



# A Policy For The Use Of Parks And Open Spaces For Events

**To:**

Councillor Anna Smith, Executive Councillor for Streets and Open Spaces  
Community Services Scrutiny Committee 18/01/18

**Report by:**

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**Wards affected:**

All

## Not a Key Decision

### 1. Executive Summary

- 1.1 The hosting of events on our parks and open spaces has become increasingly popular with both local and national event providers. The Council receives around 300 enquiries for events every year, hosting between 80 and 100 with a range of individual and very different activities.
- 1.2 The proposed new policy aims to manage the expectations of those seeking to host events in our parks and open spaces, as well as establishing, from the outset, a greater understanding of the constraints, within which event organisers must operate. These constraints include the importance we place on minimising the impact of events on the physical fabric of our parks and open spaces, local ecology, other park users, local residents and our cleansing and grounds maintenance operations.
- 1.3 This report explains and evaluates the way in which the Council allocates and charges for outdoor events based from an informed position, having undertaken a comprehensive review of events on

Council parks and open spaces, having sought the views of stakeholders and event providers and included benchmarking data gathered from other local authorities.

- 1.4 The report examines the suitability of our parks and open spaces to host events and concludes with a recommended policy on the use and management of parks and open spaces for events.
- 1.5 The work, leading up to the formulation of the policy, takes into consideration the context of the event market and an understanding that events play an important part in the cultural offer of Cambridge.<sup>1</sup>

## **2. Recommendations**

The Executive Councillor is recommended to:

- a) Approve and adopt the policy for the management and use of our parks and open spaces for events, as set out in appendix A;
- b) Approve the proposed new fees and charges pricing structure for events on our parks and open spaces, as set out in appendix B;
- c) Instruct Officers to pursue the use of information technology to bring efficiencies to the event application process; and
- d) Instruct officers to seek and profile funding to make improvements to utility infrastructure to reduce the environmental impact of events, and training/ advice to local community groups to support improvements in the management of events.

## **3. Background**

- 3.1 The Council's annual programme of events on parks and open spaces has been developed to provide cultural, social and sporting activities; to mark ceremonial, unique and one-off events of a national or historic importance; and to promote a wider appreciation of our parks and open spaces and a diverse range of visitors. The annual event programme therefore directly supports the delivery of our corporate plan objectives.
- 3.2 Since 2011, the programme of events on parks and open spaces has contributed a valuable source of additional income to the Council, through the provision of fees and charges for events.
- 3.3 The event programme also has a positive contribution to the wider Cambridge economy, in particular the hospitality, tourism and retail sectors, which benefit from the additional secondary spending of those who attend the events.

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<sup>1</sup> The programme of Council events, currently provided by Cambridge Live is outside the scope of the review and this report. Cambridge Live have contract with the City Council for which the Executive Councillor for Communities responsibility.

- 3.4 To help manage the impact of events on the local community, we have developed clear set of guidelines and an events framework. This was approved at Community Services Scrutiny Committee in January, 2011 and had not been reviewed since. The events framework sets upper limits on the number of major events hosted on our premier sites, including Parker’s Piece, Midsummer Common and Jesus Green.
- 3.6 The need to undertake a review of events on our parks and open spaces was identified in the Streets and Open Spaces Operational Plan 2017/18 as follows:
- “To undertake a strategic review of events on open spaces, including site capacity, environmental/ social constraints, benchmarking of events programmes delivered and management arrangements and associated fees and charges”*
- 3.7 The review was conducted with the support of an external events consultant, who was engaged to undertake an impartial review of the parks and open space events service with the following key objectives:-
- a. *“To make recommendations to the Council and its partners for improvements in the arrangements for future events that is consistent with current policy, including the aims and objectives of the Arts Plan Delivery Framework and seeks to minimise any potential adverse effect on parks.*
  - b. *To identify potential improvements in the administration process for letting outdoor spaces for events.*
  - c. *To gain a greater understanding of the impact of events, including on the culture of the City, local people and businesses.*
  - d. *To gain a greater understanding of the financial impact and budget implications of events on parks and open spaces.*
  - e. *To provide benchmark fees and charges for each category of event and show how current charging might be improved.*
  - f. *To reflect and comment on recent large events that have taken place in Cambridge.*
  - g. *To identify each park in Cambridge that is considered viable for events and suggest suitable events for them.*
  - h. *Review infrastructure for each location, identifying restrictions and Health & Safety issues and make recommendations for improvement where applicable.”*
- 3.8 The review is now complete and is available as a background document to this report. The following section summarises the key findings from this work.

#### **4. Analysis of key findings**

- 4.1 The number of events on the City's premier sites, namely Parker's Piece, Midsummer Common and Jesus Green, is approaching capacity<sup>2</sup> as defined by the 2011 framework. The research suggests however that there is the potential for smaller and more diverse community based events on these popular central sites, as well as ample opportunities for such events on some of the smaller local open spaces in the city.
- 4.2 The programme of events on parks and open spaces is organised and managed by a single officer, who fulfils a range of other duties. The application process for events can prove to be labour intensive, for both the applicant and Council officer, and is very much dependent on the event provider's experience of putting on events generally, but also of Cambridge. Whilst already a robust process, the efficiency of the administration process requires review and improvement, which could, in part, be achieved by greater use of information technology, particularly during the early stages of the application process and onward in the sharing of information.
- 4.2.1 There is also an ever increasing event compliance monitoring requirement, particularly on site during 'set up' and 'take down' phases of the event, to ensure general compliance with terms and conditions and minimum safety standards and evidence that all appropriate approvals have been obtained and are followed.
- 4.3 The current fee structure has only been incrementally increased, since its introduction in 2011, and benchmarking suggests it has lost pace with the current market, particularly for the more commercial events. The event review has identified that there is scope to set more realistic prices and raise additional commercial income in the context of medium term contracts<sup>3</sup> without losing custom or increasing pressure on the space. This is particularly relevant to commercially oriented events. This is achievable by increasing prices to market levels, charging according to the number of attendees, particularly for race events, and greater enforcement of charges for sports and fitness activities where they operate for private commercial return.

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<sup>2</sup> A number of stakeholders felt that many sites, particularly Jesus Green, Parker's Piece and Midsummer Common, were approaching their capacity for events. There was feedback that there had sometimes been too many events in close succession. However, there was a consensus that the number and nature of events in 2016/17 was about right.

<sup>3</sup> A term of between 3 and 5 years (3 years with 1 + 1 year) is recommended for some events as this affords the event organiser the opportunity to invest in an event, building up on its capacity and therefore the opportunity to improve, and also allows the Council to negotiate the most favourable terms within an longer (more than one year) relationship subject to an annual review and with appropriate break clauses.

- 4.4 The current process for deciding on what events to include in the annual programme of events on parks and open spaces was identified as needing to be more systematic in approach and clearly defined. This has led to the development of a strategic policy (Appendix A) and procedure, using the Event Management Framework for Outdoor Events 2011 as a basis and including values such as: maintaining natural ecology, encouraging informal recreational use, encouraging smaller and diverse community events and discouraging overly private or commercial corporate events.
- 4.5 Officers will continue the current process of consulting on event applications with local councillors and making recommendations. The current diary of events will be made more widely available to all stakeholders involved in permissions and scrutiny, so that they can consider the cumulative impact of events across the year. Communication and information sharing between stakeholders will be developed through the publication of a calendar, updated monthly, on the council's web page for the public to view.
- 4.6 It is important to mitigate the environmental impact of events. For example, a number of the key event sites would benefit from the addition of localised power and water outlets and such improvements should be considered wherever site infrastructure improvement work takes place and/ or capital funding is available. Shared waste commissioning should form part of the hire agreement with event providers' asked to recycle and re-use event waste where practicable to do so. Importantly, the framework recognises that many users of our open spaces value the beauty and peace of our park environments, and seeks to incorporate this at the heart of the policy.
- 4.7 The recommendation in Section 2 of this report, seeks approval of a new policy for the use of parks and open spaces for events, to revise our current fees and charges, seek efficiencies through the use of IT and look at investments to reduce environmental impacts and make improvements in how events are managed.
- 4.8 In response to the event review findings and recommendation in Section 2 of the report, a proposed new policy for the use of parks and open spaces for events has been developed and is included in appendix A. In support of this new policy, a proposed new events pricing structure of fees and charges has been developed and is included in appendix B.

## **5. Implications**

### **(a) Financial Implications**

There are financial implications identified, in that the review recommendations will increase net revenue income from event activities.<sup>4</sup>

### **(b) Staffing Implications**

There are no staff implications identified; redefining the current role for supporting events to streamline the application process will be required.

### **(c) Equality and Poverty Implications**

An EQIA has been completed and the proposed changes overall are deemed to have a positive impact. Access to and skills to use IT were considered a negative impact, which can be overcome with paper based applications.

### **(d) Environmental Implications**

There is the opportunity of a positive impact by improvement to infrastructure on key sites by provision of electricity to reduce the requirement of generator use and also by the encouragement of on-site waste reuse and recycling.

### **(e) Procurement Implications**

There are no procurement issues identified at this time.

### **(f) Community Safety Implications**

All events on the Council's annual events programme on our parks and open spaces are required to submit a proposed event plan, which details how the event, and associated health and safety and environmental issues, will be managed. These plans are assessed by relevant officers and where appropriate, presented to the Cambridge Safety Advisory Group (multi agency forum involving police, fire, ambulance, councils, etc.) for input and advice. This ensures that the community safety implications of events are properly considered and addressed.

## **6. Consultation and communication considerations**

The report produced by the independent event consultant undertook a significant and wide consultation of key stakeholders including event providers, Friends /local user groups, City Council officers and councillors. It also sought views and data from other local authorities as part of the benchmarking exercise.

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<sup>4</sup> The current contractual arrangements with Cambridge Live will not be affected by this change, as the fees and charges are set out in their Licence to occupy terms and conditions

## **7. Background papers**

- a) Event Capacity Framework 2011
- b) Review of Parks and Open Space Events – Splendid Events, 1<sup>st</sup> December 2017.

## **8. Appendices**

Appendix A – Policy for the use of Parks and Open Space for Events;  
Appendix B – New Events pricing structure – effective 1<sup>st</sup> April 2018;  
and  
Appendix C – EqiA of the Policy for the use of Parks and Open Space for Events.

## **9. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Alistair Wilson, Streets and Open Space - Development Manager, tel: 01223 - 458514, email: [alistair.wilson@cambridge.gov.uk](mailto:alistair.wilson@cambridge.gov.uk).

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## Appendix A

### Cambridge City Council –

### A Policy for the use of parks and open spaces for events

From 2018



## **1. INTRODUCTION TO THE POLICY**

- 1.1 Cambridge City Council recognises the value and benefit which a culturally diverse and well-designed events programme in its parks and open spaces can bring to both residents of the city but also to draw in visitors, which may also result in extended benefits. This Policy is provided to assist the decision making process behind building a sustainable and varied programme of events for the city. It also seeks to protect the community and the Council's parks and open space's infrastructure from any negative impacts, which events may cause. The policy aims to guide:
- a. The number of events that can be held in each park and open space
  - b. The size of events that can be held in each park and open space
  - c. The nature of events that can be held in each park and open space
- 1.2 This policy also aims to communicate the obligations, responsibilities and limitations, which all event organisers have in relation to staging an event in any park or open space managed by Cambridge City Council.

## **2. THE POLICY'S SUPPORTING DOCUMENTATION AND LEGAL POSITION**

2.1 This Policy should be considered within the context of the other historic and current strategic documents, which are referred to below. These documents underpin and provide the detailed procedures and protocols, which support this policy document:

- Cambridge City Council Events Review November 2017;
- Cambridge City Council Events Capacity Framework 2011;
- Terms and Conditions for Hire of Parks and Open Spaces ;
- Application form for the Hire of a Parks and Open Spaces ;
- Community Services Committee approved events fees; and
- Community Services approval of this Policy on the 18<sup>th</sup> January 2017

2.2 Events became established in Cambridge City Council parks & open spaces in the 1960's and continue to be an important financial assist for Cambridge City Council.

Cambridge City Council is permitted to hold events under section 145 of the Local Government Act, 1972, which gives power to authorities to allow entertainment events in parks. Section 44 of the Public Health Amendment Act 1890 permits certain entertainments in parks, although subject to a limit on the duration of the event. Both acts provide slightly different, though overlapping, powers, and Cambridge City Council is entitled to pick which one it wants to use for the purpose.

Local authorities are sometimes challenged by certain stakeholders when a large percentage of the park is used to hold an event, especially when a large percentage of the park being used excludes the public from their everyday use. For example Cherry Hinton Hall is closed to the public for the duration of the Cambridge Folk Festival.

However, Section 145 of the Local Government Act, 1972, speaks of "enclosure", and does permit the public to be excluded, if the open space has been hired and an event is taking place.

### **3. THE POLICY IN A STRATEGIC CONTEXT**

3.1 This Policy takes into consideration the key corporate priorities of Cambridge City Council, including:-

- delivering sustainable prosperity for Cambridge and fair shares for all;
- making Cambridge safer and more inclusive;
- protecting our City's unique quality of life;
- transforming Council delivery; and
- Tackling climate change, and making Cambridge cleaner and greener.

#### **3.2 Aims**

3.2.1 It is intended that this Policy will balance the interests of residents and local businesses and allow the Council to:

- a) Demonstrate best practice in all aspects of event management, including the event application process and event evaluation;
- b) Ensure that the number of events is sustainable and continues to operate within the defined limits set out in the Events Capacity Framework 2011;
- c) Encourage local events that have strong community benefit and engagement;
- d) Allow open and effective communication about events with key stakeholders (eg. Local councillors, friend/resident associations)
- e) Support community event organisers and park and open space user groups through the development of tools and resources to streamline the event application process and
- f) Develop events that support strategic priorities in 3.1 above.

#### **3.3 Objectives**

3.3.1 The key objectives of this Policy are to:

- a) Ensure all events are run effectively and comply with relevant legislation;
- b) Ensure the health and safety for event attendees, the wider public and for those working at the event;
- c) Protect the reputation and promote a positive image of Cambridge City Council;
- d) Ensure that events are only approved if organisers can clearly demonstrate they are able to deliver effective planning of an event which is robust and safety focussed.;
- e) Encourage, facilitate and initiate events which align with the Council's corporate vision;
- f) Encourage and initiate events which involve localised community participation and delivery;
- g) Ensure protection of the natural environment by communicating clear environmental, biodiversity and sustainability policies;

- h) Ensure that every effort is made to avoid damage to the park or open space and its contents and that, should damage occur, this is mitigated at the soonest possible opportunity at the expense of the event provider.
- i) Ensure that all pre-event communications with key stakeholders is carried out in a timely and considered manner and accounting for local views as far as permissible;
- j) Encourage and support an annual programme of quality, culturally diverse and sustainable events;
- k) Encourage a culturally diverse range of community and commercial orientated events, which have wide appeal for the Cambridge community as well as tourists and visitors;
- l) Minimise and mitigate disruption to local residents, businesses and transport networks through best practice management;
- m) Promote the use of Cambridge's parks and open spaces for high quality public art and performance through encouragement and appropriate fees and charges;
- n) Support with the help of partners the production of an annual events calendar; and
- o) Generate a proportionate and reasonable net income for the Council which can be used both to care for our open spaces and in the wider carrying out of our duties.

## 4. EVENT CATEGORIES AND DEFINITIONS

### 4.1. Scale and definition

4.1.1 To first determine whether an activity should be formalised into an event in its own right, the organiser is asked to consider whether the proposal hits **one** or more of the following trigger points:

- The event introduces any formalised infrastructure onto the park or open space using a large area which impacts on general public usage (to include gazebos/ tables/ chairs/ etc.)
- Whether the event attendees exceed 50 in number and, therefore, remove space for others, not associated with the event, to use for normal recreational pursuits.
- Includes a fee to enter;
- A transaction to buy or supply a service takes place;
- The scale of the activity is beyond permitted recreational use of the park or open space

4.1.2 Once determined using the above triggers, the scale of events in Cambridge's parks and open spaces are defined according to their scale. The following table 1 outlines the parameters that Cambridge City Council works to in classifying event scale and impact:

4.1.3 If the estimated capacity/ scale of an event is very close to the limit of the classification type (i.e. major, large, etc.), officers reserve the right to have delegated authority to choose which category the event is best placed

4.1.4 The maximum limits for the key central spaces in the city are set out in Appendix 1. These limits were defined in the Events Capacity Framework and approved at Committee in 2011. This is the primary existing policy document determining the number and nature of events that can take place. This framework was approved at a Council Committee in 2011 and outlines types and suggests the maximum numbers of events on larger open spaces, and neighbourhood parks. Sports tournaments, recurring sports fixtures, internally run events, charity/fun runs or school sports which are small in participant numbers are considered to be beyond scope and may be given permission in addition to the capacities defined.

4.1.5 The following table 1 shows the existing and future (unchanged) classifications which define event scale and impact;

| Classification of the proposed Event | Size and definition of Event   |
|--------------------------------------|--|
| Major                                | <p>Likely to be over 10,000 attendees at any one time</p> <p>Involve a large footprint 50% of land area</p> <p>Potential for ground reinstatement – large area</p> <p>Change of use over whole site</p> <p>Major impact on surrounding environment</p> <p>Event lasting over 4 weeks</p> <p>Temporary structures with build/take down period of over 7 days</p>  |
| Large                                | <p>Likely to be between 5-10,000 attendees at any one time</p> <p>Has footprint of 30-50% of land area</p> <p>Change of use some areas restricted for the duration</p> <p>Potential for some ground re-instatement</p> <p>Some impact on surrounding environment</p> <p>Temporary structures with build/take down period of over 3-7 days</p>  |
| Medium                               | <p>Likely to be between 500-5,000 attendees at any one time</p> <p>Has footprint of 30-50% of land area Some change of use but note sole temporary</p> <p>Unlikely to involve ground re-instatement</p> <p>Minimal impact on surrounding environment</p> <p>Minimal infrastructure build period of 1 day</p>   |
| Small                                | <p>Likely to be up to but no more than 499 attendees at any one time</p> <p>No or minimal impact on other users</p> <p>No measurable impact on surrounding area</p> <p>Unlikely to cause damage</p> <p>Minimal infrastructure build period on the day</p>  |
| Minor                                | <p>One or more of the following trigger points:</p> <p>Formalised infrastructure onto the park or open space (to include gazebos/ tables/ etc.)</p> <p>attendees exceed 50 in number and, therefore, remove space for others, not associated with the event, to use for normal recreational pursuits.</p> <p>Includes a fee to enter, or a transaction to buy or supply a service takes place;</p> <p>The scale of the activity is beyond permitted recreational use of the park or open space</p> |

Table 1 shows the classifications which define event scale and impact

## 4.2 Local Community/Charity Events

- 4.2.1 Community events are those which are organised by a Cambridge local community or voluntary group in support of the community and, where monies are derived, for the sole (100% contributions made after costs) benefit of the group or charity organising. A community event must always be offered with no entrance fees to the public. They will not provide significant advertising or other commercial benefit opportunities to a profit making business or organisation. The organiser may be asked to provide proof that they are not profiting from allowing third party contractors, e.g. commercial stallholders to attend their event. Entrance fees, where levied for community and third sector stallholders, will be set at an affordable and accessible level and agreed with the City Council during the event process.
- 4.2.2 Charity events should be for the sole benefit of a Registered Charity and not for profit. Applications must be received from the charity themselves, or include a signed letter of endorsement from the charity. The charity will ultimately be responsible for the event. Not for profit and/or charitable organisations must be able to provide a UK charity number and also demonstrate that **all** proceeds (over and above costs) will be for the charity.
- 4.2.3 Many of Cambridge's Parks and Open Spaces have "Friends Groups" who work with the council helping to oversee the maintenance, development and enjoyment of the Council's parks and open spaces. The Council should support applications from these groups (at an appropriate size to the associated open space) in recognition of the invaluable role played, hire fees will not be charged for such events.

## 4.3. Commercial Events

- 4.3.1 This category is for all events which the organiser has the intention to generate a profit. Commercial events are typically accessible to the general public but in some cases will include events which have an entrance fee attached to enter a closed arena or partake in the activity. This category includes funfairs and circuses although these have separately defined hire costs within the fee structure. Although Commercial activity has a defined fee structure the City Council also reserves the right for officers to have delegated authority to negotiate the best deal where there is a major impact or significant commercial return anticipated.

## 4.4. Corporate Events

- 4.4.1 Corporate team building, brand events, VIP functions and incentive events are covered within the Commercial category with similar fees and negotiations applicable. Corporate events attract a slightly higher rate than commercial events as these are essentially closed events and therefore remove space from the general public for the event period. Officers will ensure that any given park or open space does not become occupied in its entirety and that publically accessible recreational space is still available whilst the event is on.



#### 4.5. **Private hire**

- 4.5.1 Events included in this category may include weddings, private parties and other similar events, and will be assessed on a case-by-case basis and will have the same process applied as those of a corporate nature.

## 5. EVENT APPLICATION, BOOKING AND APPROVAL PROCESS

### 5.1 Application Process

- 5.1.1 A comprehensive application and approval process ensures that park and open space events are only approved once all steps in the process have been correctly carried out by the applicant. The application process is outlined on Cambridge City Council's website <https://www.cambridge.gov.uk/hire-a-park-or-open-space-for-your-event> and described in 6.1 of this policy.
- 5.1.2 Event applications must be received no later than 4 weeks prior to the event date to allow officers to complete the required event consultations and full application process. Should applications not be received within these lead times, event proposals may be declined. All requests will be subject to set application fee which is non-returnable. This fee is to contribute to time spent by officers at the outset of the application, whether the event proceeds or not, it **does not** form part of, or have any relation to the 'Hire Fee'
- 5.1.3 No more than one event will normally be approved on the same day in each park or open space (exceptions may be made for smaller/private events which do not adversely impact on daily recreational use of remaining space). Should multiple applications be received for the same park or open space on the same date, one or both of the organisers may be offered an alternative date or park. As a general principle, officers will try to ensure that the spaces, which attract the most event demand, operate on a 'one week on-one week off' basis, during peak periods (i.e. the space to remain free on alternate weekends to allow full, uninterrupted public recreational use).
- 5.1.4 Applications will be subject to consultation with the elected members for the ward in which the space requested is within. Based on the initial Statement of Intent there must be a general consensus of permission for the event to proceed with the full application process. Where consensus cannot be arrived at, the Executive Councillor for Streets and Open Spaces will make the final decision guided by officer recommendation and Councillor feedback.

### 5.2 Approvals

- 5.2.1 Once 'Permission in principle' has been made through initial application process the following processes may apply, this dependant on size/impact of the proposal: Appendix 3 sets out the scoring matrix to determine the level of information required.
- For higher impact events further consultation engagement may be required will involve with key stakeholders, including Friends Groups and other internal departments (e.g. Safer Communities Team & Licensing)
  - Attendance at a Cambridge Safety Advisory Group (SAG) meeting (this determined by use of the triage matrix shown as appendix )

- Pre/post event debriefs may take place for large and regular events. These meetings may include some or all of the following:
  - Council Officers with vested interest in the event activities
  - Ward and/or Executive Councillors (who put forward any issues which residents may raise as concerns)
  - Police/Fire officers (may attend although more likely to attend SAG)
  - Local stakeholders including friends groups.

5.2.2 Permission in Principle may be conditioned to one or all of the above processes and Cambridge City Council and subsequent outcomes as a result of these may impact on approval or change of decision to refuse the event after all considerations above have taken place and this shall then be considered to be final. An applicant having held a previous event does not make any presumption in favour of it being accepted as an annual occurrence unless they have a longer term contractual agreement made.

Further Event information is can be found in Appendix 2

## 6. EVENTS WHICH WOULD NOT BE GRANTED APPROVAL IN CAMBRIDGE'S PARKS AND OPEN SPACES

6.1 Events which would not be granted permission are those which are deemed to be inappropriate, contravene any conditions set-out in the Terms and Conditions of Park and Open Space Hire, or are considered to have a detrimental impact on the "normal day to day recreational use" of the park or open space. Failure to comply with Terms and Conditions will prejudice future event applications. Specific attention is drawn to the potential for noise nuisance as a result of amplified music. Limits to the number of event days featuring licensable activities for spaces for which Cambridge City Council holds a premises licence (see 8.1.1) are outlined in Appendix 3.

6.2. Further reasons for **refusal** may include:

- a) Any event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the selected site.
- b) Any event which does not provide adequate documentation or certification and cannot demonstrate through this process that it should progress to the next stage of the application process.
- c) Any event which fundamentally changes its offer as originally submitted by the statement of intent.
- d) Any event which is not able to demonstrate or respond adequately to SAG members recommendations and to which officer feel should be to ensure the activity is delivered in a safe and robust manner.
- e) Any event which discriminates against any individual or group on the grounds of race, religion, gender, sexual orientation or disability.
- f) Any event that wishes to include non-domesticated animals for performance purposes.
- g) Any event that does not agree to and sign the set terms and conditions of hire prior to the event.
- h) Any event to which the Council have previously experienced undue, late or non-payment of fees as agreed or where other conditions were not adhered to.

6.3. The following general principles will be applied to the timing and frequency of events:-

- No more than one event (other than private events) will normally be approved on the same day in each park or open space unless considerable space remains for general public recreational use.
- The timing of events approved will be structured to maintain a balance between events and informal/casual use of parks and open spaces
- There is a general presumption against events taking place on consecutive weekends in any park or open space and officers will try to ensure this balance is maintained as far as practicable.

## **7. APPEALS**

- 7.1 Streets and Open Space will use the Cambridge City Council corporate policies and procedures for complaints when dealing with 'appeals'.
- 7.2 Appellants will receive a copy of the corporate complaints form which describes how and whom to contact and a form on which complaints may be made.
- 7.3 All letters of complaint should be recorded on the Corporate Complaints software.
- 7.4 If an appellant disagrees with a decision made by Streets and Open Space Officers s/he may appeal the decision.
- 7.5 The appellant should write to the Head of Service and request an appeal within fourteen days of being informed of the decision, stating their wish to appeal against the decision.
- 7.6 A senior member of staff, not connected with the original decision, shall review any written information connected with the case, and if necessary invite the appellant to attend an appeal interview where his/her views will be heard.
- 7.7 The determining officer should write to the appellant to explain the decision within three days of the appeal being heard.
- 7.8 If the appellant is still not satisfied they may refer the matter to the Independent Complaints Investigator.

## **8. LICENSING**

### **8.1. Premises Licenses for Parks and Open Spaces held by Cambridge City Council:**

8.1.1 The following parks and open spaces have overarching Premises Licenses which allow regulated entertainment, as defined in the Licensing Act of 2003, and are held by Cambridge City Council:

- Parker's Piece
- Jesus Green
- Midsummer Common
- Coldhams Common
- Cherry Hinton Hall

8.1.2 These sites are licensed for sale of alcohol, plays, exhibition of film, live music, recorded music, performance of dance, boxing/wrestling for a specified number of attendees.

8.1.3 Event organisers, who are proposing to stage events on these sites, which include licensable activities, may be able to operate under the overarching licences in the above Parks and Open Spaces. The City Council pays an annual fee for the overarching licence, which permits a set number of days of use (Appendix 3). Event providers will be required to pay a pro-rata sum for the licence use according to the days required for their event. Some licences have their own conditions imposed where the offer is bespoke (e.g. requiring an unusual operating detail falling outside the main terms of hire)

8.1.4 Event organisers are also able to submit their own Premises Licence application for any site. This provision would, normally, only be applicable for large special events, or where the Council cannot permit use of its own overarching licence.

### **8.2. Temporary Event Notices (TENs)**

8.2.1 Event organisers are able to apply for a Temporary Event Notice (TEN) to cover licensable activities in non-licensed parks and open spaces (i.e. those not covered by Council's own overarching licence (ref. 8.1.3-4); or to enable alcohol to be sold at events in a Cambridge City Council licensed location. It must be noted that TENs are only for an attendance of 499 people or more. TENs will only be granted by Cambridge City Council Licencing Department if a corresponding event application has been submitted.

## **9. TERMS AND CONDITIONS**

- 9.1 Set terms and conditions exist for the hire of Cambridge City Council's parks and open spaces for events. These conditions form the final part of the application process and communicate to the event organiser their obligations should they wish to formally commit to the hire of a Council park or open space. Event organisers will be asked to sign and return their application no later than 14 days prior to the proposed occupation of the site. Failure to return this document prior to this date will mean that the event cannot proceed. Compliance with the conditions (some may contain specific conditions tailored to a specific event) will be monitored, and failure to comply will prejudice future event applications and may result in corresponding legal action.

## 10. PRICING FRAMEWORK - FEES & CHARGES

10.1 A pricing framework exists to cover events in parks and open spaces. The current framework, devised in 2011, has been re-evaluated as part of the 2017 events review in parks and open spaces. The review benchmarked Cambridge City Council against prices charged by a wide spectrum of national and local government authorities to determine the City's market position. Notable additions to the fee structure as a result of the review now include:

- A non-refundable application fee upon application;
- Removal of hire fee for local community based events;
- Uplift in hire fee for events with commercially focussed outputs;
- Introduction of 3-5 year contracts;
- Option to replace hire fee with a 'per ticket' surcharge approach for participant or ticket events; and
- Delegated authority to officers to negotiate most advantageous remuneration where events are high impact, commercial/ private with limited public benefits.

10.2 The proposed new fees and charges schedule is shown in Appendix 4 (or found on the web link <https://www.cambridge.gov.uk/environmental-events-in-cambridge>) and will continue to be reviewed annually to ensure both market competitiveness and maximisation of potential income to Cambridge City Council.

10.3 Full recharge (at cost) is made as part of hire conditions with any activity or attendance by City Council staff that is deemed to be over and above the normal day-day service offer/ duties. This may include:

- Full repair of any damage caused to the park as a direct result of an event;
- Attendance by City Council staff outside normal working hours;
- The testing, connectivity and metered use of water supplies;
- Use of electricity;
- Use of Cambridge City Council Premises Licence (as a pro-rata sum); and
- Additional waste collection over and above normal daily park use and as a result of waste generation by an event.



## Appendix 1 - Event Number and Limits by location

A1.1 Cambridge City Council is responsible for managing 85 parks and open spaces across the city. The city centre sites at Parker's Piece, Jesus Green, and Midsummer Common are the most requested sites for events, especially commercial events, due to their central location, subsequent high footfall and good transportation linkages.

A1.2 The event limits for these key sites has been set via a review of the Event Framework Capacity Policy 2011 and these limits will remain unaltered and therefore continue to be adhered to going forward. These limitations are defined in the table below.

It should be noted that small events are only classified where numbers exceed 50 or there is infrastructure added that starts to impact on public use of the space.

| Park/Open Space     | Small up to 499 | Medium 500-4,999 | Large 5,000-9,999 | Major 10,000+ |
|---------------------|-----------------|------------------|-------------------|---------------|
| Cherry Hinton Hall  | 4               | 2                | 2                 | 1             |
| Christs Pieces      | 10              | 5                |                   |               |
| Coldhams Common     | 2               | 2                | 2                 | 2             |
| Jesus Green         | 8               | 4                | 3                 |               |
| Midsummer Common    | 4               | 4                | 4                 | 4             |
| Parkers Piece       | 4               | 4                | 3                 | 3             |
| Stourbridge Common  | 10              | 3                |                   |               |
| Lammas Land         | 8               |                  |                   |               |
| Queens Green        | 4               | 2                | 2                 |               |
| Neighbourhood Parks | 4               |                  |                   |               |

**NB – Columns Grey shaded indicate site not suitable for size of event defined**

- A1.3 It is notable, however, that it is not possible to devise an event size/ scale limit purely based on the size of the park or open space, as only portions of each park or open space are licensed for such events. Some are split into different sections, and some have various features that prevent or place limitations on where, in the park, the events can be held (e.g. access points/ routing/ water/ electric supplies/internal fencing/ roads/ sports facilities/ water bodies, etc.). In principle, the larger parks and open spaces are able to support more events of a larger size than those smaller sites in the outer wards of the city but without exceeding the capacities set out in the table A1.2.
- A.1.4 Applications are particularly encouraged for parks and open spaces, which do not have many established activities and/ or which are situated within new development areas and help to build the strength, resilience and cohesion of new communities

## **APPENDIX 2: Event Management Information**

### **A2.1 Health & Safety**

Each and every event organiser is responsible for the health and safety at their event and must demonstrate that they are adhering to all relevant health and safety legislation by completing comprehensive risk and fire risk assessments, and including the submission of hygiene certificates and food safety plans for all caterers. Where appropriate, safety certificates will require to be submitted (e.g. for fairgrounds, bouncy castles, marquees, etc.) Sub-contractors that are engaged by the organisers must also provide all relevant documentation.

### **A2.2. Pre and post inspection**

Where damage to the park or open space, or litter concern, prevails, the Council's events officer and a representative from the event organiser will undertake a joint condition assessment of the site before and after the event. Any defects or additional services provided will be rectified/recovered at full cost to the organiser.

### **A2.3 Environmental sustainability**

The organiser will be required to demonstrate that they have considered as far as practicable the environmental impact of the event. All events should minimise waste, maximise recycling, use where possible sustainable resources and manage and mitigate ecological/biodiversity impacts with clear guidance on how these will be achieved set out in the Event Management Control Document.

### **A2.4. Advertising**

There is limited provision for marketing and advertising of events, as follows:

- Cambridge City Council has an Arts Distribution Service which can place posters from A0 to A4 size at a range of locations (80 in number) across the city at a small fee to promote the event. This services also offers targeted leaflet and promotional material distribution into key outlets within the city boundary – please see <https://www.cambridge.gov.uk/cambridge-arts-distribution-service>
- Requests for short term vinyl banners may be submitted to the events officer for consideration. As not all railings surrounding a site are owned by Cambridge City Council (some are owned by Cambridgeshire County Council) the events officer will advise the organiser if consent can be granted and if there is an associated cost or where permission might be obtained.
- Where permission is granted the banners shall be erected not sooner than 14 days before the event date and must be removed within two days after the event.
- If these conditions are not adhered to, signs and advertisements will be removed by Cambridge City Council and associated costs of this removal will be re-charged directly to the organiser.
- Fly posting in the City is not permitted:

## **A2.5 Event Concerns**

Event Organisers of larger events will be required to advertise site, health and safety and noise enforcement contacts. Residents wishing to express a concern, whilst an event is taking place, should contact Customer Services on 01223 457000 in normal office hours.

Outside of these hours contact should be made with the Cambridge City Council Out of Hours Service on 0300 3038389

Larger events may also provide a dedicated public contact point which will be well publicised in the period leading up to the event.

## **A2.6 Administration Charge**

From 1 April, 2018, any applicant submitting a full application, after being granted permission in principle, at the Statement of Intent stage, will be required to make a deposit payment of £100.00+Vat (at the same time as the submission) to help cover the costs of the administration required to process the application. This fee is non-refundable, should the organiser decide not to proceed with the event.

## **A2.6 Waste Management Conditions**

Payments for waste or damage at the event site will be charged after consultation with the Parks Operations Manager to determine the cost for a clean-up operation by the Operations Team. Event organisers expecting more than 200 attendees will be required to

- Use a professional licensed waste management service provider and show evidence of payment for their services, or;
- Ask Cambridge City Council's waste management service for a quotation to provide.

## **A2.7 Community commitment by commercial event organisers**

Commercial event organisers will be required to take steps to make their event accessible to local residents. This may be through the provision of free tickets to locals or reduced concession tickets. Measures will be agreed on an event by event basis.

## **A2.8 Public art installations and performance**

These are short and long term art installations and/or performances which are open and free for the public to engage in. These are not technically events, and will be decided on a case by case basis.

## **A2.9 Sports Tournaments**

School sports days attract no hire fee, unless pitch or track markings are required, or the event involves large amounts of infrastructure, Council operational staff provide assistance or the ground is damaged as a result of the activities. This will be determined on a case by case basis.

## **A2.10 Internal Events**

Internal Cambridge City Council events will generally be charged on a cost recovery basis and where there is no cost to the authority, such events will be free of charge. Internal events will be considered in the same way as all other events and included in the proposed event limits.

## **A2.11 Barbecues**

Barbecues are not generally permitted on Council parks and open spaces, except for two designated areas on Jesus Green and Sheep's Green. Cooking and catering are a key element of many events, and may be permitted if requested through the events approval process. Event Organisers will need to be able to demonstrate that they have completed a risk and environmental impact assessment to run any barbeque or cooker safely; and satisfy any required food standards and licensing requirements.

## **A2.12 Cambridge Safety Advisory Group (SAG)**

The Cambridge Safety Advisory Group (SAG) was established to provide a forum for key stakeholders, both internal and external, including all Emergency Services, to offer expert advice and provide guidance to event organisers. The SAG is an advisory forum which meets monthly (with forthcoming events 2-3 months away on the agenda) meeting to ensure that organisers receive advice on how to deliver a well-managed and robust event plan and can demonstrate that they are knowledgeable of its contents and the practical actions which are necessary to deliver the event safely. Attendance to SAG is determined by a triage system (see appendix 3 below) which marks each application on consideration of a number of factors outlined in the main body of this policy.

## **A2.13 Online Support**

Further information can be found at <https://www.cambridge.gov.uk/hire-a-park-or-open-space-for-your-event> with areas of coverage including:

- Popular event locations
- Event safety
- Event licensing
- Risk assessments
- Safety Advisory Group
- Guide to the application process

- Pricing guide
- Statement of intent
- Framework for outdoor events

### Appendix 3 – Event Triage scoring matrix to determine SAG attendance

| Event Details   |  |
|---|--|
| Name of Event Organiser                                     |  |
| Plan Production and Control                                 |  |
| Date (of this check):                                       |  |
| Title/reference/revision: <i>of document being reviewed</i> |  |
| Name of reviewer:   |  |

| Table 1:- Event Nature |  |       |
|------------------------|--|-------|
| Item                   | Details                                    | Score |
| (A) Nature of event    | Classical performance                      | 2     |
|                        | Public exhibition                          | 3     |
|                        | Pop/rock concert                           | 5     |
|                        | Dance event                                | 8     |
|                        | Agricultural/county show                   | 2     |
|                        | Motorcycle display                         | 3     |
|                        | Aviation                                   | 3     |
|                        | Circus                                     | 3     |
|                        | Fun Fair                                   | 3     |
|                        | Sporting event                             | 3     |
|                        | Theatre                                    | 2     |
|                        | Food Festival                              | 2     |
|                        | VIP visits / summit                        | 2     |
|                        | Music festival                             | 3     |
|                        | Bonfire / pyrotechnic display / Fire Works | 4     |
| New Year celebrations  | 7  |       |

|                       |  |   |
|-----------------------|--|---|
|                       | <u>Demonstrations / marches / political events</u> |   |
|                       | Low risk of disorder                               | 2 |
|                       | Medium risk of disorder                            | 5 |
|                       | High risk of disorder                              | 7 |
|                       | Opposing factions involved                         | 9 |
| (B) Venue             | Indoor   | 1 |
|                       | Stadium  | 2 |
|                       | Outdoor in confined location, e.g. park            | 2 |
|                       | Other outdoor, egg festival                        | 3 |
|                       | Widespread public location in streets              | 4 |
|                       | Temporary outdoor structure                        | 4 |
|                       | Includes overnight camping                         | 5 |
| (C) Standing / seated | Seated   | 1 |
|                       | Mixed  | 2 |
|                       | Standing   | 3 |
| (D) Audience profile  | Full mix, in family groups                         | 2 |
|                       | Full mix, not in family groups                     | 3 |
|                       | Predominately young adults                         | 3 |
|                       | Predominately children and teenagers               | 4 |
|                       | Predominantly elderly                              | 4 |
|                       | Full mix, rival factions                           | 5 |
| Add A+B+C+D           | Total score for Table 1                            |   |

| Table 2: - Event intelligence |  |       |
|-------------------------------|--|-------|
| Item                          | Details  | Score |
| (E) Past History              | Good data, with little or no incidents recorded/reported | -1    |
|                               | Good data, with a few incidents recorded/reported        | 1     |
|                               | Good data, with a number of incidents recorded/reported  | 2     |
|                               | First even, no data                                      | 3     |
| (F) Expected numbers          | < 1000   | 1     |
|                               | <3000  | 2     |
|                               | <5000  | 8     |
|                               | <10,000  | 12    |
|                               | <20,000  | 16    |
|                               | <30,000  | 20    |
| Add E+F                       | Total score for Table 2                                  |       |



| Table 3: Sample of additional considerations   |   |       |
|--|---|-------|
| Item   | Details   | Score |
| (G) Expected Time on Site  | Less than 4 hours                                   | 1     |
|  | More than 4 hours                                   | 2     |
|  | More than 12 hours                                  | 3     |
| (H) Time of year (Outdoors events)   | Summer  | 2     |
|  | Autumn  | 1     |
|  | Winter  | 2     |
|  | Spring  | 1     |
| (I) Additional hazards   | Carnival  | 1     |
|  | Helicopters   | 1     |
|  | Motor sport   | 1     |
|  | Parachute display                                   | 1     |
|  | Street theatre                                      | 1     |
| (J) Additional on-site support during the event. (Full event duration)   | Event Manager                                       | -2    |
|  | Health and Safety Officer                           | -2    |
|  | Specialist Event Safety Personnel (Event Marshalls) | -2    |
| <i>Please note only one deduction is allowed.</i>  |   |       |
| Add G+H+I  |   |       |
| Subtract J   | Total score Table 3                                 |       |
| To calculate the overall score for the event, do the following:<br><br>Add the total scores for Table 1+2+3 above to give an overall score for the event |   |       |

## OVERALL SCORE

| Score               | Criteria   | Timings  |
|---------------------|--|--|
| <14                 | Temporary Event Notice (Up to 499 people for 4 days)<br>Pre Event Checklist<br>Hire Agreement<br>Insurances<br>Event Risk Assessment   | All Documentation to be submitted for consideration no less than 4 Weeks prior to the event  |
| 14-26               | Temporary Event Notice<br>Pre Event Checklist<br>Hire Agreement<br>Insurance<br>Event Specific Risk Assessment<br>Event Management Plan<br>Traffic Management Plan<br>Inspection by relevant Officer or Nominated Contractor (1/5 Events)  | All Documentation to be submitted for consideration no less than 8 Weeks prior to the event.<br><br>Submitted to the Safety Advisory Group x 1 Meeting   |
| 26-50               | Temporary Event Notice<br>Pre Event Checklist<br>Hire Agreement<br>Insurance<br>Event Specific Risk Assessment<br>Event Management Plan<br>Traffic Management Plan<br>Inspection by relevant Officer or Nominated Contractor (Identified by SAG)   | All Documentation to be submitted for consideration no less than 3 Months prior to the event.<br><br>Submitted to the Safety Advisory Group x 2 Meetings |
| Additional Criteria | All events subject the criteria below <ol style="list-style-type: none"> <li>1. Temporary demountable structures – to which the Constructive Design Management regulations apply</li> <li>2. Large vehicular movement ( plus 7 tonnes ) in proximity to pedestrians</li> <li>3. Any licensable/regulated activity (alcohol &amp; entertainment)</li> </ol> | Submitted to the Safety Advisory Group   |

**Appendix B (also forms appendix 4 of Events Policy) – New Events pricing structure  
– effective 1<sup>st</sup> April 2018**

| <b>Charging Category &amp; Description</b>   | <b>Event Charges 18/19</b>                    |
|--|---|
| <b>Parks &amp; Open Spaces Lettings</b>  | £   |
| Application Fee (Non-returnable)   | 100 + Vat                                     |
| Filming on parks and open spaces (Non Commercial)  | Free  |
| Filming on parks and open spaces (Commercial)  | Negotiable                                    |
| Daily Hire – Fairs   | 450   |
| Daily Hire - Circuses  | 380   |
| Setting up/Pulling down days (for events where hire fee is more)                         | 220   |
| Ongoing business use e.g. Fitness classes (per quarter)                                  | 350   |
| Non Commercial Public Events ‡   | 250   |
| National Charities ‡   | 200   |
| Local events / demos ‡   | Free  |
| Fun Runs and Charity Walks (local charity run/100% beneficiary) (under 500 participants) | Free  |
| Commercial Public Events on City Centre Parks: * †                                       | Negotiable                                    |
| - minimum charge for lettings up to and over 1,000 sq. metres                            | 850   |
| - Additional charge per square metre for lettings over 1,000 sq. metres                  | 2.00  |
| Commercial Public Events on Other Parks & Open Spaces: * †                               | Negotiable                                    |
| - minimum charge for lettings up to and over 1,000 sq. metres                            | 450   |
| - Additional charge per square metre for lettings over 1,000 sq. metres                  | 2.00  |
| Use of a Premises Licence for external event providers                                   | at pro rata cost per day of total licence fee |
| Performing Rights - Administration   | Delete  |
| Performing Rights Fees   | Delete  |
| Provision of Wi-Fi facility for commercial events  | Free where existing                           |
| Internal Event/Cambridge Live - No Fees  | 120   |
| Internal Event/Cambridge Live - Fee Paying   | 160   |

‡ To include fun runs, cycle rides and charity walks, up to 500 participants or where Management Company is organiser

† to include fun runs, cycle rides and charity walks, over 500 participants or where management company is organizer

|  |
|--|
| <b>1. Title of strategy, policy, plan, project, contract or major change to your service:</b>  |
| A Policy for the use of Parks and Open Space for Events  |
| <b>2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)</b>   |
| <a href="https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=176&amp;MId=3289&amp;Ver=4">https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=176&amp;MId=3289&amp;Ver=4</a>  |
| <b>3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</b>  |
| <p>To make recommendations to the Council and its partners for improvements in the arrangements for future events that is consistent with current policy, including the aims and objectives of the Cultural Strategy and seeks to minimise any potential adverse effect on parks.</p> <ol style="list-style-type: none"> <li>a) To identify potential improvements in the administration process for letting outdoor spaces for events.</li> <li>b) To gain a greater understanding of the impact of events, including on the culture of the City, local people and businesses.</li> <li>c) To gain a greater understanding of the financial impact and budget implications of events on Parks and Open Spaces.</li> <li>d) To provide benchmark fees and charges for each category of event and show how current charging might be improved.</li> <li>e) To reflect and comment on recent large events that have taken place in Cambridge.</li> <li>f) To identify each park in Cambridge which is considered viable for events and suggest suitable events for them.</li> <li>g) Review infrastructure for each location, identifying restrictions and Health &amp; Safety issues and make recommendations for improvement where applicable</li> </ol> |
| <b>4. Responsible Service</b>  |
| Environment – Streets and Open Space   |

**5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)**

Residents of Cambridge City

Visitors to Cambridge City

Staff

Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here):

**6. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)**

New

Major change

Minor change

**7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)**

No

Yes (Please provide details):

Community Development

**8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?**

Community Services Scrutiny Committee – January 2018

## **9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?**

The review was divided into three distinct phases; research, analysis, and report writing.

### **Research**

A variety of methods were used to gather information including; review of existing documentation and policies, desk top research, conversations with other authorities, meetings with stakeholders, site visits to parks and open spaces and events.

Existing document research included licensing information, hire documentation, the Council's website and key policy documents such as: previous outdoor events policy decisions, existing classification sizes and number of events as approved by Community Service Scrutiny Committee Jan 2011, Streets & Open Spaces Operational Plan, management and conservation plans for various open spaces, Cambridge City Council Corporate Plan, The Arts Plan 2015-18.

Benchmark information was collated from websites, including policies, prices, and safety guidance and application forms. Authorities were then contacted by phone for clarification and to discuss the advantages and disadvantages of their processes.

Benchmarking was completed with: Birmingham; Brighton; Bristol; Glasgow; Huntingdon; Nottingham; and Oxford.

Partial benchmarking and useful information was also obtained from: East Cambs; Edinburgh; Liverpool; London Royal Parks; Norwich; Sheffield; South Cambs; Sheffield; York; and the Association for Public Service Excellence (APSE).

The following stakeholders were invited to provide feedback towards the review:

Executive Councillor; Ward Councillors; Cambridge BID; Cambridge Live; event organisers; Friends groups; Licensing Officer; Cambridgeshire Police Service; Safety Advisory Group (SAG) members; Cambridge City Council internal stakeholders including Community Services, Enforcement and Corporate Health & Safety.

Information regarding the cultural impacts of events was supplied by the Culture and Community Manager, Cambridge City Council.

Financial information regarding the income derived from events was supplied by Streets and Open Spaces.

### **Analysis**

Site suitability assessments were initially conducted with the Streets and Open Spaces Development Manager, Cambridge City Council, by completing a pre-prepared matrix of all parks & open spaces.

Each of the top scoring sites was then visited and a more detailed site suitability assessment form completed.

### **Report Writing**

Initial findings, format and content of report were reviewed with the Development Manager and the Senior Asset Development Officer in June. This report was completed on 29th August 2017.

## 10. Potential impacts

For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

### **(a) Age - Any group of people of a particular age (e.g. 32 year-olds) , or within a particular age range (e.g. 16-24 year-olds) – in particular, please consider any safeguarding issues for children and vulnerable adults**

Older people are less likely to use internet: Recent research shows that virtually all adults aged 16 to 34 years were recent internet users (99%), in contrast with 41% of adults aged 75 years and over.

Office for National Statistics (ONS) publication Internet Access:

<https://www.ons.gov.uk/peoplepopulationandcommunity/householdcharacteristics/homeinternetandsocialmediausage/bulletins/internetaccesshouseholdsandindividuals/2017>

The continuation of a paper based application process will allow those that do not use the internet to be able to make an application to hold an event.

### **(b) Disability - A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities**

22% of disabled adults had never used the internet in 2017 compared to 11% of the population as a whole. The continuation of a paper based application process will allow those that do not use the internet to be able to make an application to hold an event.

### **(c) Sex – A man or a woman.**

None specific to this protected characteristic.

**(d) Transgender – A person who does not identify with the gender they were assigned to at birth (includes gender reassignment that is the process of transitioning from one gender to another)**

None specific to this protected characteristic.

**(e) Pregnancy and maternity**

None specific to this protected characteristic.

**(f) Marriage and civil partnership**

None specific to this protected characteristic.

**(g) Race - The protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.**

None specific to this protected characteristic.

**(h) Religion or belief**

None specific to this protected characteristic.

**(i) Sexual orientation**

None specific to this protected characteristic.



**(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty**

Fees (not charges) for small, free and community events, not taking place on premier sites, should be waived in favour of a nominal administration cost and that there should be no charge for free, volunteer community activities which promote health and wellbeing or other community wellbeing objectives, and do not take away use from others or cause damage.

**11. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqlA accordingly.)**

The data collection, equalities monitoring and review of applicants, the type of event and the anticipated audience profiles will allow Officers to identify if our existing policies may be having an impact on those with protected characteristics either in a positive or negative way. The new policy is intended to encourage new applications, for local venues and from groups that offer a broader range of diverse cultural offers.

## 12. Do you have any additional comments?

An explanation and statement of a vision for events on open space has been created, and it is required so as to achieve a balance in the number of events at a location vs over use.

There needs to be a change of emphasis to smaller more diverse events on parks and open space, and this is deemed as a **(positive impact)**.

To create a charging model that allows for free community events **(positive impact)**.

Fees (not charges) for small, free and community events, not taking place on premier sites, should be waived in favour of a nominal administration cost and that there should be no charge for free, volunteer community activities which promote health and wellbeing or other community wellbeing objectives, and do not take away use from others or cause damage. **(Positive impact)**.

A variety of stakeholders requested a clearer and more prominent timetable for the notification and processing of applications, **(positive impact.)**.

There is general support from the majority of event organisers for the introduction of an electronic booking and the ability to be able to upload applications and documentation **(positive impact.)**

Not all applicants will have access to IT to support them in their application **(negative impact)** The continuation of a paper based application process will allow those that do not use the internet to be able to make an application to hold an event.

## 13. Sign off

Name and job title of lead officer for this equality impact assessment:

Alistair Wilson – Development Manager

Names and job titles of other assessment team members and people consulted:

Jane Wilson - Culture and Community Manager

Eddie Barcan - Splendid Events

Date of EqIA sign off: 14 July 2017

Date of next review of the equalities impact assessment: July 2020

Sent to Helen Crowther, Equality and Anti-Poverty Officer?

Yes

No

Date to be published on Cambridge City Council website (if known):