



Redbourn Classic Car Show & Village Fete 2025

Volunteer Briefing Document

Role	Public Parking Marshals
Date/Time	Saturday 30th August
Team Leader	Kevin Ravenhill – 07778 050 218 or radio
Version	v1

Please arrive at the Control Point (to the right of the stage) 15 minutes before your shift starts to collect your high-viz jacket and ID badge. At the end of your shift, it would be helpful if you could wait until the next volunteer arrives before returning your high-viz jacket and ID badge to the Control Point.

Kevin Ravenhill is the Team Leader for Public Parking and should be your main point of contact throughout the day. Each carpark will have a radio to communicate with him if there are any car parking issues.

Any event related issues, or queries from visitors, should be directed to the Control Point which can be found to the right of the stage, or contacted on 07719 553 067. Lost children or medical or security issues should also be directed to the Control Point.

Your role is to direct vehicles in the public parking areas to ensure that vehicles are parked safely and efficiently. Please familiarise yourselves with the parking layouts which are shown on the maps provided. A site map will also be on the reverse of your ID badge.

Please make yourself visible when manning the car parks by standing in a prominent place by the entrance. Remind drivers to move slowly and safely, and be aware of other moving vehicles and children.

- There are three public car parks, as shown on the map provided. These are numbered 1-3 and are signposted from the public highway.
- There are also individual maps for each car park showing the entrance and exit, together with the proposed car parking arrangement for each area.
- The car parks are for the general public visiting the show and not exhibitors.
- Provision for Blue Badge Parking is provided as part of Car Park 3, with 30 defined spaces adjacent to the avenue of trees and as shown on the plan.
- Access to each car park will be controlled by an A- Board placed in the entrance to prevent access to the area until the appropriate time.
- All car parks will be opened at the same time to avoid congestion on the road.

If there are any issues regarding the Public Car Parking at any time during the day, please contact Kevin Ravenhill on 07778 050 218 (or via radio) for guidance as to how to proceed or deal with the situation.



The general public should not be parking on the roads surrounding the event. In particular the section of The Common from the Cricketers Pub to Chequer Lane will be taped off to prevent people parking in this area, which would create potential queues and unsafe conditions for the access to Car Park 1 and 2. The edge of the Cricket field will also be taped off.

If someone is seen trying to park in these areas, politely remind them that car parking is provided and it is not safe to park in these areas.

Do not get involved in any disputes with individuals but inform the Team Leader.

Please also note the following points :

- The layouts show the number of car parking spaces in each location, which are provided for guidance only. Please encourage people to park sensibly and safely and not to leave large gaps.
- Cars should park as close to the edges of the areas as possible to ensure circulation areas can be provided
- Where central rows of parking are proposed these are set out with pins and tape for guidance.
- Drinking water is available at the control tent for all volunteers.

Thank you in advance for your support – the event simply wouldn't be possible without it!

**PLEASE ALSO FAMILIARISE YOURSELF WITH THE SECURITY BRIEFING WHICH
ACCOMPANIES THIS DOCUMENT**