

	Events committee
Date	24 August 2026 19.00
Agenda Item	4d

Safety Advisory Group meeting 10/08/26 via Teams

Present: Josie Falco Chair Head of Environment BDC

Dan Mellini Environmental Health Manager BDC

Hayley Street Essex Highways

Emma Guiver Essex Highways

Lisa LeBesque Health & Safety BDC

Philip Jackson Essex Police

Claire Bailey Essex Police

Gary Nunn - Trading Standards

Steve Brant Ambulance Essex

Ed Merry Administrator, Halstead Town Council

Sarah Greateorex Town Clerk Halstead Town Council

Josie Falco informed the meeting once again that the Safety Advisory Group was a forum to advise on public safety. She asked Sarah to update the meeting on developments since the last meeting :

Overview

- The Event management plan and Risk assessment had been updated in the light of the council's decision not to use flaming torches, and this had been sent to those attending
- A complete road closure had been applied for
- A Traffic management company had been engaged
- Much more detailed marshal training is being developed, in the light of Martyn's Law and the Purple Guide.
- Tractors will be used once again as mitigating vehicles to block entrances and prevent vehicles from ramming the crowd
- A Health and Safety manager will join the team

The meeting was in general very pleased with the update, but understood that this had not been an easy decision for the Town council.

There were a few details of the Event management plan which the Town Clerk was asked to update:

- The road closure starting at 19.00 for around 30 minutes
- To clarify the diversion route, which is expected to be via White Horse Avenue, Tidings Hill and Parsonage Street, (as used by Essex Highways when they closed the road earlier in 2026)
- To provide a clearer map of the diversion route and road closures, in consultation with the traffic management company
- To outline how the marshals would deal with an emergency if vehicles needed to get into the closed area, and crowds had to be moved away
- To carry out a Risk Assessment of the Laser display
- To preempt any attempt to bring live torches into the event by stating publicly that they will be removed and doused – water bins to be available as usual
- To check if the fire brigade will be present this year as there will be no torches
- To carry out a COSHH assessment in relation to the glowsticks
- To request more information on the Fireworks displays from the laser display company, and supply a diagram of the park showing the location of all parts of the event – laser display, food vendors, pyrotechnics, St John and the crowd
- To check out Cadent works in Neale Road around the time of the event
- To apply to BDC for street trading licences once the food vans have been decided on, and ensure that they have all relevant certificates

Recommendation: that the Events Committee notes the actions to be taken before the Light procession.



Sarah Greateorex Town Clerk