

This is an important message ref the 16th October 2017 meeting at Warrington Town Hall.

It is from Adam Kellock who is the Warrington Borough Council Democratic Services Officer and was addressed to Bill Roberts.

Dear Mr Roberts,

I have been passed your contact details by my manager Sharon Parker following your submission of a question to the 16 October Council meeting. I understand that you are one of the organisers for the Local Plan PDO and Western Link Road Objection Group and that a protest is planned for prior to the Council meeting next Monday with a significant number of people expected to attend. Given the large numbers anticipated I have been asked to put a plan in place to ensure that the protest takes place in as safe an environment as possible. Apologies if you are not the right person to be speaking to about this, it was thought important to speak to someone to make sure that we are all on the same page.

Firstly, the forecourt at the Town Hall where I imagine you would likely be congregating will be close to vehicles from 5pm onwards to ensure that there are no cars trying to drive through the area whilst the protest is taking place. We will have members of staff on hand in the area to discuss any issues that you may have on the night.

In terms of entry to the Town Hall this will be done through the main reception which is accessed through the east annexe car park to the right of the Town Hall. There will be no entry to the Town Hall via the steps at the front due to Health and Safety restrictions and the requirement for members of the public to sign in at reception.

Space within the Council Chamber is severely limited and seats will be allocated to those people who have submitted a question as a priority with any additional seats being allocated on a first come first served basis. It would be greatly appreciated if those asking questions could enter the Town Hall by 6.15pm to ensure a prompt start to the meeting. Once space in the Council Chamber has been taken we have made provision for additional seating in a nearby committee room which can accommodate 25 people and will have audio from the meeting piped through. Again access to this committee room will be on a first come first served basis and we are not able to accommodate any more people than the maximum capacity for Health and Safety and fire regulations. Unfortunately we are not able to permit any banners or placards within the Council Chamber.

If you have a petition that you would like to present please let me know and it can be arranged to be presented to the Mayor in advance of the meeting.

I would be very grateful if this information could be circulated amongst those of your group who will be attending next week to ensure that everybody is aware of the situation and that the event takes place in a safe environment.

I will personally be on hand on the night as a point of contact and it would be very useful to have a point of contact within your group so that they can be contacted in case of an emergency.

My contact details are posted below if you would like to discuss anything further.

Kind regards

Adam Kellock

Democratic Services Officer

Warrington Borough Council

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