
REPORT TO:	HOUSING AND COMMUNITY SERVICES COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	23rd APRIL 2019	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	MALCOLM ROSEBURGH 01283 595774 Malcolm.roseburgh@south-derbys.gov.uk	DOC:
SUBJECT:	PARKS AND OPEN SPACES EVENTS POLICY	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That the Committee approves the adoption of the Parks and Open Spaces Events Policy.
- 1.2 That the Committee approves the introduction of a permit process and fee for regulating the use of parks and open spaces by personal trainers and fitness organisations.
- 1.3 That following the adoption of the Parks and Open Spaces Events Policy, the Committee approves officers investigating the potential for commercial enterprise within its parks to further increase potential revenue opportunities.

2.0 Purpose of the Report

- 2.1 To set in place a policy to cover the use of parks and open spaces for events by third party organisations including voluntary and charity groups and commercial organisations.
- 2.2 To approve the implementation of a permit scheme for the regulation of personal trainers/fitness organisations operating within Council owned sites as part of the implementation of the Parks and Open Spaces Events Policy.
- 2.3 To allow the introduction of a charge of £60 per annum to cover reasonable administration costs in association with regulating personal/fitness trainers.
- 2.4 To seek Committee approval for investigations to be undertaken by officers regarding commercial enterprises being located within Council parks and/or open spaces where it does not contravene byelaws/site restrictions.

3.0 Detail

3.1 Each year the District Council receives numerous requests from organisers seeking to use parks and open spaces for events, funfairs, circuses, football tournaments etc. These externally organised events supplement internal events in Parks and Open Spaces organised by the Council staff. Historically, each external request has been considered on an individual basis but it is now thought prudent to develop a Policy and adopt a consistent and considered approach to dealing with applications. The draft Policy is attached as Appendix 1.

3.2 The District Council acknowledges the value and benefit which a diverse and well-designed events programme in Parks and Open Spaces can bring to residents of the District, and the economic benefits and opportunities these events may bring to the Council, local communities and local traders. The aim of this Policy is to formalise the decision making process behind building a sustainable and varied programme of events on the Council's Parks and Open Spaces.

It also seeks to protect the community and parks and open spaces infrastructure from any negative impacts which events may cause. This Policy aims to guide:

- a) The number of events that can be held in each park/open space. To ensure a varied calendar of events across sites.
- b) The size of events that can be held in each park/open space. To ensure that the appropriate site is used for the size of the event.
- c) The nature of events that can be held in each park/open space. To ensure that any site restrictions/bylaws are taken into consideration when approving an event.

3.3 The Policy also advises event organisers of the requirements and expectations from them.

3.4 The Policy also allows for the regulation of the sites for use by personal trainers and fitness organisations. This would allow for the District Council to formalise current ad hoc arrangements and regulate the quality of provision within its sites by third party providers. As part of regulating the provision it is proposed to introduce a small charge to cover reasonable administration costs. Initially it is proposed to set the fee at £60 per annum.

3.5 The Policy is underpinned and supported by further documentation, in particular:

- Hire of Open Spaces for Events - Booking Form (Appendix 2)
- Hire of Open Spaces for Events - Guidance Document (Appendix 3)
- Hire of Open Spaces for Events – Risk Assessment Template (Appendix 4)
- Regulations and Booking Form for the Hire of Parks and Open Spaces for Personal/Fitness Training (Appendix 5)
- Parks and Open Spaces Hire Fees (Appendix 6)

3.6 Each of the documents listed above have been reviewed and updated as a consequence of the introduction of this Policy.

3.7 As part of a wider review of activities and provisions within the Council's parks, permission is sought from the Committee for officers to investigate the potential for commercial enterprise to further increase potential revenue opportunities (i.e. ice cream/refreshment tenders).

4.0 Financial Implications

- 4.1 Fees and charges associated with the hire of parks and open spaces are set annually by the Housing and Community Services Committee.
- 4.2 It is proposed to introduce a nominal fee of £60 per annum to cover reasonable administration costs involved with the processing of applications by personal/fitness trainers/boot camps.
- 4.3 By allowing officers to investigate the provision of commercial enterprise within parks there will also be opportunity for further income generation.

5.0 Corporate Implications

5.1 **Employment Implications** - None

5.2 **Legal Implications** – The Policy ensures that any site restrictions/bylaws are taken into consideration when approving an event.

5.3 **Corporate Plan Implications** – A varied programme of well managed events in the Council's Parks and Open Spaces contributes to the Corporate Plans People and Place themes.

5.4 **Risk Impact** - The purpose of this Policy is to set out clear guidance for officers and event organisers regarding the use of Parks and Open Spaces for events thereby protecting the Council's reputation in properly managing its assets.

6.0 Community Impact

6.1 **Consultation** - Consultation has been undertaken internally with the following sections: Licensing, Environmental Health, Economic Development, Legal, Operational Services and Cultural and Community Services.

6.2 **Equality and Diversity Impact** - None

6.3 **Social Value Impact** - None

6.4 **Environmental Sustainability** - One of the key aims of the Policy is to protect communities, sites and their biodiversity whilst allowing for a varied programme of events across Council-managed sites.

The Policy should be made publically available via the District Council's website.

7.0 Conclusions

7.1 The introduction of a Parks and Open Spaces Events Policy aids a consistent approach to use of Council sites for events and protects against any potential negative impacts of over or improper use.

7.2 The opportunity to investigate the potential for commercial enterprise within Council parks should allow for increased revenue generation, improved service to the public and scope for reinvestment back into sites.

8.0 Background Papers

None