



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the meeting of the Events Committee held by remote attendance on Tuesday 2<sup>nd</sup> December 2025 at 7pm.

*The meeting was held in accordance with:*

**The Local Government and Elections (Wales) Act 2021**

**Present: Councillors:** Cllrs Janine Turner, David Evans, Neil Feist, Chris Parker, Robert Smith.

**Clerk to the Council:** Leigh Smith

**Apologies:** Cllr Rhys Jenkins

**Absent:** None

### **EV2025/022 Welcome and Apologies**

The Chair welcomed all attendees.

### **RESOLVED**

That the reason proffered with Cllr Rhys Jenkins' apology for absence be accepted as a valid reason for absence.

### **EV2025/023 Disclosures of Interests**

Cllr Neil Feist declared a personal interest being a member of Llanharan RFC.

Cllr Janine Turner declared a personal interest being a member of Llanharan RFC.

Cllr Robert Smith declared a personal interest being a member of Llanharan RFC.

### **EV2025/024 Approval of Minutes**

#### **RESOLVED**

To approve as a true record the minutes of the Events Committee meeting held remotely on 30<sup>th</sup> October 2025

### **EV2025/025 Public speaking**

None.

**EV2025/026 Correspondence**

Noted.

**EV2025/027 2025 Fireworks Display, post event review and decisions relating to the event plan for 2026.**

**a) *RESOLVED***

For the event to remain free of charge for 2026.

**b) *RESOLVED***

For the Clerk to make further enquiries into other aspects of the event.

**c) *RESOLVED***

To add the clarification of how to cancel tickets (including singles) to marketing information and signage and marketing reminding attendees to download tickets before arrival to the post event recommendations.

**EV2025/028 Excluding the press and public**

***RESOLVED***

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussion of the next item of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**EV2025/029 Financial aspects of the 2026 Fireworks Display Event.**

Noted.

**EV2025/030 Urgent information or items suggested to the Clerk for a future agenda**

None.

There being no further business the meeting closed at 7.45pm.

**Date of next meeting: TBC**

Councillor Janine Turner  
Chair of the Events Committee.



## **LLANHARAN COMMUNITY COUNCIL**

Minutes of the meeting of the Events Committee held by remote attendance on Thursday 30<sup>th</sup> October 2025 at 7pm.

*The meeting was held in accordance with:*

**The Local Government and Elections (Wales) Act 2021**

**Present:**

**Councillors:** Cllrs Janine Turner, David Evans, Neil Feist, Rhys Jenkins, Chris Parker, Robert Smith.

**Clerk to the Council:** Leigh Smith

**Assistant Clerk:** Rebecca Jenkins

**Apologies:** None

**Absent:** None

**EV2025/012 Welcome and Apologies**

The Chair welcomed all attendees.

**EV2025/013 Disclosures of Interests**

None

**EV2025/014 Approval of Minutes**

**RESOLVED**

To approve as a true record the minutes of the Events Committee meeting held remotely on 9<sup>th</sup> July 2025

**EV2025/015 Public speaking**

None.

**EV2025/016 Correspondence**

Noted.

**EV2025/017 Events Committee Action Plan**

Noted.

**EV2025/018 Delegation of the budget line 'Multicultural Carnival' to the Committee**

Noted.

**EV2025/019 Christmas event**

***RESOLVED***

- a) To hold a Christmas event at Bryncae Community Centre on 21<sup>st</sup> December 2025
- b) To allocate a budget of £2500 for the event
- c) To delegate authority for organising the event to the officers of the council in consultation with interested members.

**EV2025/020 Arrangements for 2025 Fireworks display event**

Noted

**EV2025/021 Urgent information or items suggested to the Clerk for a future agenda**

None.

There being no further business the meeting closed at 7.30pm.

**Date of next meeting: TBC**

Councillor Janine Turner  
Chair of the Events Committee.

**From:** [Llanharan Welfare Hall & Fields](#)  
**To:** [The Clerk / Project Officer](#); [The Clerk](#); [Office](#)  
**Subject:** Fireworks  
**Date:** 08 November 2025 18:49:19

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Dear all,

Firstly, thank you for another exceptional firework event.

Some constructive feedback.

- Disabled viewing platform was in the wrong place, they were very isolated. (Can you contact them for feedback) it may have been close for their cars, but not the best spot and no ability to seek cover in the rain or get hot drinks.
- A lot of work goes into the event and the community enjoy it, however, it is only a 2 hr event we could start at 4 pm with more activities and make it more of a community event. It would also prevent the surge of people as there is more scope for people to arrive.
- More fairground rides, and side stalls. Maybe do an agreement that they can purchase ticket bundles to ensure the public aren't over charged.
- Trying to ensure our community have tickets and not those from Cardiff etc (very hard) maybe do a few collection points for them to book tickets in person before going out to the wider public (they are booked on line still but in person, this would ensure the community have first chance, we would happily allow the meeting room to be used one evening for this)
- Increase capacity
- Hold it on a Saturday night and not a school night, so the parents are more relaxed about the children.
- Charge a nominal price for a ticket £1 as an example as way of a commitment, the council could then choose to gift that money to a charity or use it to provide free fairground activities. (the latter is preferred by us, you can make them age relevant as well so not all small children benefit, it helps keep costs low for families)

(tickets for fairness and to limit abuse)

- Music everyone struggled with, place between hall and boxing club
- Portaloos place against the wall of the rugby club inside the play park. (Use that space)

## **Vendors**

Are taking the biscuit literally.

They are not reflecting the ethos of none pitch fee.

The Trust made £220 profit (the most we have ever made, we believe because we were outside) if we can make that just from selling drinks, the vendors are making a fortune.

We charged

50p childrens drink and water  
£1 any can  
£1 tea  
£2 Hot Chocolate  
£2 Latte etc

All with fresh milk and Clifton coffee beans (ground fresh for each coffee) Cadbury for the HC with fresh whipped cream and marshmallows.

We had members of the public asking if we could do food as they loved it at the outdoor cinema and previous years when we did Jumbo sausage rolls.

They said the food is good quality and affordable.

The other Vendors were charging £5 for a HC £3.80 for a latte. Again the same as a pitch fee of £500!

A burger was £7 +

Cookies with a chocolate on top £3.50

Candyfloss £6

For some families they spent over £50 for basically nothing.

We have contacted one of the vendors as they left several black bags full of their waste, which was ripped open by animals. Totally unacceptable, they did apologise and did offer to come back but we had to clear them up as it would encourage fly tipping and vermin. (We picked them up Saturday morning)

Therefore moving forward, we require a pitch fee from anyone attending and rules set out for them. (We will hold the money to feed it back to the community in additional events)

In addition and this worked exceptionally well at a music festival we attended this year no vendor to sell anything another vendor is selling.

You could run a competition to have a VIP area (watching space), to get the community involved before hand, such as find the golden ticket, we ran it for the Lantern parade once and it was amazing. It really built up the momentum for the event and spread the word.

This will also ensure our community have the best views.

# **An exceptional evening, well planned thank you.**

Trustees

LRGT  
Charity No: 524178

**From:** [Kelleher, Dylan](#)  
**To:** [The Clerk / Project Officer](#)  
**Cc:** [Turner, Janine \(Councillor\)](#); [Daniel, Sarah](#); [Woodland, Ian](#)  
**Subject:** RE: Temporary road closure  
**Date:** 11 November 2025 12:49:35

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Good Afternoon,

Unfortunately, as advised via Sarah Daniel. The Council cannot absorb the costs of closures for planned events (such as fireworks displays) and even for our own council run events these costs are not met by my service area and the organiser of those events is charged accordingly. The Council absorbs the legal cost of closures for national events of significant importance, but these events cannot be localised to one area and must encompass a wide proportion of the County Borough. I.e. Remembrance Day, The kings coronation etc.

As you have outlined safety risks with this event. I will have this item added as an agenda item for next years ESAG so that it can be further scrutinised and if deemed necessary for safety then a temporary road closure order would be required to enable future events to proceed.

Many thanks

Dylan Kelleher BEng (Hons.) EngTech MICE, MIHE  
Prif Swyddog | Principal Officer  
Uned Rheoli Traffig | Traffic Management

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**From:** The Clerk / Project Officer <project@llanharan-cc.gov.wales>  
**Sent:** 11 November 2025 10:30  
**To:** Kelleher, Dylan <[REDACTED]>  
**Cc:** Turner, Janine (Councillor) <Janine.Turner@rctcbc.gov.uk>  
**Subject:** RE: Temporary road closure

**Rhybudd:** E-bost allanol yw hwn - sy wedi dod o sefydliad/unigolyn y tu allan i'r Cyngor. Byddwch yn wiliadwrs wrth glicio ar ddolenni neu agor atodiadau.

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Hi Dylan,

Cllr Turner has asked me to send the following.

Attached is the larger event plan/risk assessment but I have separately attached the drawing for the desired road closures.

We engaged with ESAG prior to the event this year and provided the documentation. Unfortunately when it came to the formal road closure we were unable to go ahead with that element due to the cost of the closure pushing the event significantly over budget.



Our post event review has identified that there is a significant hazard on these two short sections of public highway where the public enter the event. The risk being conflict between pedestrians and vehicles. Next year both entrances will be used for pedestrian access and egress.

When vehicles do wish to enter these areas we of course must allow them and this is controlled by marshals, however this only controls the inherent risk and does not eliminate it.

By having a temp road closure on these 2 short stretches it would prevent vehicles from parking and so aid pedestrian access and obviously eliminate the pedestrian/traffic conflict in these areas.

We understand that the costs of signage, staffing and management of any closures must be borne by us, we already have those assets in place.

Regards

Leigh **Smith**

**Clerk to the Council.**

**Llanharan Community Council**

[Clerk@llanharan-cc.gov.wales](mailto:Clerk@llanharan-cc.gov.wales)

[project@llanharan-cc.gov.wales](mailto:project@llanharan-cc.gov.wales)

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**Tel: 01443 231430 / 07769 266675**

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**From:** Kelleher, Dylan [REDACTED]

**Sent:** 06 November 2025 19:49

**To:** Turner, Janine (Councillor) <Janine.Turner@rctcbc.gov.uk>; The Clerk <clerk@llanharan-cc.gov.wales>

**Subject:** RE: Temporary road closure

Good afternoon Councillor,

The Council process a single temporary road closure order to support remembrance day parades across the County Borough. These are brought forward through a number of avenues and each one is reviewed by the Environmental Services Advisory Group (ESAG) which is comprised of multiple agencies and internal council departments.

Can you please provide me with more information in respect to what you're planning for

next year and I can pass this onto the relevant teams to review why this wasn't included in this years list of approved closures.

I would however note that whilst the Highway Authority has absorbed the cost of the legal orders in previous financial years. The costs of the signage, staffing and management of the closures always remained that of the organisers for each of those events.

Whilst I am hopeful that as a service, we can continue to provide this legal order free of charge on an annual basis. I am unable to pre-empt the decision by Council when allocating budgets and as such cannot guarantee that we will be able to provide this service free of charge next financial year.

I am in meetings most of tomorrow but can call you in my lunch break (around 12) should you want to discuss the above in more detail

Kind regards

Dylan Kelleher BEng (Hons.) EngTech MICE, MIHE  
Prif Swyddog | Principal Officer  
Uned Rheoli Traffig | Traffic Management

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**From:** Turner, Janine (Councillor) <[Janine.Turner@rctcbc.gov.uk](mailto:Janine.Turner@rctcbc.gov.uk)>

**Sent:** 06 November 2025 19:06

**To:** Kelleher, Dylan [REDACTED] <[clerk@llanharan-cc.gov.wales](mailto:clerk@llanharan-cc.gov.wales)>

**Subject:** Temporary road closure

Hi Dylan

Would it be possible to speak to you regarding a temporary road closure on the 5th Nov 2026.

I had previously enquired regarding the possibility for this year's event but haven't received a response.

This year's event would really have benefited from a road closure as we had nearly 3500 members of the public in attendance.

I understand that the remembrance parade has a road closure in place, with a fraction of the amount of people attending.

I'm also assuming that this closure is free ?

Kind regards

Cllr Janine Turner

Sent from [Outlook for Android](#)

beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

Mae'r neges ar gyfer y person / pobl enwedig yn unig. Gall gynnwys gwybodaeth bersonol, sensitif neu gyfrinachol. Os nad chi yw'r person a enwyd (neu os nad oes gyda chi'r awdurdod i'w derbyn ar ran y person a enwyd) chewch chi ddim ei chopïo neu'i defnyddio, neu'i datgelu i berson arall. Os ydych chi wedi derbyn y neges ar gam, rhowch wybod i'r sawl sy wedi anfon y neges ar unwaith. Mae'n bosibl y bydd holl negeseuon yn cael eu cofnodi a/neu fonitro unol â'r ddeddfwriaeth berthnasol. I ddarllen yr ymwadiad llawn, ewch i <http://www.rctcbc.gov.uk/ymwadiad>

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Croesawn ohebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi. Rhowch wybod inni beth yw'ch dewis iaith e.e. Cymraeg neu'n ddwyieithog

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## Llanharan Community Council Fireworks display event 2025

### Post event review

	Notable points	Actions to resolve	Progress
1	Panels removed from fence to be incorporated into event plan and written risk assessment.	Add to drawing and risk assessment.	
2	Disabled access mats, more required for access, they did not reach far enough and to the toilet.	Extend the length by another 3 mats double width, plus another mat to the toilet. Probably another 7 or 8 mat maybe? Check	
3	Ground under the mats was ok but a little unstable and deteriorated as the evening wore on discouraging some from using them (They parked on the gravel instead). The mats were well used but mainly by pedestrians.	If the ground is in the same condition next year (eg has not been asphalted) explore options to place a few tonnes of Chippings/Type 1 down before placing the mats).  Note, if the ground has been tarmaced it is questionable whether mats are required and a disabled area can potentially be coned off on the asphalt instead.	
4	Barriers protecting the firing zone didn't quite reach across to the edge of the ground.	Order a further 5 barriers.	

5	First aid turned up at 5.30pm which was difficult logistically especially with parking the ambulance. This was an error on the Clerk's part.	Ensure first aid and others all booked prior to 5pm at the latest to prevent any traffic movements after this time.	
6	Suggestion made that disabled parking area and event parking area are swapped so that disabled parkers have no pedestrian lines to cross This year crossed the toilet area). Would necessitate asking Haran staff to park in the current disabled spaces for the day.	If adopted request this of Haran roofing.	
7	Sign for the disabled parking was far from the road and unlit. Probably could not be seen from the road.	Purchase one of the sign holders that can be positioned nearer the road. Or find a spot that the banner can be fixed to? (Eg To a barrier that can be hired)?	
8	Traffic (pedestrian and cars) to and from Selca nursery introduced a significant hazard at a critical point in time. (Selca were co-operative in terms of parking staff vehicles etc...) There was very little space for people to park either inside or outside the ground and there were significant interactions between children and parents and vehicles in a small space, even under marshal control this was unacceptable. This is the largest element of risk and must be better controlled (Ideally eliminated) for next year.	Explore with LRGT whether the event (LCC and LRGT) can have exclusive use of the grounds and hall from a point in time before vendors etc... are arriving. For example, from 4pm for Selca and from mid-day for all other users? Or from 12noon for full use of the ground and hall. (Compensation for this would need to be considered in any event costings) (Excluding Haran roofing)	
9	Several people entered the ground to park (eg for the vets and for dog walking) during setup. 2 MOP	A) Explore with LRGT whether the event (LCC and LRGT) can have exclusive	

	<p>parked in areas allocated to vendors who were yet to arrive. There was no traffic conflict on this occasion but has the potential to create a conflict in future.</p>	<p>use of the grounds and hall from a point in time before vendors etc... are arriving. For example, from 4pm for Selca and from mid-day for all other users? Or from 12noon for full use of the ground and hall. (Compensation for this would need to be considered in any event costings) (Excluding Haran roofing)</p> <p>If this is achievable signage to be placed from the evening of the 3<sup>rd</sup> Nov warning people that the ground will be closed to the public from whatever time is agreed.</p> <p>B) Cone/barrier off all areas where we do not wish people to park and /or keep the gates closed with signage. C) Form the lanes for scanning much earlier and extend to within 5 metres of the junction. Create a separate walking channel to the Vets.</p>	
<sup>10</sup>	<p>Event staff parking was difficult as the allocated area is one used by Haran roofing. Haran roofing staff left but sometimes event staff were already onsite.</p>	<p>Find out in advance how many event staff parking slots will be required. (LCC, LRGT volunteers. Rocket, St John, Vendors).</p>	

	(Haran roofing were engaged prior to the event and were very cooperative).	Consider asking some (eg Rocket) to park away from the venue if practical or ask volunteers to carshare? Ideally, we would at least know how many spaces are required in advance and can incorporate them into the plan.	
<sup>11</sup>	Cars were parked on the road next to Barrmores and Haran roofing. It did not cause a significant hazard but had/has the potential to do so especially if there are then traffic movements. A street vendor also setup next to Barmore's (lawfully) which became problematic.	<p>A) If sensible costs can be agreed with RCTCBC, affect road closures. * (See section 12 )</p> <p>B) If this cannot be achieved, cone off the road in this area and place signs from the evening of Nov 3<sup>rd</sup> requesting that people keep the area clear from 4pm pm Nov 5<sup>th</sup>. Note that under this option we cannot lawfully prevent street vendors from setting up or people from parking. This option though is likely to cause conflict with Barrmores as they will not consent to their customers being prevented from parking if they wish to do so. Possible that with an agreement with Barrmores that when appointments for that day they advise their clients that it will not be possible to park in</p>	

		the welfare field after 12noon or on the road outside after say 4pm. (Subject to agreement with Barrmores).	
12	<p>Barrmore Vets complained that their business and ability of users to access their site was affected. (Clerk did have arrangements in place with them and was not made aware of any issues on the night but Barrmore contacted the following day). Issues caused by the denial of parking at the Welfare Ground and the weight of pedestrian traffic blocking the road. Note: A formal road closure would be the preferred option for pedestrian safety but would likely impact on Barrmores, denying any parking facility outside the vets. RCTCBC have indicated a cost of circa £2,000 for a road closure)</p>	<p>Following the post event review The Clerk and interested parties to meet with Barrmore to discuss if there is anything practically that can be done to alleviate any issues for next year whilst not affecting the safety of attendees or significantly limiting the operation of the event.</p> <p>It is possible that Barrmores' wishes and the disruption caused by large numbers of pedestrians cannot be reconciled. The preferred measure for public safety (A road closure) will almost certainly not be supported by Barrmores unless suitable mitigation measures can be agreed. (eg barrier off footpath to ensure pedestrian access to the vets for their customers but no parking provision). If this option comes to pass, we could also keep a parking space coned off and free for their customers possible at the Haran Roofing end). Without a road closure the same arrangements as</p>	



		<p>this year could be kept in place (ie Access will be facilitated by marshals if required).</p> <p>The Clerk has indicated to Barrmores that a meeting will take place following our event review to discuss how we can better work together to minimise disruption from the event.</p>	
13	<p>There were queues still at the main gates after the 7pm start. This caused some people to miss the first few minutes of the quiet fireworks and caused what could have become a hazard with pedestrians queueing around the corner</p>	<p>Ensure disabled parkers in by 6pm? Then have the bottom entrance as a second event entrance (Lighting would be required here) with a further 3 or 4 scanners. Marshals on the road directing people to both entrances as appropriate.</p> <p>Allocate individuals to be the 'scanners' prior to the event (Rocket?) and allow them to flex the numbers at each entrance as appropriate.</p> <p>Marshals further down the queues to ensure people get into the 4 lanes early and avoid bunching.</p> <p>At the top entrance, 3 lanes should be directed to the main gates and the fourth to</p>	

		<p>the side gate. There was a lot of people who came up the back lane and therefore could merge with the queues coming from the main road. - Also prevent access up the back lane to prevent this and the nuisance of youths trying to jump over the park fence.</p> <p>Purchase the post and extendable strap barriers to replace cones and tape so they are extended further down and are more visible. Extend to within 5 metres of the road junction. Create a separate walking channel to the Vets.</p> <p>Ensure the display does not start until confirmed by the event controller. This would allow us to delay the start if there are still significant numbers still waiting to get in.</p>	
14	Lost child tent was not always staffed.	<p>Dedicated marshal (Who should ideally be one of the safeguard marshals) to stay in the Marshal / Lost children tent at all times.</p> <p>The tent to have seats and some children's activities.</p>	

15	No first aid interventions (as reported by St Johns) but reports that some inert firework debris fell outside of the firing zone barriers.	Move the firing zone further back min 5m. The furthest point forward must be agreed with Pendragon and marked.	
16	The bulk of the firework debris was left in the far goalmouth of the football pitch.	<p>Move the firing zone back behind the goalposts (See above 5m?) The furthest point forward must be agreed with Pendragon and marked.</p> <p>Place a protective tarpaulin or similar over the goalmouth area to minimise damage and aid in the cleanup</p>	
17	The pendragon staff had to physically move several tonnes of materials from the disabled area to the firing zone (and a lot back again). Doesn't affect the event but massively added to the workload for the contractor.	<p>Could we move the concrete tump temporarily to allow their van to access the area next to the football field.</p> <p>Or if the ground is likely to be too wet for the van</p> <p>Provide the tractor and trailer and a man for an hour to assist in the transport of the fireworks to the firing site. The cost of which to be negotiated to be deducted from the fireworks fee). The facility would not be available after the event.</p>	
18	Some minor nuisance from youths attempting to gain entry without a ticket. Well handled by Rocket	Signage to make it clear that once inside the event, if you chose to leave and intend to	

	security and marshals on the gate. Gate marshals reported some emailing already scanned tickets to friends.	<p>return you must have your ticket Scanned out! Tickets can only be scanned in once unless they have been scanned out.</p> <p>Lighting required at the bottom gate.</p> <p>Sweep of the ground and playground prior to 5.30 and the opening of the gates to ensure no-one inappropriate is already inside without a ticket (Particularly youths in the playground and elsewhere).</p>	
<sup>19</sup>	Prior to the event, MOP contacting the office asking if children or babies required tickets.	All marketing/banners/posters to make it clear that all require a ticket, including children and babies.	
<sup>20</sup>	One person holding a disabled parking ticket failed to obtain a ticket for the event.	Ensure the disabled parking tickets are only allocated to those who already have a ticket for the event which has to be shown at the office along with the blue badge.	
<sup>21</sup>	3500 tickets were released and allocated. Initial data shows attendance of circa 2500 (tbc).	<ul style="list-style-type: none"> <li>• Explore whether Eventbrite offers Automated <b>reminders</b> via email or SMS close to the event date (e.g., 24 hours and 2 hours before) that can prompt attendees to either attend or cancel.</li> <li>• Include a <b>quick cancellation link</b> in the reminder to make it easy.</li> </ul>	

22	<p>There is no way to ensure all tickets go to those in the LCC area. However some measures can be used to help ensure some are allocated locally.</p>	<p><b>Access Codes – Some tickets can be allocated via access codes. Eg in batches of say 500 allocated to different groups.</b></p> <ul style="list-style-type: none"> <li>• Distribute <b>private access codes</b> to local residents via schools, community groups, or newsletters.</li> <li>• Only those with the code can book these tickets.</li> </ul> <p>LCC could distribute a certain number of access code tickets first to local schools and other groups whose users will be predominantly from the LCC area for example to try and ensure these groups get priority access. And then release other groups or general tickets at a later date.</p> <p>Another idea is for LCC to book a number of tickets (to be printed) to hold back for late distribution closer to the event. Those people, if not known to us could be asked to pop to the office to show evidence of residence.</p>	