard in itself? If your event is only run in daytime hours and does not require lighting, what is the possibility of it over running into hours of darkness? Do you need some lighting as back up?

Armthorpe Community Centre is well lit, the car park lights will be lit when guests leave the party.

Standing/seating

You should enter details of attendees standing/seating at the event. Consider whether the audience will be standing, seated or a mixture of both. This will have a bearing on space allowance, crowd dynamics and access arrangements.

Seating will be provided for all attendees of the event.

Camping

You should enter details of camping at the event. If facilities for camping or caravanning are provided at the event, consider associated health and safety risk as part of the site design, e.g., fire and transport safety risks. If possible, separate vehicles from tented areas to minimise the risk of someone being run over.

Not applicable.

2. Crowd Management

Security/stewarding companies

Stewarding or security staff will be needed for the following types of duties:

- Searching at entrances
- Bag checking
- Rapid response
- Crowd monitoring
- Emergency evacuation
- Control and direct the public as required
- Monitor fire exits and fire equipment
- Outline competencies, roles, and arrangements for briefings

Parish Councillors and Parish Council staff will be stewarding the event; a maximum of 150 people will be attending the event at Armthorpe Community Centre. The building and grounds are more than adequate to accommodate a crowd of this size.

Barriers

Provide details of where barriers are to be used including:

- Type of barriers to be used
- Company supplying and installing them
- Number to be used.

It may be useful to details where barriers are to be used on a site plan.

None required.

Management of attendee numbers

Provide details here of how the number of attendees at the event are to be monitored and controlled e.g.

- Ticketed event
- Monitored entrances and exits

The event is ticketed, the maximum capacity for attendees at Armthorpe Community Centre is 150. The Event Co-Ordinator will manage monitoring.

3. Communications

PA system

Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.

There is a sound system with microphone located in the main hall. If there are members of the public in other areas of the building and an emergency call out needs to be actioned, staff will relay the message to the areas.

Radio

Use of radios should be considered and details of their use recorded in this plan (for example - who has them and what channel they are being allocated).

None required.

Telephone

This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event. It should also detail other alternative communication methods in the event of problems with telephone communication.

There are no reported issues with the use of mobile phones in the area.

Signage and public information

Provide details of any signage or public information facilities being used to direct persons round the site, provide important information e.g., welfare facilities, first aid points, lost children etc and restrict the public from certain areas if required.

Signage is in place at Armthorpe Community Centre to signpost members of the public to welfare facilities. The office within the community centre will be the designated first aid point and a sign will be displayed.

Media handling

Where the event may attract media attention, senior members of the team should be ready and prepared to give statements about the event. Details of persons responsible and statements to be given should be detailed here.

The Chairperson of Armthorpe Parish Council with the Parish Council Clerk will prepare a statement if required to.

4. Traffic management, transport, and parking arrangements

The traffic management of an event is the responsibility of the event organiser.

You should liaise with City of Doncaster Council Highways department, the local Police and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.

You should enter details of any Special Event Temporary Traffic Regulation Orders and Signage plans requiring approval by the Highways department.

You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.

Please carefully consider safe, accessible, and adequate parking provision for your event with clear signage and marshals on all approach roads. Include parking details on your site map.

You should also consider any implications for persons arriving at the venue on foot or by bike.

Parking is available at Armthorpe Community Centre, the overflow car park will open. Most attendees are expected to arrive on foot.

5. Medical and first aid cover

Details of the First Aid and medical cover for your event should be detailed in this section. The Purple Guide provides a template to help establish your first aid, medical and ambulance requirements. You should identify where each medical facility/first aid point is located on your site, and you may wish to identify this on your site plan.

The event is classed as a Tier One event (https://www.thepurpleguide.co.uk/index.php/the-purple-guide/101-5-medical) Three First Aid trained members of staff will be on duty. Emergency services will be called in the event of a medical emergency. A first aid kit and defibrillator is located within the small office of Armthorpe Community Centre.

6. Police

This paragraph should include details of any agreed Police involvement in the event including:

- traffic management of the event
- police presence on site during the event
- general notification to the local police force of the event and potential impact

There is no requirement for a Police presence.

7. Fire risk assessment.

A fire risk assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written. Include calculations for evacuation arrangements.

You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix.

A fire risk assessment is in place for Armthorpe Community Centre and is reviewed annually. Fire equipment is located throughout the building and fire exits are clearly marked and kept clear of obstacles. An event risk assessment has been carried out which is also reviewed annually.

Fire extinguishers

Provide details here of the type, number, and location of fire extinguishers to be provided at the event.

Fire extinguishers are located throughout Armthorpe Community Centre. The risk of fire at the outdoor service is minimal, in the event of a fire, members of the public will be dispersed to a place of safety and emergency services will be contacted via 999.

Pyrotechnics and special effects

Provide details of any pyrotechnics and special effects that you will have at your event. These should be carried out a registered company who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.

None.

8. Risk management

Risk assessments

Indicate where risk assessments from both you and any contractors can be found and any significant issues arising. Further guidance on completing risk assessments can be found at: http://www.hse.gov.uk/risk/index.htm

Risk assessments have been prepared and are accessible from Armthorpe Community Centre or emailed if requested.

Incident recording

The Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.

An event control procedure record will be kept and updated throughout the event.

RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety/HSE by law. RIDDOR information must be included in the incident log.

For details and reporting procedure of RIDDOR see the HSE web site.

Health and Safety Executive / Enforcing Authority

You should enter details of the enforcing authority for your event here should you wish to contact them to advise further of an incident. Council managed events are enforced by the HSE. Commercial events will be enforced by the local authority Environmental Health Service.

Incidents will be reported to City of Doncaster Council and Health and Safety Executive if necessary.

Insurance

Provide details of your insurers and the level of cover provided for the event. HINT: you may wish to append copy of the relevant certificates of insurance to your plan.

Adequate insurance of £10,000,000 is in place with Zurich Municipal.

Weather

Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the specific arrangements will be in event of bad weather (e.g., cancellation criteria).

The event is being held indoors and will not be affected by the weather.

9. Incident Management

Emergency vehicle access Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.

You can refer to these on the site map.

Emergency vehicles will gain access through the main entrance at Armthorpe Community Centre.

Event evacuation plan

Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.

You can refer to these on the site map and provide further details in the appendix.

In the event of an evacuation, members of the public will be directed and escorted to the emergency assembly point located in the car park at Armthorpe Community Centre.

Counter-terrorism mitigation.

Detail here all counter-terrorism mitigation plans for your event.

The event is a low-key, Tier One event, the risk of terrorism is minimal. Parish Councillors and staff will monitor all visitors and will report any concerns to Police by calling 999.

EVENT RISK ASSESSMENT FORM

Event Name	Children's Halloween Party	Date	30.11.2026	Venue	Armthorpe Community Centre

(1) Activity/area of concern i.e. What is taking place as part of the event?	(2) Hazards identified i.e. What can cause harm	(3) Persons at risk i.e. Who could be harmed by the hazard	(4) Current risk factor (High, medium or low) i.e. Determine the amount of risk	(5) Actions to be taken to minimise each risk i.e. What action can you take to lower the level of risk	(6) New risk factor (High, medium or low) i.e. Risk factor after action taken
Site	**Management**				
Emergency Situation/ procedure	Emergency services accessing the event	Staff, Councillors, Contractors and members of the public	Medium	Event co-ordinator to call 999 in the event of an emergency, emergency services have full access to the site throughout the event.	Low
Care of children	Young children	Children	Medium	All children must be accompanied by an adult. Parents will be responsible for their own children. Staff and Council members will follow the Lost Children Procedure throughout the event.	Low
First Aid	Minor injury – slip, trip and fall or general accident or incident, illness	Staff, Councillors , Contractor and members of the public	Medium	First aid trained staff on site throughout the event. First aid kit available from the office.	Low
Loud music	Hearing damage, distress for neurodiverse children	Staff, Councillors , Contractor	Medium/Low	Sound limiter installed in the main hall to ensure a safe level of sound is used.	Low

		and members of the public			
Terrorism	Threat of attack from terrorists	Staff, Councillors , Contractor and members of the public	Medium	Low key event with localised publicity. Access to the event via main gates with CCTV covering the area. Staff to monitor the behaviour of visitors and call 999 in an emergency. Visitors will be evacuated to a safe place in the event of an attack. Current threat of attack level (UK) = SEVERE - an attack is highly likely.	Medium
Crowd management	Overcrowding due to too many people congregating in one area	Staff, Councillors , Contractor and members of the public	Medium/Low	The event is ticketed to meet the capacity of the main hall. Members of the public without tickets will not be permitted entry to the event.	Low
Welfare Facilities	Ensuring there are adequate welfare facilities, especially for older persons, disabled and children.	Staff, Councillors , Contractor and members of the public	Medium/Low	Accessible toilets available at Armthorpe Community Centre	Low
Party Games	Collisions, choking hazards, emotional distress	Children	Medium/Low	Age-appropriate games to be organised and a qualified children's entertainer is managing the games/dancing. Proof of Public Liability Insurance has been provided.	Low
Fire Safety	Injury or fatality due to fire	Staff, Councillors, Contractor and members of the public	Medium	Fire exits clearly marked; extinguishers available; staff to evacuate attendees to the	Low
Electrical Equipment	Shock or fire hazard	Staff, Councillors, Contractor and members of the public	Medium	All electrical items are PAT tested, no loose wires on site, fixed wire testing is carried out every 4 years and faults rectified.	Low

Name of person completing and authorising the Risk Assessment:

Signature: S Youngman Date: 1st September 2026

Armthorpe Parish Council

Event Management Plan

Firework Event

4th November 2026

Prepared by: Sarah Youngman

Version 1

Date Submitted: 8th September 2026

Review Date: 1st September 2027

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Event Evacuation Plan

1. Event Overview

Event Description

Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to your event before.

An organised firework display with hot food and refreshments, with a small fun fair rides.

Location

Describe the detailed location, including the closest major road(s)

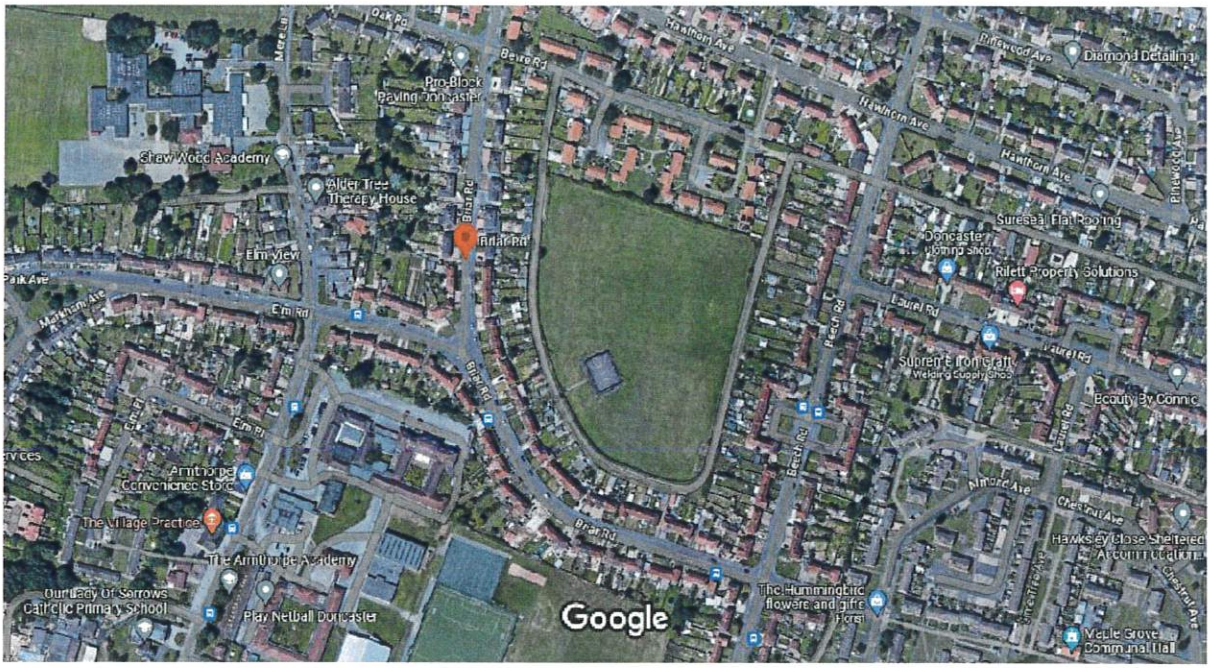
Briar Road Playing Field, Off Briar Road, Armthorpe, Doncaster, DN3 2DN.

Description of the site and surrounding area

Give a general description and link to plans and appendix including aerial views of the site.

The site comprises of a large field surrounded by residential properties and garages.

Google Maps Briar Rd



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Dates and duration

Include details of the build-up and breakdown of the event (preparatory/closedown activities) as well as the event itself. If specific happenings are likely to attract a large number of people, include information in this section.

Event preparation will start at 8am and will be completed by 10pm.

Armthorpe Parish Council staff will be on site throughout the day to assist with cordoning off the field to ensure the spectators are kept a safe distance away from the fireworks.

Contractors and vendors will be directed by staff.

The following arrangements have been confirmed.

8am unlock the gates.
9am Fuse Firework staff to arrive and set up fireworks.
12pm Nicholls Loo Hire delivering 3 x toilets (two festival style and 1 accessible).
12pm Robinsons Fun Fair arriving.
4pm The Yorkshire Rosie – Mobile Bar arriving.
4pm Parish Council staff arriving with welfare gazebo.
4pm Security officers are arriving to monitor and manage crowds.
At 5pm Start of event, Parish Councillors arriving to assist with stewarding and litter picking.
7pm 18-minute firework display (8-minute low impact and 10 minutes high impact)
7.30pm onwards, litter picking and clearing site
Security staff will leave once all vendors and contractors have left the site.
The site will be clear by 10pm

Entrance/exit points

Enter details of how the public enter and exit the site. If your event has complex entrance / exit arrangements e.g., separate entrances for ticket or cash sales. Maps or diagrams may help make things clear.

Members of the public will access the site off Bevre Road. Parish Councillors will be positioned at each gate to assist with directing the public. The entrance will be lit with portable lighting towers.

Attendance

Include your expected attendance figures. For an all-day/multiple day event this should include maximum expected / allowed attendance and the maximum at any one time.

The maximum number of attendees is 1,000 with 100 – 200 arriving at 5pm and the remainder from 6pm. The majority of attendees leave as soon as the firework display ends.

Audience profile

Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event. Previous history, entertainment type, and ticket sales will all help to indicate the audience profile.

The firework event attracts families with children and groups of young people.

Event Organisers

Please detail who the event organisers are.

Armthorpe Parish Council (Staff and Councillors)

Roles & responsibilities

Identify who is responsible for what and give further details in the roles and responsibilities section below. These could include roles such as Event Manager, Volunteer Co-ordinator, Steward Co-Ordinator, Safety Officer, Welfare officer, etc.

Name	Role	Brief explanation of responsibilities
Sarah Youngman	Clerk to the Council	Event Co-Ordinator
Daisy Youngman	Events Assistant	Event Co-Ordinator and First Aider
Carl Hughes	Sports and Recreation Officer	Event Co-Ordinator and First Aider

Contacts

Provide a list of contact numbers of all people identified above so if the user of this plan needs to contact anyone involved in your event, they will look here. Ideally you should provide an email address, landline, and mobile number for each person.

Name	Email	Mobile Number
Sarah Youngman	Clerk@armthorpeparishcouncil.gov.uk	07731 474422
Daisy Youngman	bookings@armthorpeparishcouncil.gov.uk	07763 755168
Carl Hughes	Sportsandrecreation@armthorpeparishcouncil.co.uk	07526 791188

Temporary Structures

Detail any temporary structures that will be used at the event e.g., marquees, gazebos etc. Provide details of their appropriate design/materials, correct siting/positioning and procedures

for their safe erection and dismantling. Include details of the competent person/contractor to be used and their associated risk assessments should be included in the appendix.

A 3m by 6m pop up commercial marquee will be used as an information point/first aid/lost children point. The temporary structure will be installed and dismantled by staff who have been shown how to use the marquee. The marquee will be secured to the ground to avoid being affected by high winds.

Entertainment

Various types of entertainment may take place at the event (these could include fairground rides, inflatables etc). Detail the types of entertainment which are planned for the event including times and locations and any relevant inspections and risk assessments.

Fairground rides – Robinsons Fun Fair

Firework Display – Fuse Fireworks

Licensing

Some events will require either a premises license or temporary event notice due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them e.g., play, sporting event, live/recorded music etc). List any license details here.

The Yorkshire Rosie Mobile Bar will be serving alcohol and has a licence in place for the event.

Catering and hospitality

Detail the business and contact details of any contractors'/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map. Please reference the following:

- Name of the food business
- Home Address of the food business operator
- Local Authority the food business is registered with
- The current Food Hygiene Rating Scheme rating (we would be happy with a rating of 3 or above)

The catering vans are managed by Robinsons Fun Fair.

Noise management

You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. Enter your arrangements for noise management here.

Music will be played throughout the firework display, the noise will be assessed and monitored by Fuse Fireworks when setting up for the event.

Welfare provision

Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning, and replacing those facilities as required. Facilities may include:

- Toilet facilities
- Changing facilities
- Shower rooms
- Drinking water provision

Portable toilets and hand-washing facilities will be provided throughout the day for contractors and members of the public.

Lost children

You must have a lost children's policy, and all event staff and volunteers must be familiar with it.

- Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian.
- Provide a clearly advertised point for information on lost children.
- Always ensure there are at least two adults that have the appropriate Criminal Records Bureau (CRB) checks in place to look after any lost children. Children should not be left with just one adult.
- All incidents need to be logged and all details are recorded.
- Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child.
- Contact the police if the child is reluctant to go with the parent or guardian.

There will be a marquee, clearly signed as a point for lost children. Staff have been allocated to manage this facility and have clear instructions of the actions required when dealing with a lost child and the recording of the incident.

Litter/waste

Consideration needs to be given to the cleansing requirements before, during and after the event. Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.

Staff and volunteers will be litter picking throughout the event. All vendors have been advised

to provide a bin for litter and to take their waste away with them.
After the event, a final litter picking session will take place. The Armthorpe Parish Council Community Clean-up Champion will conduct a further litter pick the next morning and will arrange for the refuse to be collected.

Electricity

Provide details of any electrical installations/the use of power for the event. Please note All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 and only competent persons should conduct electrical installation work.

Power sourced from generators will be used to facilitate the use of fairground rides, lighting, food vendors, and the firework display.

All contractors are required to follow the requirements of the Electricity at Work Regulations 1989 at all times.

Lighting

You should enter details of the use of lighting for the event.

Think about what ambient lighting is required for the safe movement around the event and what impact it might have on the performance. Do you require any emergency lighting and where are you going to place it to ensure it is not an obstruction or hazard in itself? If your event is only run in daytime hours and does not require lighting, what is the possibility of it over running into hours of darkness? Do you need some lighting as back up?

Omni Eco Ltd are providing mobile lighting towers to light up the main entrance to the event, the toilets, and the information point.

Standing/seating

You should enter details of attendees standing/seating at the event. Consider whether the audience will be standing, seated or a mixture of both. This will have a bearing on space allowance, crowd dynamics, and access arrangements.

Seating will not be provided for anyone attending the event.

Parish Council staff and volunteers will have access to seating within the information point.

Camping

You should enter details of camping at the event. If facilities for camping or caravanning are provided at the event, consider associated health and safety risk as part of the site design, e.g.,

fire and transport safety risks. If possible, separate vehicles from tented areas to minimise the risk of someone being run over.

Not applicable.

2. Crowd Management

Security/stewarding companies

Stewarding or security staff will be needed for the following types of duties:

- Searching at entrances
- Bag checking
- Rapid response
- Crowd monitoring
- Emergency evacuation
- Control and direct the public as required
- Monitor fire exits and fire equipment
- Outline competencies, roles, and arrangements for briefings

TSSL of Doncaster Ltd are providing 7 security officers to monitor the entrance and manage crowds. Staff will be briefed on attendance regarding the procedure to evacuate the site in the event of an emergency. The security staff will patrol the site throughout the event to monitor behaviour.

Barriers

Provide details of where barriers are to be used including:

- Type of barriers to be used
- Company supplying and installing them
- Number to be used.

It may be useful to details where barriers are to be used on a site plan.

A rope cordon will be in place to keep the crowd a safe distance from the firework display. The cordon will be manned by Parish Councillors before and throughout the firework display to ensure the cordon is not compromised.

Management of attendee numbers

Provide details here of how the number of attendees at the event are to be monitored and monitored e.g.

- Ticketed event
- Monitored entrances and exits

The event is not ticketed.

The entrances and exits will be managed by security staff throughout the event. Numbers will be monitored and entry will be stopped if the crowd becomes unsafe.

3. Communications

PA system

Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.

RBF Displays have a PA system in place.

Radio

Use of radios should be considered and details of their use recorded in this plan (for example - who has them and what channel they are being allocated).

Security staff will be using a radio system to communicate and call for assistance.

Parish Council staff and volunteers will use mobile phones to communicate throughout the event.

Telephone

This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event. It should also detail other alternative communication methods in the event of problems with telephone communication.

There are no reported issues with the use of mobile phones in the area.

Signage and public information

Provide details of any signage or public information facilities being used to direct persons round the site, provide important information e.g., welfare facilities, first aid points, lost children etc and restrict the public from certain areas if required.

An information point will be on site throughout the event to provide members of the public with access to information and the ability to report issues and receive first aid.

Media handling

Where the event may attract media attention, senior members of the team should be ready and prepared to give statements about the event. Details of persons responsible and statements to be given should be detailed here.

The Chairperson of Armthorpe Parish Council will prepare a statement if required to.

4. Traffic management, transport, and parking arrangements

The traffic management of an event is the responsibility of the event organiser.

You should consult with City of Doncaster Council Highways department, the local Police and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.

You should enter details of any Special Event Temporary Traffic Regulation Orders and Signage plans requiring approval by the Highways department.

You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.

Please carefully consider safe, accessible, and adequate parking provision for your event with clear signage and marshals on all approach roads. Include parking details on your site map.

You should also consider any implications for persons arriving at the venue on foot or by bike.

Attendees are expected to arrive on foot.

The entrance to the event will be lit to prevent any accidents and staff will be assigned to the entrance to signpost attendees to the attractions.

5. Medical and first aid cover

Details of the First Aid and medical cover for your event should be detailed in this section. The Purple Guide provides a template to help establish your first aid, medical and ambulance requirements. You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.

Three qualified first aiders will be available throughout the event to deal with any all first aid matters.

6. Police

This paragraph should include details of any agreed Police involvement in the event including:

- traffic management of the event
- police presence on site during the event

- general notification to the local police force of the event and potential impact

The local Police team are aware of the event.

7. Fire risk assessment.

A fire risk assessment must be conducted for all locations and details of any risks identified and the way that they are to be managed should be written. Include calculations for evacuation arrangements.

You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix.

There is no bonfire at this event. The fireworks are being managed by a professional accredited company who will have fire extinguishing equipment available to use in the event of a fire. All vendors have risk assessments and fire equipment to hand.

Fire extinguishers

Provide details here of the type, number, and location of fire extinguishers to be provided at the event.

There will be two dry powder extinguishers located at the information point.

Pyrotechnics and special effects

Provide details of any pyrotechnics and special effects that you will have at your event. These should be conducted by a registered company who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.

The 18-minutes firework display is being provided by RBF Displays. A copy of their risk assessment has been provided.

8. Risk management

Risk assessments

Indicate where risk assessments from both you and any contractors can be found and any significant issues arising. Further guidance on completing risk assessments can be found at: http://www.hse.gov.uk/risk/index.htm

Risk assessments have been prepared and area accessible.

Incident recording

The Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.

An event control procedure record will be kept and updated throughout the event.

RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety/HSE by law. RIDDOR information must be included in the incident log.

For details and reporting procedure of RIDDOR see the HSE web site.

Health and Safety Executive / Enforcing Authority

You should enter details of the enforcing authority for your event here should you wish to contact them to advise further of an incident. Council managed events are enforced by the HSE. Commercial events will be enforced by the local authority Environmental Health Service.

Incidents will be reported to City of Doncaster Council and Health and Safety Executive if necessary.

Insurance

Provide details of your insurers and the level of cover provided for the event. HINT: you may wish to append copy of the relevant certificates of insurance to your plan.

Adequate insurance of £10,000,000 is in place.

Weather

Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the specific arrangements will be in event of bad weather (e.g., cancellation criteria).

The event organisers will monitor the weather conditions and in the event of extreme weather and unsuitable conditions, the event will be cancelled.

9. Incident Management

Emergency vehicle access Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.

You can refer to these on the site map.

Emergency vehicles will gain access through the gates allocated to vehicles.

Event evacuation plan

Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.

You can refer to these on the site map and provide further details in the appendix.

In the event of an evacuation, visitors will be directed and escorted to the exits on site. Staff and contractors will be advised to meet in the car park area off Bevre Road.

Counter-terrorism mitigation.

Detail here all counter-terrorism mitigation plans for your event.

Security staff will monitor all visitors and will report any concerns to Police by calling 999.

Traffic Management Plan

Fireworks Event - Briar Road Field, Armthorpe

Event	Armthorpe Fireworks Event
Location	Briar Road Field, Armthorpe
Date	04 November 2026
Event opening time	5pm
Fireworks display	7pm
Event closing time	9pm
Event organiser	Armthorpe Parish Council
Responsible Officer	Sarah Youngman
Expected attendance	1,000

1. Purpose

The purpose of this Traffic Management Plan is to ensure that the movement of pedestrians and vehicles associated with the fireworks event is managed safely and with minimum disruption to residents and the surrounding highway network.

- protect pedestrians arriving at and leaving the event;
- minimise traffic congestion;
- discourage inconsiderate or dangerous parking;
- maintain access for residents;
- maintain access for emergency services;
- manage increased pedestrian movement immediately before and after the fireworks display; and
- ensure the site can be safely evacuated if necessary.

2. Event Access

Public access to Briar Road Field will be via the designated pedestrian entrance(s):

Pedestrian entrance(s): Off Bevre Road and Beech Road.

Vehicle access onto the event field will be restricted to authorised event vehicles, emergency services, contractors, approved suppliers and other vehicles specifically authorised by the Event Organiser.

Public vehicles will not be permitted onto the field.

3. Pedestrian Management

Large numbers of pedestrians are expected to arrive before the display and leave within a relatively short period immediately afterwards. Stewards will therefore be positioned at key pedestrian access/exit points.

- directing visitors to the correct entrance;
- keeping pedestrian entrances clear;
- monitoring pedestrian congestion;
- discouraging pedestrians from standing in the carriageway;
- assisting families and vulnerable visitors where appropriate;
- monitoring interaction between pedestrians and vehicles; and
- reporting any safety concerns to the Event Manager.
- Particular attention will be given to the end of the fireworks display, when the highest concentration of pedestrians is expected. The Event Manager may temporarily hold pedestrian movements within the site where necessary to prevent unsafe congestion immediately outside an exit.

4. Vehicle Parking

Visitors will be encouraged to walk to the event wherever reasonably practicable. Pre-event publicity should advise visitors that parking close to Briar Road Field is limited and that vehicles must be parked legally and considerately.

- Visitors will be reminded not to obstruct residents' driveways;
- not to park on junctions;
- not to obstruct footways or emergency access;
- not to park where the carriageway is significantly restricted; and
- not to park where doing so would create a road-safety hazard.
- Stewards may provide information and directions but will not attempt to exercise statutory parking-enforcement powers.

5. Briar Road

Briar Road will remain open to normal traffic unless a separate temporary road closure or restriction is approved. The Event Organiser will monitor Briar Road before, during and immediately following the event.

- monitor pedestrian movements;
- encourage visitors to remain on footways;
- keep the event entrance clear;
- prevent vehicles from entering the event site without authorisation; and
- immediately report significant congestion or unsafe conditions to the Event Manager.
- Stewards will not step into live traffic or attempt to stop/control highway traffic unless appropriately trained and authorised to do so.

6. Emergency Vehicle Access

Emergency-service access must be maintained throughout the event. A designated emergency access route will be identified on the event site plan and kept clear at all times.

No parked vehicles, stalls, barriers, queues, event equipment or temporary structures will be allowed to obstruct the emergency route.

The Event Manager and senior stewards will be informed of the emergency route during the pre-event briefing. Should an emergency vehicle require access, stewards will immediately assist with clearing pedestrians from the designated route.

7. Stewarding

A pre-event briefing will be provided to all stewards. High-visibility clothing will be worn by appropriate event personnel. Stewards must not direct highway traffic unless they have the appropriate competency and authority to undertake that role.

- allocated location;
- pedestrian management;
- vehicle movements;
- emergency procedures and emergency vehicle access;
- evacuation arrangements;
- communication arrangements;
- dealing with confrontational behaviour; and
- escalation to the Event Manager.

8. Arrival Period

Prior to the event opening, the Event Manager will check that pedestrian entrances are unobstructed, emergency access is clear, barriers and signage are correctly positioned, stewarding positions are staffed, event or contractor vehicles are not obstructing public access, and surrounding conditions do not present an unforeseen traffic or pedestrian risk.

The greatest arrival traffic is anticipated during the period immediately before the display. Additional stewarding should therefore be provided during this period where necessary.

9. End of Display and Dispersal

The period immediately after the fireworks finish is expected to present the greatest pedestrian-management risk, as a large proportion of the audience may leave simultaneously.

- Stewards will move to their designated exit positions.
- Pedestrians will be directed towards designated exits.
- Emergency access will continue to be kept clear.
- Vehicle movements within the event site will be suspended where they could conflict with departing pedestrians.
- Contractors/event vehicles will remain stationary until authorised to move by the Event Manager.
- Stewards will monitor Briar Road and immediately report significant congestion or unsafe conditions.
- Event staff will remain in position until the main pedestrian crowd has dispersed.

10. Contractor and Event Vehicles

Where possible, deliveries and contractor movements will take place before the public is admitted. No routine contractor movements through pedestrian areas will take place while significant numbers of members of the public are present.

At the end of the event, contractor vehicles should not leave the field until the Event Manager is satisfied that pedestrian numbers have reduced sufficiently for vehicle movement to take place safely.

11. Incidents and Emergencies

Any traffic or pedestrian safety incident will be immediately reported to the Event Manager. The designated emergency route must remain available throughout any incident.

- deploy additional stewards;
- temporarily restrict an event entrance or exit;
- suspend internal vehicle movements;
- contact the police or emergency services;
- implement the event emergency plan; or
- initiate an evacuation.

12. Communications

The Event Manager and key stewards will communicate using: [Radios/mobile phones]

- Event Manager: [Sarah Youngman 07731 474422]
- Deputy Event Manager: [Daisy Youngman 07454 482337]
- Traffic/Stewarding Lead: [TSSL / TBC]
- First Aid: [Parish Council Staff / 07526 791188]
- Emergency: 999

13. Adverse Conditions

The Event Manager will monitor conditions on the day. Additional controls will be considered in the event of poor visibility, heavy rain, ice, flooding, excessive mud affecting pedestrian routes, unexpected traffic congestion, or any other condition affecting safe access or egress.

14. Traffic Management Plan Drawing

A site drawing should accompany this document and identify:

- Briar Road Field boundary;
- surrounding roads;
- pedestrian entrance(s) and exit(s);
- emergency vehicle entrance and emergency access route across the field;
- event vehicle/contractor entrance;
- any designated and accessible parking;
- first-aid point;

- fireworks firing/safety area; and
- any temporary highway signs or restrictions.

15. Approval and Review

This plan will be reviewed with the overall Event Management Plan and risk assessment before the event. Any additional requirements imposed by City of Doncaster Council, South Yorkshire Police, South Yorkshire Fire & Rescue, Yorkshire Ambulance Service or other relevant bodies will be incorporated into the final event arrangements.

If a road closure or formal traffic-management measures are subsequently considered necessary, the Event Organiser will contact City of Doncaster Council's Highway Network Management service and use an accredited and competent traffic-management company as required.

Risk Assessment: 2026 Firework Event

Prepared by: Sarah Youngman

For: Armthorpe Parish Council

On 6th October 2026

Review date: October 2027

Potential hazards	People at risk and how?	Actions already in place	Further action required	Action by	Action target date	Done
Any form of accident with or without intent	All attendees & Staff	Three first aiders will be on site for the whole period of time for event Marshalls will also be on site for the period of time for the event Signage will be in place to inform visitors of the location for the provision of first aid.				
Alcohol abuse	People may lose their inhibitions, ability to judge distance, coordination and clarity of speech, so become a danger to themselves and others	Event attendees are not to bring their own alcohol Event attendees that are deemed to have trouble with coordination, balancing or walking will be monitored/cautioned by stewards Event attendees that have slurred speech or difficulty in conversing				

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		will be monitored/cautioned by stewards Event attendees that are loud, lewd or abusive will be cautioned and monitored by stewards				
Alcohol serving	People may lose their inhibitions, ability to judge distance, coordination and clarity of speech, so become a danger to themselves and others	Event attendees are not to bring their own alcohol Bar to be supplied and staffed by an approved operator Event attendees under the influence of alcohol are not to be served Event attendees must provide proof of age before been served if asked Glass and bottle collection to be carried out at regular intervals				
Crowd control / overcrowding	All staff and event attendees may suffer a variety of injuries through overcrowding or lack of evacuation procedure	Event numbers to be strictly adhered to Ensure adequate access for wheelchair users, people with pushchairs and disabilities Ensure there are sufficient stewards and marshals to manage crowds at the event				

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		Ensure stands and displays do not obstruct evacuation routes Ensure that stewards and marshals all fully versed in fire escapes and evacuation routes				
Drugs	People may lose their inhibitions, ability to judge distance, coordination and clarity of speech, so become a danger to themselves and others	Event attendees that are deemed to have trouble with coordination, balancing or walking will be monitored/cautioned by stewards Event attendees that have slurred speech or difficulty in conversing will be monitored/cautioned by stewards Event attendees that are smoking any substance that smells different to tobacco will be cautioned and monitored by stewards Event attendees that are loud, lewd or abusive will be cautioned and monitored by stewards				
Electricity	Risk of electric shocks and fire risks including smoke inhalation and burns to people in the vicinity	All equipment to be PAT tested at three month intervals Any defective cabled, plugs, sockets or other electrical equipment to be removed				

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		Extension cables to be run around perimeter where possible and table tied above head height A maximum of a twin extension socket per single socket to be used				
Extreme weather conditions	All people may suffer from adverse weather conditions, including UV damage and slips, trips and falls	Marshals to advise route and supervise vehicles leaving parking area in muddy, icy or snowy conditions Stewards to announce caution warning if pathways become slippery, muddy or icy Stewards to offer event attendees assistance for access and egress				
Fall from height (hop ups)	Both minor and major injuries can occur if someone falls from a hop up	Hop ups inspected prior to use, fit for purpose, with a maximum working height of 500mm Ensure hop up legs are securely locked in place prior to use Ensure the ground base for the hop ups is firm and level Avoid over reaching when using hop up Painted hop ups are not to be used	Organisers to ensure that hop ups are being used correctly			

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Fall from height (Kick Step)	Both minor and major injuries can occur if someone falls from a Kick Step	Kick Steps inspected prior to use, fit for purpose, with a maximum working height of 450mm Visually inspect Kick Steps to ensure castors and tread area are in good condition Ensure the ground base for the Kick Step is firm and level Avoid over reaching when using Kick Step Do not use if floor area is wet or contaminated				
Fire/explosion	All people in the vicinity could suffer smoke inhalation or burns	Fire risk assessment carried out prior to event Escape routes/emergency access point to be kept clear and stewards informed of locations in case of emergency				
Hot foods and/or liquids	Consumers and staff may suffer scalds or burns	All hot/cold food is supplied by a third party and is liable for any outcome				
Manual handling	Staff may receive back and other injuries if correct practices are not adhered to	Manual handling should be avoided where at all possible, but when required: Raising, lowering, and carrying loads is to be carried out using	Manual handling training to be taken every			

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		correct posture and techniques and following the health and safety guidelines for lifting at work. This includes the consideration of how heigh an object is to be lifted and the distance from the torso. The recommended maximum safe lifting limits when raising a compact object to waist level and close to the torso is 16kg for women and 25kg for men. However, these are only guidelines, and due to individuals having different capabilities, these figures are largely down to an individual's choice, provided they have had manual handling training and are competent. If the load is to be moved check the route is free from obstacles before starting and use mechanical aids such as stack trucks where possible if applicable. A load is classified as double handling if it is of irregular shape, obstructs vision, must be manhandled around staircases or other obstructions or if a person doesn't feel confident lifting it.	three years			

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Noise	Staff, volunteers and others in the vicinity may suffer temporary or permanent hearing loss from exposure to noise	Consideration of noise output when selecting events such as shooting, live music, PA announcements etc				
Refuse	Staff and event attendees could suffer cuts and slips, trips and falls	Ensure adequate bins are provided and labelled for waste segregation Stewards to employ staff with litter picker tools to maintain site hygiene Areas with heavy waste requirements to have additional bins				
RSI (Repetitive strain injuries)	Any individual who carries out repetitive tasks may experience pain in various joints and muscle groups.	Avoid forceful or repetitive tasks where possible Ensure work area is set up correctly Avoid arching back or squatting for long periods Avoid stretching and over reaching				
Slips, trips and falls	Sprains, fractures and tissue damage could be suffered by someone from slipping, tripping or falling over obstacles, furniture, guy ropes or poor floor coverings	Report any trip or slip hazard as soon as you see it Avoid trailing cables, and use hazard tape around tent pegs and guy ropes				

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		Use signage for wet floor surfaces and ensure floor coverings, steps and ramps are clean and in good condition Ensure there is adequate lighting and designated walkways are kept clear				
Vehicles	Staff and event attendees could suffer injuries through collisions with vehicles	Traffic management system in place 5 mph speed limit in place and enforced by marshals Marshals to direct traffic to parking spaces Pedestrian walkways to be signposted Carpark surface checked for debris and broken glass before the event				
Violence	Staff and event attendees may suffer verbal or physical abuse	Staff always polite to guests and trained in non-confrontational practices Staff not to serve abusive or intoxicated customers alcohol				

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		Staff to report suspect customers to stewards for monitoring / cautioning Width of bar selling alcohol to be 900mm minimum to reduce the risk of customers interfering with staff Event attendees that are repeatedly swearing or acting in an aggressive manner to be monitored / c\optioned by stewards				
Welfare facilities	Event attendees may suffer disease, infection and dehydration	Ensure there is adequate working toilet facilities Toilet facilities to be checked and cleaned on an hourly basis. Warm water, soap and hand drying facilities to be provided				

Document author:	**Signed:**	**Date:**
Sarah Youngman	*Sarah Youngman*	**6th October 2026**

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Armthorpe Parish Council

Event Management Plan

Remembrance Parade

Sunday 8th November 2026

Prepared by: Sarah Youngman

Version 1

Date Submitted: 27th August 2026

Review Date: August 2027

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   PA System
   Radio
   Loud Hailers
   Telephone
   Signage and Public Information
   Media Handling

4. Traffic Management, Transport and Parking arrangements

5. Medical and First Aid Cover

6. Police

7. Fire Risks

8. Risk Assessment

   Risk Assessment
   Incident Recording
   RIDDOR
   Health and Safety Executive / Enforcing Authority
   Insurance
   Weather

9. Incident Management

   Event Evacuation Plan

1. Event Overview

Event Description

Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to your event before.

The event starts at 10am with a ceremony at Armthorpe Community Centre, followed by a parade from the community centre to The Church of St Leonard and St Mary. The Act of Remembrance is held outside the church followed by a two-minute silence and a parade returning to the community centre. Refreshments are served once the congregation arrives at the community centre.

Location

Describe the detailed location, including the closest major road(s)

Armthorpe Community Centre, Welfare Park, Church Street, Doncaster, DN3 3AG
Church Street, Armthorpe, Doncaster
The Church of St Leonard and St Mary, Church Street, Armthorpe

Description of the site and surrounding area

Give a general description and link to plans and appendix including aerial views of the site.

The event takes place at three sites; aerial views are below:

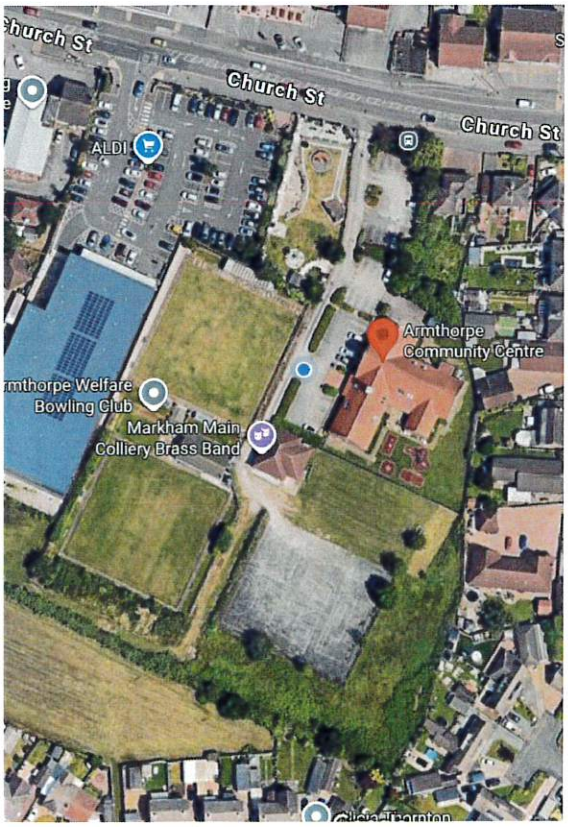


Image 1: Armthorpe Community Centre

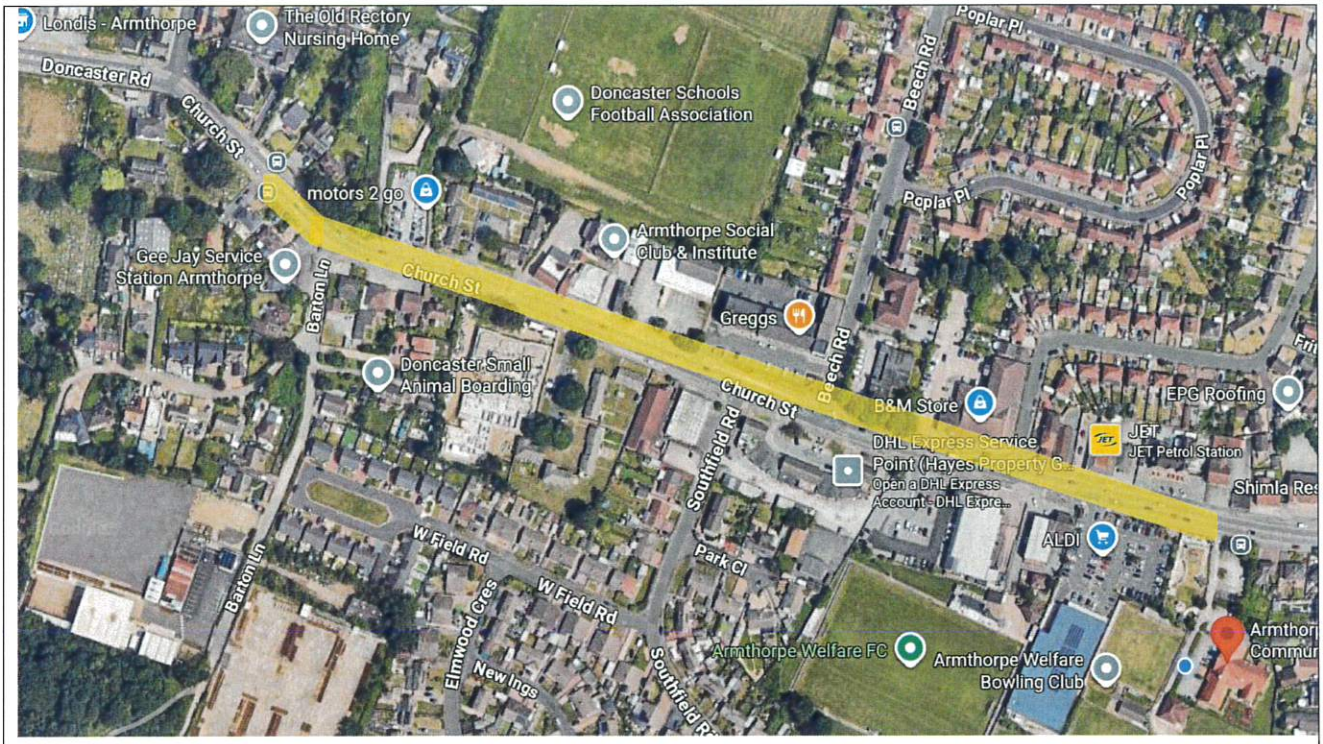


Image 2: Church Street, Armthorpe

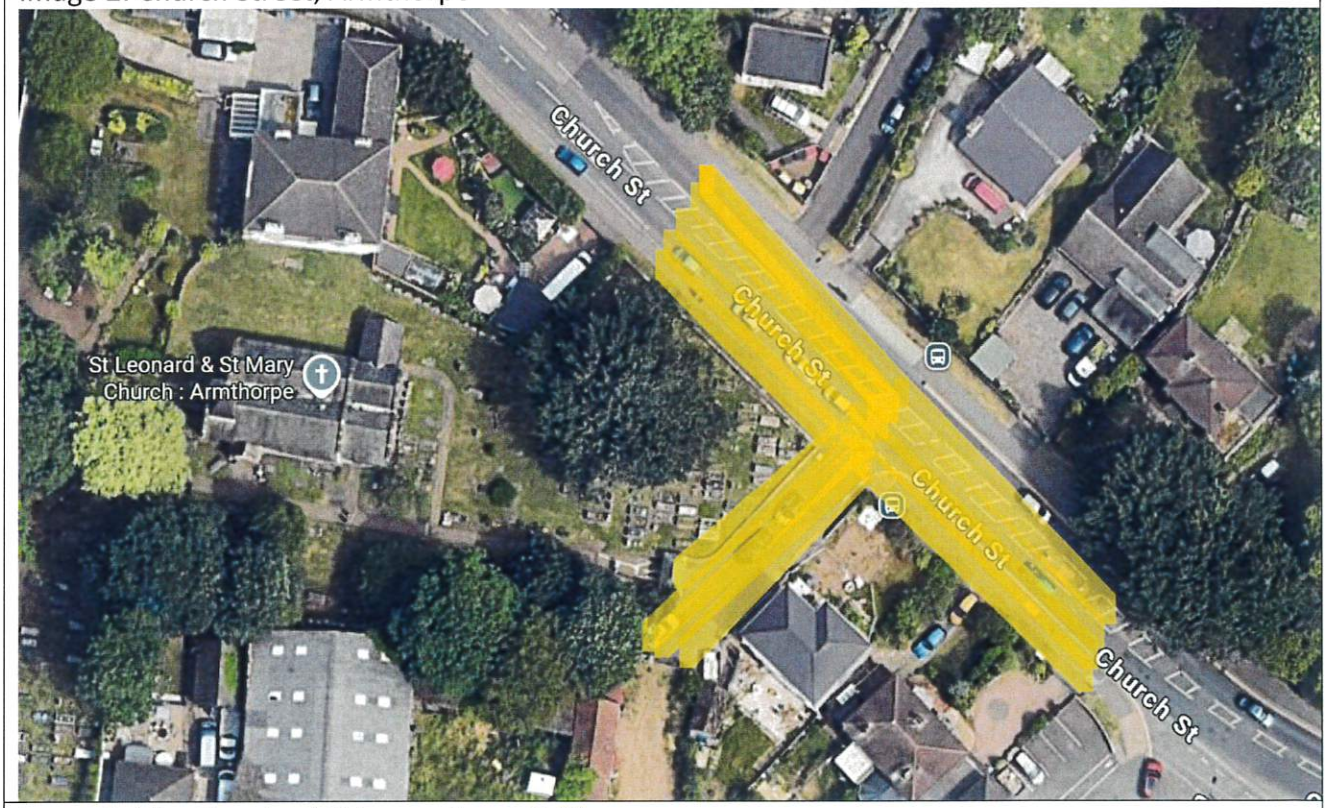


Image 3: The Church of St Leonard and St Mary

Dates and duration

Include details of the build-up and breakdown of the event (preparatory/closedown activities) as well as the event itself. If specific happenings are likely to attract a large number of people, include information in this section.

Event preparation will start at 9am and will be completed by 1pm.

Armthorpe Parish Council staff will be on site throughout the event to assist with coordinating and

managing the event.

Members of the public and contractors will be directed by staff.

The following arrangements have been confirmed.

9am: Setting up seating within Armthorpe Community Centre
9.30am: Rehearsal for standard bearers
10am: Start of service and road closure along Church Street begins – Managed by Vocon Traffic Management Ltd
10.30am: End of Service
10.35am: Parade assembles on the driveway outside Armthorpe Community Centre – Led by Parade Marshall
10.40am: Parade leaves Armthorpe Community Centre
10.50am: Parade arrives at The Church of St Leonard and St Mary
10.55am: Act of Remembrance begins
11am: Two-minute silence
11.10am: Service ends and the parade reassembles – Led by Parade Marshall
11.15am: Parade returns to Armthorpe Community Centre
11.25am: Parade arrives at Armthorpe Community Centre
11.30am: Church Street reopens, and refreshments will be served
12.30pm: End of event

Entrance/exit points

Enter details of how the public enter and exit the site. If your event has complex entrance / exit arrangements e.g., separate entrances for ticket or cash sales. Maps or diagrams may help make things clear.

Members of the public will use the main entrance of Armthorpe Community Centre, which is located on Church Street, Armthorpe.

The same entrance will be used by the people taking part in the parade.

Attendance

Include your expected attendance figures. For an all-day/multiple day event this should include maximum expected / allowed attendance and the maximum at any one time.

The approximate number of attendees is five hundred throughout the event.
It is expected that 150 people will attend the service at Armthorpe Community Centre, and the remaining attendees join the parade as it proceeds along Church Street towards the Church. Once the parade ends most people leave and approximately one hundred guests stay at Armthorpe Community Centre for refreshments.

Audience profile

Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event. Previous history, entertainment type and ticket sales will all help to indicate the audience profile.

The remembrance event is attended by community groups including, Scouts, Brownies, Aid Cadets, St John Ambulance, families, ex-military personnel and senior citizens.

Event Organisers

Please detail who the event organisers are.

Armthorpe Parish Council (Staff and Councillors)

Roles & responsibilities

Identify who is responsible for what and give further details in the roles and responsibilities section below. These could include roles such as Event Manager, Volunteer Co-ordinator, Steward Co-Ordinator, Safety Officer, Welfare officer, etc.

Name	Role	Brief explanation of responsibilities
Sarah Youngman	Clerk to the Council	Event Co-Ordinator
Daisy Youngman	Events Assistant	Event Co-Ordinator

Contacts

Provide a list of contact numbers of all people identified above so if the user of this plan needs to contact anyone involved in your event, they will look here. Ideally you should provide an email address, landline, and mobile number for each person.

Name	Email	Mobile Number
Sarah Youngman	clerk@armthorpeparishcouncil.gov.uk	07731 474422
Daisy Youngman	bookings@armthorpeparishcouncil.gov.uk	01302 830543

Temporary Structures

Detail any temporary structures that will be used at the event e.g., marquees, gazebos etc. Provide details of their appropriate design/materials, correct siting/positioning and procedures for their safe erection and dismantling. Include details of the competent person/contractor to be used and their associated risk assessments should be included in the appendix.

None.

Entertainment

Various types of entertainment may take place at the event (these could include fairground rides, inflatables etc). Detail the types of entertainment which are planned for the event including times and locations and any relevant inspections and risk assessments.

None.

Licensing

Some events will require either a premises license or temporary event notice due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them e.g., play, sporting event, live/recorded music etc). List any license details here.

None.

Catering and hospitality

Detail the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map. Please refer to the following:

- Name of the food business
- Home Address of the food business operator
- Local Authority the food business is registered with
- The current Food Hygiene Rating Scheme rating (we would be happy with a rating of three or more)

Parish Council staff will be providing tea, coffee, juice, and biscuits. The refreshments will be provided at Armthorpe Community Centre.

Noise management

You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. Enter your arrangements for noise management here.

A public address service will be used at Armthorpe Community Centre and outside The Church of St Leonard and St Mary to enable the congregation to listen to the services. Armthorpe Community Centre has a sound limiter installed which stops sound being delivered above 85db. The PA system used outside The Church of St Leonard and St Mary will be managed by Burgray (Allied Sounds).

Welfare provision

Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning, and replacing those facilities as required. Facilities may include:

- Toilet facilities
- Changing facilities
- Shower rooms
- Drinking water provision

Accessible toilets are located within Armthorpe Community Centre and in the grounds of the Church. Drinking water is available at Armthorpe Community Centre.

Lost children

You must have a lost children's policy, and all event staff and volunteers must be familiar with it.

- Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian.
- Provide a clearly advertised point for information on lost children.
- Always ensure there are at least two adults that have the appropriate Criminal Records Bureau (CRB) checks in place to look after any lost children. Children should not be left with just one adult.
- All incidents need to be logged, and all details are recorded.
- Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child.
- Contact the police if the child is reluctant to go with the parent or guardian.

Armthorpe Parish Council has a Lost Children Policy which will be followed throughout the event.

Litter/waste

Consideration needs to be given to the cleansing requirements before, during and after the event. Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.

Bins are located at Armthorpe Community Centre and along Church Street. The Armthorpe Parish Council Community Clean up Champion will conduct a further litter pick the next morning and will arrange for any excess litter to be collected by Doncaster Council.

Electricity

Provide details of any electrical installations/the use of power for the event. Please note All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 and only competent persons should conduct electrical installation work.

The main source of power for the event is at Armthorpe Community Centre, the building is checked by an accredited electrical contractor and complies with electrical standards.

Lighting

You should enter details of the use of lighting for the event.

Think about what ambient lighting is required for the safe movement around the event and what impact it might have on the performance. Do you require any emergency lighting and where are you going to place it to ensure it is not an obstruction or hazard in itself? If your event is only run in daytime hours and does not require lighting, what is the possibility of it over running into hours of darkness? Do you need some lighting as back up?

The event is held during daylight hours; lighting will be provided for the service within Armthorpe Community Centre but not required for the outdoor service.

Standing/seating

You should enter details of attendees standing/seating at the event. Consider whether the audience will be standing, seated or a mixture of both. This will have a bearing on space allowance, crowd dynamics and access arrangements.

Seating will be provided for members of the public attending the service at Armthorpe Community Centre. Attendees of the service outside The Church of St Leonard and St Mary will stand.

Camping

You should enter details of camping at the event. If facilities for camping or caravanning are provided at the event, consider associated health and safety risk as part of the site design, e.g., fire and transport safety risks. If possible, separate vehicles from tented areas to minimise the risk of someone being run over.

Not applicable.

2. Crowd Management

Security/stewarding companies

Stewarding or security staff will be needed for the following types of duties:

- Searching at entrances
- Bag checking
- Rapid response
- Crowd monitoring
- Emergency evacuation
- Control and direct the public as required
- Monitor fire exits and fire equipment
- Outline competencies, roles, and arrangements for briefings

Parish Councillors and Parish Council staff will be stewarding the event; a maximum of 200 people will be permitted to attend the service at Armthorpe Community Centre. The parade is held on

Church Street which is wide enough for members of the public to avoid crowding. Stewards will be in attendance throughout the event to control any overcrowding. Vocon Traffic Management Ltd will be present to manage the road closures on Church Street.

Barriers

Provide details of where barriers are to be used including:

- Type of barriers to be used
- Company supplying and installing them
- Number to be used.

It may be useful to details where barriers are to be used on a site plan.

Vocon Traffic Management Ltd will supply signs and barriers along Church Street, please refer to the Traffic Management Plan for specifications and locations.

Management of attendee numbers

Provide details here of how the number of attendees at the event are to be monitored and controlled e.g.

- Ticketed event
- Monitored entrances and exits

The event is open to all members of the public, the maximum capacity for attendees at Armthorpe Community Centre is two hundred. The Event Co-Ordinators will manage monitoring.

3. Communications

PA system

Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.

A PA System is available for use at Armthorpe Community Centre and the Church in case of emergency.

Radio

Use of radios should be considered and details of their use recorded in this plan (for example - who has them and what channel they are being allocated).

Staff from Vocon Traffic Management Ltd will be using radios to communicate when the road closure is in force.

Telephone

This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event. It should also detail other alternative communication methods in the event of problems with telephone communication.

There are no reported issues with the use of mobile phones in the area.

Signage and public information

Provide details of any signage or public information facilities being used to direct persons round the site, provide important information e.g., welfare facilities, first aid points, lost children etc and restrict the public from certain areas if required.

Signage is in place at Armthorpe Community Centre to signpost members of the public to welfare facilities. Stewards will wear hi vis vests, so they are always visible to members of the public. The office within the community centre will be the designated first aid point and a sign will be displayed. Two fully qualified first aiders will be present throughout the parade and outdoor service.

Media handling

Where the event may attract media attention, senior members of the team should be ready and prepared to give statements about the event. Details of persons responsible and statements to be given should be detailed here.

The Chairperson of Armthorpe Parish Council with the Parish Council Clerk will prepare a statement if required to.

4. Traffic management, transport, and parking arrangements

The traffic management of an event is the responsibility of the event organiser.

You should liaise with City of Doncaster Council Highways department, the local Police and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.

You should enter details of any Special Event Temporary Traffic Regulation Orders and Signage plans requiring approval by the Highways department.

You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.

Please carefully consider safe, accessible, and adequate parking provision for your event with clear signage and marshals on all approach roads. Include parking details on your site map.

You should also consider any implications for persons arriving at the venue on foot or by bike.

Parking is available at Armthorpe Community Centre, the overflow car park will open. Most attendees are expected to arrive on foot. Road closure signs will be located on Church Street, Armthorpe for two weeks prior to the event and on the day of the event. A diversion route will also be arranged for drivers unaware of the road closure.

5. Medical and first aid cover

Details of the First Aid and medical cover for your event should be detailed in this section. The Purple Guide provides a template to help establish your first aid, medical and ambulance requirements. You should identify where each medical facility/first aid point is located on your site, and you may wish to identify this on your site plan.

First aiders will be available throughout the event to deal with all first aid matters.

6. Police

This paragraph should include details of any agreed Police involvement in the event including:

- traffic management of the event
- police presence on site during the event
- general notification to the local police force of the event and potential impact

The local Police team are aware of the event.

7. Fire risk assessment.

A fire risk assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written. Include calculations for evacuation arrangements.

You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix.

A fire risk assessment is in place for Armthorpe Community Centre and is reviewed annually. Fire equipment is located throughout the building and fire exits are clearly marked and kept clear of obstacles. An event risk assessment has been carried out which is also reviewed annually.

Fire extinguishers

Provide details here of the type, number, and location of fire extinguishers to be provided at the event.

Fire extinguishers are located throughout Armthorpe Community Centre. The risk of fire at the

outdoor service is minimal, in the event of a fire, members of the public will be dispersed to a place of safety and emergency services will be contacted via 999.

Pyrotechnics and special effects

Provide details of any pyrotechnics and special effects that you will have at your event. These should be carried out a registered company who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.

None.

8. Risk management

Risk assessments

Indicate where risk assessments from both you and any contractors can be found and any significant issues arising. Further guidance on completing risk assessments can be found at: http://www.hse.gov.uk/risk/index.htm

Risk assessments have been prepared and are accessible from Armthorpe Community Centre or emailed if requested.

Incident recording

The Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.

An event control procedure record will be kept and updated throughout the event.

RIDDOR

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety/HSE by law. RIDDOR information must be included in the incident log.

For details and reporting procedure of RIDDOR see the HSE web site.

Health and Safety Executive / Enforcing Authority

You should enter details of the enforcing authority for your event here should you wish to contact them to advise further of an incident. Council managed events are enforced by the HSE. Commercial events will be enforced by the local authority Environmental Health Service.

Incidents will be reported to City of Doncaster Council and Health and Safety Executive if necessary.

Insurance

Provide details of your insurers and the level of cover provided for the event. HINT: you may wish to append copy of the relevant certificates of insurance to your plan.

Adequate insurance of £10,000,000 is in place with Zurich Municipal.

Weather

Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the specific arrangements will be in event of bad weather (e.g., cancellation criteria).

The event organiser will monitor the weather conditions and in the event of extreme weather and unsuitable conditions, the event will be cancelled.

9. Incident Management

Emergency vehicle access Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.

You can refer to these on the site map.

Emergency vehicles will gain access through the main entrance at Armthorpe Community Centre. If an emergency occurs on Church Street, Vocon Traffic Management Ltd staff will temporarily open the highway to allow access for emergency vehicles.

Event evacuation plan

Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.

You can refer to these on the site map and provide further details in the appendix.

In the event of an evacuation, members of the public will be directed and escorted to the emergency assembly point located in the car park at Armthorpe Community Centre. In the event of an emergency on Church Street, members of the public will be dispersed to a safe area away from the emergency. The safe areas will be the nearest accessible street located off Church Street.

Counter-terrorism mitigation.

Detail here all counter-terrorism mitigation plans for your event.

Parish Councillors and staff will monitor all visitors and will report any concerns to Police by calling 999.

EVENT RISK ASSESSMENT FORM

Event Name	Remembrance Day	Date	08/11/2026	Venue	Church Street, Armthorpe

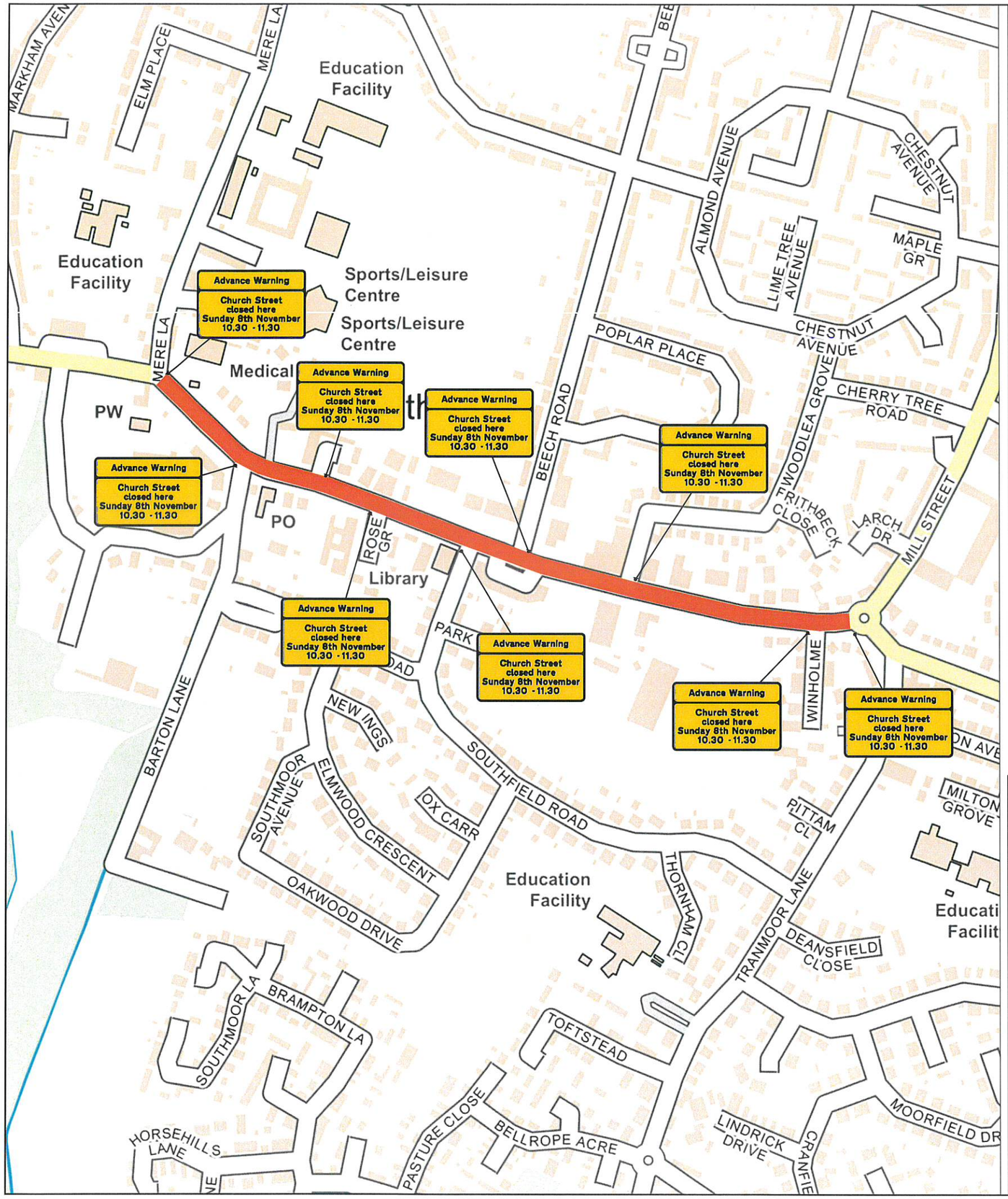
(1) Activity/area of concern i.e. What is taking place as part of the event?	(2) Hazards identified i.e. What can cause harm	(3) Persons at risk i.e. Who could be harmed by the hazard	(4) Current risk factor (High, medium or low) i.e. Determine the amount of risk	(5) Actions to be taken to minimise each risk i.e. What action can you take to lower the level of risk	(6) New risk factor (High, medium or low) i.e. Risk factor after action taken
Site	**Management**				
Injury from unauthorised vehicle	Risk of injury to marshals and members of the parade, this could include on-lookers and visitors	Marshals and members of the public	Medium	**Road Closures** will be clearly marked and warning signs displayed before the event/ parade. Vocon Traffic Management will be on site to manage the closure and monitor issues.	Low
Emergency Situation/ procedure	Ambulance or Emergency Service Access during parade	Marshals and members of the public	Medium	Procedure in place for emergency response – to include methods of egress; to designated assembly point e.g. community centre car park, marshals will be informed on what to do in the event of an emergency. To clear the road.	Low
Care of children	Youth Members/ community groups attending the parade	Members of the public - children	Medium	Clearly identified marshals in reflective jackets, youth workers e.g. Group Leaders and parents will be responsible for their own children. Lost children will be taken to Armthorpe Community Centre and the lost	Low

				Children Policy will be followed	
First Aid	Minor injury – slip, trip and fall or general accident or incident, illness	Marshals, attendees, members of the public	Medium	First aid trained staff on site throughout the event.	Low
Uneven surfaces, road, pavement etc	Slips, trips and falls	Members of the public – especially the elderly and children	Medium	Route and pavements will be checked prior to the parade.	Low
Inclement weather	Rain, high winds, lightening! Slips, trips and falls Slippery surfaces	Marshals, members of the public the elderly	Medium	Pre-check of forecast, suitable clothing, marshals wearing hi-viz jackets. Pre-route inspection and check	Low
Musical Instruments	Strain and sprains	Band members	Medium/Low	Correct harnesses should be available for all drums and other musical instruments. Manual handling assessments are completed if appropriate. Musicians and drummers go through the correct warm-up exercises before playing	Low
Terrorism	Vehicle being driven into crowds	Parade marshals and members of the public	Medium	Road closure in place throughout parade with marshals at each road junction. Marshals advised to call 999 in the event of an emergency	Medium
Vehicle movement from Dwelling or Parking Space	Struck by Reversing vehicle	Marshals and members of the public	Medium/ low	Marshals clearly identifiable to take charge in the event of an un-expected vehicle movement.	Low

Animals in attendance at the parade	Accidents, trip hazard to members of the public	Members of the public and parade marshals	Medium/Low	Dog owners will be expected to keep their dogs under control and on leads at all times	Low
Flags/Standards	Spiking, hitting, collision - parade marchers and members of the public	Members of the public and parade marshals	Medium/Low	Standard bearers to be trained in carrying, lowering and raising standards.	
Crowd management	Overcrowding due to too many people congregating in one area	Dignitaries, members of the public and steward	Medium/Low	Stewards to monitor the flow of the parade and meeting place at The Church of St Leonard and St Mary. Dispersal methods to be followed to avoid overcrowding.	Low
Welfare Facilities	Ensuring there are adequate welfare facilities, especially for older persons, disabled and children.	Dignitaries, members of the public and steward	Medium/Low	Accessible toilets available at Armthorpe Community Centre	Low

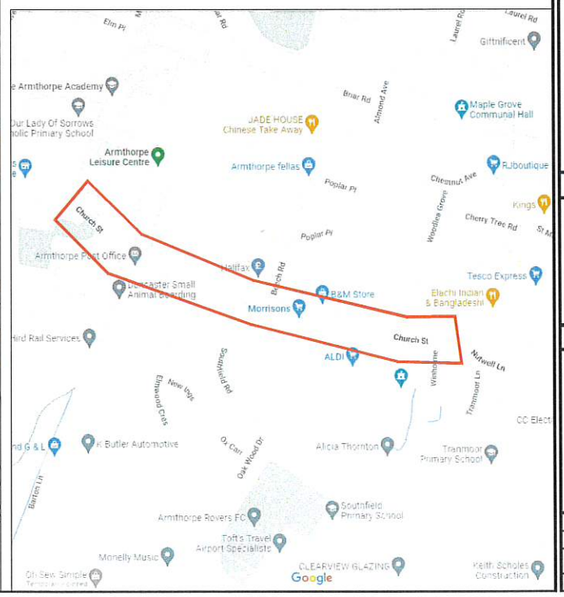
Name of person completing and authorising the Risk Assessment:

Signature: S Youngman Date: 26th August 2026



Advance Warning

Church Street closed here Sunday 8th November 10.30 - 11.30



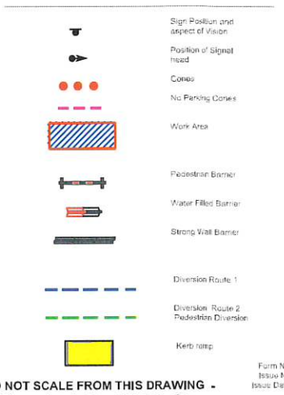
VOCON Traffic Management

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NOTES

1. All signs as per Chapter 8. Distances between cones to be 9m maximum unless otherwise noted.
2. Distances between signs NOT to Scale for purpose of clarity.
3. All sign placement subject to available safe working space.
4. The purpose of the Traffic Management Plan is for it to be used only as a guide and all traffic management equipment should be put out according to the 'safety at Street Works and Road Works - Code of Practice', i.e. Red Book & the 'Traffic Signs Manual Chapter 8', i.e. Yellow Book
5. Where bus stops are to be suspended, due to the nature of the works, the principal contractor needs to agree with the public transport provider if a temporary bus stop is required and its location.

Key



DO NOT SCALE FROM THIS DRAWING - All Dimensions to be verified on site

REV.	DATE	DESCRIPTION
C		
B		
A	28/07/26	AS DRAWN

VOCON

Nottingham	Sheffield	Derby	Normanton
Gin Close Way	342 Coleford Road	Unit 8,	Beckbridge Road
Awsworth	Darnall	Stoney Gate Road	Normanton
Nottingham	Sheffield	Spondon Derby	WF6 1TE
NG16 2TA	S9 5PH	DE21 7RX	

Tel: 03333 448308

www.vocon.co.uk www.vocon.co.uk

TRAFFIC MANAGEMENT PLAN

Client:

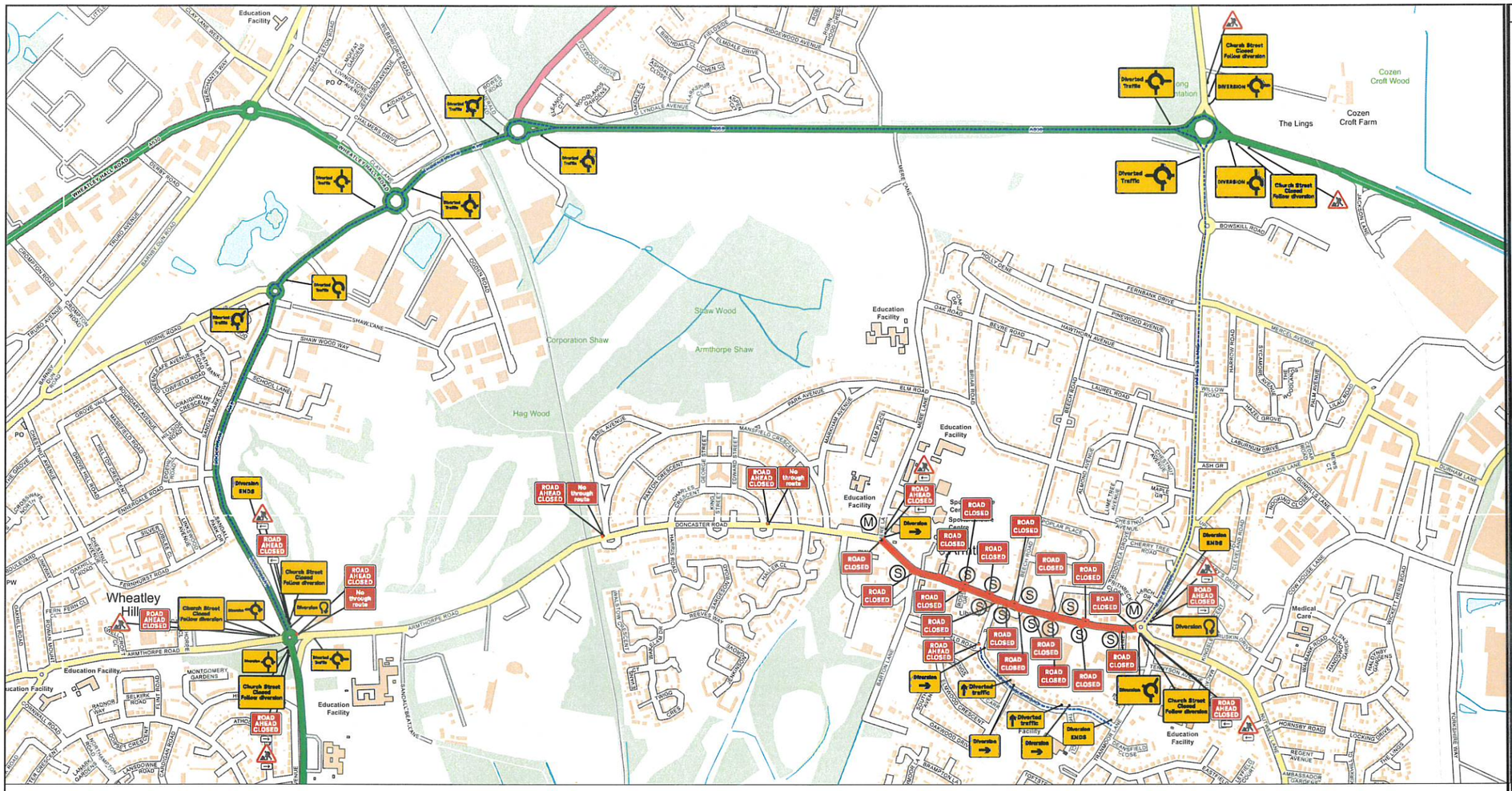
Armthorpe Parish Council

Drawing Number: VJW-001-Armthorpe-28.07.26

Drawing Title:

Advance Warning Signs
Armthorpe Parish Council
Remembrance Day Parade
Church Street
Armthorpe, DN3 3AJ

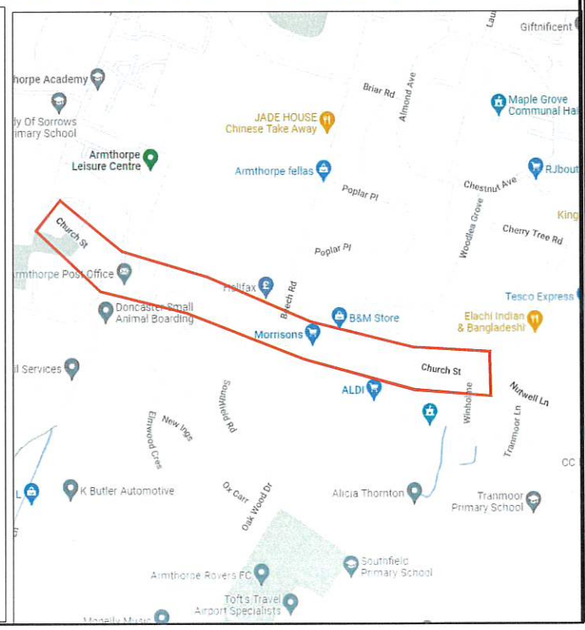
	Design:	Technical Officer:	REV:
Name:	V Wilds	E Dean	A
Signature:	V J Wilds	E.Dean	
Date:	28/07/26	28/07/26	



Qty: 3 Ref: 13-9 Schedule 13 : Temporary Sign	No through route	Qty: 1 Ref: 13.9 Schedule 13-9: Temporary Information	Diversion
Qty: 6 Ref: 13-9 Schedule 13 : Temporary Sign	Church Street Closed Follow diversion	Qty: 1 Ref: 13.9 Schedule 13-9: Temporary Information	DIVERSION
Qty: 1 Ref: 13.9 Schedule 13-9: Temporary Information	Diversion	Qty: 1 Ref: 13.9 Schedule 13-9: Temporary Information	DIVERSION
Qty: 2 Ref: 13.9 Schedule 13-9: Temporary Information	Diversion	Qty: 4 Ref: 2702 Start of temporary diversion route	Diversion
Qty: 1 Ref: 13.9 Schedule 13-9: Temporary Information	Diverted Traffic	Qty: 3 Ref: 2702 End of temporary diversion route	Diversion ENDS
Qty: 2 Ref: 13.9 Schedule 13-9: Temporary Information	Diverted Traffic	Qty: 2 Ref: 2703 Direction of temporary diversion route from junction ahead	Diverted traffic
Qty: 1 Ref: 13.9 Schedule 13-9: Temporary Information	Diverted Traffic	Qty: 4 Ref: 573 Direction to hazard right	
Qty: 1 Ref: 13.9 Schedule 13-9: Temporary Information	Diverted Traffic	Qty: 6 Ref: 573 Direction to hazard left	
Qty: 2 Ref: 13.9 Schedule 13-9: Temporary Information	Diverted Traffic	Qty: 8 Ref: 7001 Road works ahead	
Qty: 1 Ref: 13.9 Schedule 13-9: Temporary Information	Diverted Traffic	Qty: 10 Ref: 7010-FP-13-9 Nature of temporary hazard ahead - Road Ahead Closed	ROAD AHEAD CLOSED
Qty: 1 Ref: 13.9 Schedule 13-9: Temporary Information	Diversion	Qty: 17 Ref: 7010-FP-13-9 Nature of temporary hazard ahead - Road Closed	ROAD CLOSED
Qty: 1 Ref: 13.9 Schedule 13-9: Temporary Information	Diverted Traffic		

Church Street Closed Follow diversion

PARADE IN PROGRESS Please wait here for assistance S



VOCON Traffic Management

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5. Where bus stops are to be suspended, due to the nature of the works, the principal contractor needs to agree with the public transport provider if a temporary bus stop is required and its location.

Key



Form No SFTM-076
Issue No 02
Issue Date: 09/05/23

DO NOT SCALE FROM THIS DRAWING - All Dimensions to be verified on site

REV.	DATE	DESCRIPTION
C	27/08/25	Add signs
B	22/08/25	AS DRAWN
A	15/08/25	AS DRAWN

VOCON

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TRAFFIC MANAGEMENT PLAN

Client:

Armthorpe Parish Council

Drawing Number: VJW-001-Armthorpe-27.08.25 Rev C

Drawing Title:

Armthorpe Parish Council
Remembrance Day Parade
Church Street
Armthorpe
DN3 3AJ

	Design:	Technical Officer:	REV:
Name:	V Wilds	E Dean	C
Signature:	V J Wilds	E. Dean	
Date:	27/08/25	27/08/25	

IMPORTANT CHRISTMAS TEA NOTICE

We are delighted to once again offer Armthorpe residents aged 60 and over the opportunity to attend the Annual Christmas Tea. This year is particularly special, as 2026 marks the 75th year of this much-valued community tradition.

To help us continue delivering a high-quality Christmas Tea event, a £3.00 registration fee will now be payable at the time of booking. Each ticket holder will be provided with a 3-course meal, entertainment, and entry into the Christmas prize draw, ensuring a full festive experience while helping the Parish Council maintain the standard of the event without increasing the Parish Precept.

In previous years, we have experienced situations where residents booked a place but did not attend. Unfortunately, in these circumstances the meals still have to be paid for, and unused bookings place additional pressure on the event budget. It is hoped that the introduction of a nominal registration fee will help reduce the number of non-attendees.

Last year's Christmas Tea cost £6,314.54, covering meals, decorations, raffle prizes, entertainment and coach hire. This figure does not include the additional staff costs associated with setting up and clearing the venue before and after the event.
In addition, cancellations and non-attendance resulted in the Council incurring £305.15 in costs for meals that were ordered but not used.

The Parish Council hopes residents understand why this change has been introduced and thanks everyone for their continued support in keeping this much-loved community event sustainable

Outlook

Autumn Photography Competition

From Lynda
Date Thu 01/10/2026 14:48
To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Hi

I have seen various residents sharing their photos on social media over the that last few months and thought how nice it would be to hold a Autumn Photography Competition of views in Armthorpe.

So a couple of Catorgories and a junior and adult section. The categories could be Autumn views of Armthorpe and maybe a pet or garden category. Open only to Armthorpe residents.

We do have some lovely views in Armthorpe and it would be nice to display entries in the Community Centre.

If this propsal goes to the council to decide could you please omit my personal details being shared

Thanks

Lynda