



**Notice of meeting of
Decision Session - Executive Member for Leisure Culture & Social
Inclusion**

To: Councillors Ayre (Executive Member)

Date: Tuesday, 13 April 2010

Time: 4.15 pm

Venue: The Guildhall, York

AGENDA

Notice to Members – Calling In

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

10.00 am on Monday 12 April 2010 if an item is called in before a decision is taken, or

4.00pm on Thursday 15 April 2010 if an item is called in after a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00pm on Friday 9 April 2010**.

1. Declarations of Interest

At this point, Members are asked to declare any person or prejudicial interest they may have in the business on this agenda.

- 2. Minutes** (Pages 3 - 12)
To approve and sign the minutes of the meeting held on 12 January 2010 and 9 March 2010.

3. Public Participation - Decision Session

At this point in the meeting, members of the public who have registered their wish to speak at the meeting can do so. The deadline for registering is **5:00pm on Monday 12 April 2010.**

Members of the public may register to speak on:-

- an item on the agenda;
- an issue within the Executive Member's remit;
- an item that has been published on the Information Log since the last session. Information reports are listed at the end of the agenda.

- 4. Parks and Open Space Protocol** (Pages 13 - 22)
This report asks the Executive Member to approve a revised Events Protocol for the Council's parks and open spaces.

5. Any other business which the Chair considers urgent under the Local Government Act 1972

Information Reports

The following items have appeared on the Information Log since the last meeting. They can be viewed on the Council's website.

- a) Progress of "Just 30" physical activity campaign.
- b) Sport Unlimited 2 year update.

Democracy Officer:

Name- Judith Cumming

Telephone No. – 01904 551078

E-mail- judith.cumming@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting.

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

This page is intentionally left blank

About City of York Council Meetings

Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

যদি যথেষ্ট আগে থেকে জানানো হয় তাহলে অন্য কোন অর্ধাতে তথ্য জানানোর জন্য সব ধরনের চেষ্টা করা হবে, এর জন্য দরকার হলে তথ্য অনুবাদ করে দেয়া হবে অথবা একজন দোআবী সরবরাহ করা হবে। টেলিফোন নম্বর (01904) 551 550।

Yeteri kadar önceden haber verilmesi koşuluyla, bilgilerin terümesini hazırlatmak ya da bir tercüman bulmak için mümkün olan herşey yapılacaktır. Tel: (01904) 551 550

我們竭力使提供的資訊備有不同語言版本，在有充足時間提前通知的情況下會安排筆譯或口譯服務。電話 (01904) 551 550。

اگر مناسب وقت سے اطلاع دی جاتی ہے تو ہم معلومات کا ترجمہ مہیا کرنے کی پوری کوشش کریں گے۔ ٹیلی فون (01904) 551 550

Informacja może być dostępna w tłumaczeniu, jeśli dostaniemy zapotrzebowanie z wystarczającym wyprzedzeniem. Tel: (01904) 551 550

Holding the Executive to Account

The majority of councillors are not appointed to the Executive (40 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Decision Session) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

MEETING	DECISION SESSION - EXECUTIVE MEMBER FOR LEISURE CULTURE & SOCIAL INCLUSION
DATE	27 JANUARY 2010
PRESENT	COUNCILLOR AYRE (EXECUTIVE MEMBER)
IN ATTENDANCE	COUNCILLORS CRISP, D'AGORNE AND B WATSON

15. **DECLARATIONS OF INTEREST**

The Executive Member was invited to declare at this point in the meeting any personal or prejudicial interests he might have in the business on the agenda. He confirmed he had none.

16. **PUBLIC PARTICIPATION/OTHER SPEAKERS**

It was reported that there had been 7 registrations to speak at the meeting under the Council's Public Participation Scheme in respect of agenda item 4 (Revenue Budget Estimates 2010-11 – Leisure, Culture and Social Inclusion).

6 of the registered speakers those spoke in relation to the savings proposals, listed in Annex 3, with regard to reductions in the Arts Service Level Agreements and the proposal to cease funding in the Community Arts Service.

The **Artistic Director of the Pilot Theatre**, a national touring theatre based at the Theatre Royal, spoke against the proposed savings. He explained that the Pilot Theatre provides jobs for 47 paid staff and training placements for others. They had given 260 public performances in the past year, with their main target audience being young people. They had developed relationships and forged partnerships across the world through a range of international projects and were hosting the 3rd International "Shift Happens" conference in July this year. At home, the theatre had set up links with schools, currently Manor and Joseph Rowntrees, and was involved in cultural exchanges. He advised Members that he was grateful for the support the Council gave the theatre and that they were a RFO (Regularly Funded Organisation), funded by the Arts Council with support from the local authority and stressed that loss of this support would be catastrophic to the organisation.

An **Early Years Educator, Community Inclusion Facilitator and Singer** stressed the benefits on the Community Arts Service in many of her projects. She suggested that if the money was not available to continue funding the service, it was important to seek creative alternative solutions, perhaps by establishing an independent not for profit agency which would allow them to retain skills and maintain part of current activity and draw

down the funding they currently attract. She stressed the importance on not losing the existing team and associated infrastructure.

A **former secondary school teacher** explained that the Community Arts Service works with diverse groups, including families, and children at risk, as well as older people including those living alone and in care homes who have been stimulated to participate in activities by the Community Arts Service. She advised that the limited period of consultation was meaningless to these groups of people who often fear speaking out. She stressed that the Community Arts Service was made up of a small team of dedicated professionals and they offered paid work to freelance artists and encouraged volunteers and all the expertise would be wasted if the service was disbanded.

The **General Manager of Accessible Arts and Media** stated that she had been involved with Community Arts for over 25 years and had seen many changes though none as catastrophic as this would be. She explained that they had benefited through their relationship with the Council. She noted that the intention was to retain officer support within the service for the purpose of fundraising activities, but stressed that when fundraising it is important to be able to prove that you are touching the groups you are working with and explained that this is better done by a small community organisation, such the Arts Action Team, rather than as the Council itself. She asked the Executive Member to think creatively and explore other options and added that the Arts Action Team was needed to deliver festivals in the city, without which York would not be a vibrant and inclusive city.

The **Chief Executive of York Theatre Royal** stressed that it was important to remember that York was not just a historic city but also a living city. She stated that Service Level Agreements should not be underestimated as they make a difference to obtaining support from other sources and explained that the Arts Council would find it difficult to offer support to arts organisations which were not supported by the Local Authority. She noted that their most important artistic partner was the Pilot Theatre which delivers over 40 performances each year to York audiences and is reputed for innovation, technology and arts participation and which has brought significant projects to the city. She concluded by saying that the aspirations and values of people of city of York form the basis of the city's claim to be a city of culture and give York its international reputation.

A **Unison Representative** spoke on behalf of Unison and those members whose jobs were at risk of being cut. He informed the Executive Member of his following four main areas of concern:-

- Procedural - the timetable was not sufficient in order to allow consultation, however they had received a large amount of written responses to the proposals (these were published with the agenda). He asked for more time for to allow discussions to take place.
- Legal – there appears to be full time redundancies but officer capacity remaining to seek funding. He questioned whether this could be done legally and advised he would be seeking advice on this issue.

- Substantive – Although Community Arts Service is a non statutory service, it helps to deliver on statutory objectives. The proposed cuts would also impact on availability of funding from the Arts Council and other external funding.
- More work is required before proposals are put forward. He urged that cuts are referred back on that basis to ensure the rights of staff and to determine the effect of the proposed cuts on the City of York.

The final speaker, a representative of **Scarcroft Green Association** spoke in response to the proposal to remove maintenance support from self-managed bowling greens and croquet facilities at Scarcroft Green and the Retreat, in order to make a saving in staff time. He advised the Executive Member that the Scarcroft Green Association comprised 5 bowling clubs who used the greens at Scarcroft Road, with nearly 100 members in total, from 23 to 83 years of age although the majority were retired. He stated that the association had invested time and effort into the grounds and clubhouse to maintain them at a high standard, whereas other greens which it has been suggested they could use were not of the same standard. He pointed out that Hull Road Park had been neglected and had no parking facilities or pavilion, and Rowntrees Park (which was closed due to flooding 2 years running) only had restricted parking, no pavilion and suffered from the problem of goose droppings. He also pointed out that the proposed cuts would impact on the Croquet Club which used the croquet lawn at Scarcroft Road, and these were the only croquet facilities in York. He stated that if the clubs vacated the greens, the Council would still have to pay to maintain the area and there would be a cost associated with this.

17. INVESTMENT IN COMMUNITY FACILITIES £200K FUND: A REVISED SCHEME FOR THE MELBOURNE CENTRE

The Executive Member considered a report which asked him to agree to allocate the remaining £175 of the £200k Community Facilities fund to take forward a revised scheme to refurbish the Melbourne Centre for community use.

Officers reminded the Executive Member that a decision on this item had been deferred at the last meeting in order to allow further discussions to take place with Blueberry Academy in order to seek clarification regarding the core activities that they proposed and their business plan.

They advised the Executive Member that they had met again with Blue Academy, accompanied by officers from Property Services, and had been happy that the business plan was realistic and prudent and that there was a demand for facilities in the area and across the city.

RESOLVED:

- (i) That £175 be allocated to fund works on the Melbourne Centre subject to fulfilment of the conditions set out in paragraph 3 of the report.

- (ii) That the Executive be recommended to agree the required prudential borrowing.¹

REASON:

To provide excellent community facilities in the vicinity of the Barbican in line with the Council's approved Leisure Facilities Strategy.

Action Required

1. To refer to the Executive for approval.

CC

18. REVENUE BUDGET ESTIMATES 2010/11 - LEISURE AND CULTURE

The Executive Member considered a report which presented the 2010-11 budget proposals for Leisure and Culture including:

- The revenue budget for 2009-10 to show the original budgets;
- The base budget for 2010-11 including the 2009-10 budget rolled forward and adjusted;
- The cost of pay and price increases, increments and settlement of pay and grading appeals for the portfolio;
- Budget service pressure costs and savings proposals for the portfolio area; and
- Fees and Charges proposals.

The Director of Learning, Culture and Children's Services thanked everybody for their verbal and written representations and advised that these would be taken into consideration. He explained that, due to the current economic situation, levels of funding to the authority had reduced and, due to huge statutory pressures within the directorate, it was necessary to make a distinction between statutory and non statutory services. In response to comments made by the Unison representative about a lack of consultation, he advised that they were still at the consultation stage.

In respect of the savings proposals listed in annex 3 to the report, the Assistant Director (Lifelong Learning and Culture) stated that, wherever possible, cuts had been avoided and significant targets for generating additional income had been included, however they had to look at solutions that did not impact on service delivery and frontline staffing. He confirmed that now they had the opportunity to talk to users and staff affected. In respect of bowling green maintenance he advised that he would talk to the groups affected about taking on the maintenance themselves including looking at what the cost would be to them for the Council to provide the services.

The Finance Manager advised that this was a challenging year in which to produce a balanced budget and confirmed that pay increases and general inflation had been kept to a bare minimum. He advised that, other than the teachers pay award which had been set by Central Government and a few

budgets with known contractual agreements, most budgets have been frozen or would reduce by 5%.

The Executive Member reiterated that officers were faced with the consequences of a worldwide recession with both national and local government facing tough decisions in prioritising funding and explained that it was essential that the Council concentrated its available resources on its core functions, statutory services and front line delivery. He explained that, even with an extra investment of a further £1.5m into the Children's Social Care Budget which was required to manage the significant challenges around safety of children and the increase in numbers of children coming into care, in order to maintain core standards, savings must be made across the department.

The Executive Member drew attention to the positive aspects within the budget proposals including the continued funding of the Park Ranger services, funding for the archive manager post from within the core revenue budget and additional funding to continue the community sports coach programme. He added that the proposed budget would see almost £800,000 invested in arts and culture within the city, a £765,000 capital investment in the Yorkshire Museum as well as around £300,000 of investment in the York Explore Project.

He stressed his commitment to the arts but also expressed the need to balance this with the Council's responsibilities across the whole directorate. He thanked those people who had spoken at the meeting and those who had submitted written representations and advised them that these comments would be taken into consideration by the Executive. Furthermore he asked that officers consider alternative ways to support community arts provision in the city, in consultation with staff and other interested parties, in the event that this saving proposal needed to be taken.

RESOLVED:

- (i) That it be confirmed that the budget proposals are in line with the Council's priorities.
- (ii) That the report be referred to the Executive for consideration. ¹
- (iii) That the written and verbal representations made to the Executive Member be taken into consideration when the Executive considers the final budget proposals.
- (iv) That officers consider alternate ways to support community arts provision in the city, in consultation with staff and other interested parties, in the event that this saving proposal needs to be taken. ²

REASON:

As part of the consultation on the Leisure and Culture budget for 2010-11.

Action Required

1. To refer to Executive for consideration RH
- 2 Finance Manager to look into alternate ways of supporting support community arts provision in the city in the event that this saving proposal needs to be taken RH

Councillor Ayre, Executive Member

[The meeting started at 4.30 pm and finished at 5.15 pm].

MEETING	DECISION SESSION - EXECUTIVE MEMBER FOR LEISURE CULTURE & SOCIAL INCLUSION
DATE	9 MARCH 2010
PRESENT	COUNCILLORS AYRE (EXECUTIVE MEMBER)

1. DECLARATIONS OF INTEREST

The Executive Member was invited to declare at this point in the meeting any personal or prejudicial interests he might have in the business on the agenda. He confirmed he had none.

2. MINUTES

RESOLVED: That the minutes of the meeting of the Decision Session – Executive Member for Leisure Culture & Social Inclusion held on 27 January 2010 be approved and signed by the Executive Member as a correct record.

3. PUBLIC PARTICIPATION

It had been reported that there had been one registration to speak at the meeting under the Council's Public Participation Scheme.

Cllr Crisp spoke on item 4 Inclusive Arts. She commented on the rebranding of the Community Arts Service and expressed her concerns. She commended officers on the work they had done on the report and the new remit but requested an explanation on the following:

- Why officers felt it was necessary to rebrand, as this was not always a positive step.
- What were the long term intentions to the service?
- Why officers felt it was necessary to change something that was a success.
- Project funding.

She felt the rebrand was an unnecessary expense and could have a negative impact to the core functions.

4. INCLUSIVE ARTS

The Executive Member considered a report which asked him to agree a revised remit for a new "Inclusive Arts Service".

Officers informed the Executive Member that the report was to restate and refine the nature of the service and put it in a stronger position in the future. Officers confirmed that the rebranding had no hidden agenda but was designed to increase the profile of the service and public

understanding of its activities and objectives. Officers discussed the objectives set out in the report and verified that the service would have a broader remit to ensure that as many residents as possible would share in the city's cultural, economic, environmental and social well being, including those living in a deprived neighbourhood. Cllr Crisp commented on her dislike of the term "deprived neighbourhood" as she felt that there maybe deprived families living in neighbourhoods that were not deprived who may, in consequence, be overlooked. She asked officers to consider this issue and suggested they have more involvement with the Ward Committees.

Officers commented on the organisational structure and how they would be ensuring a long-term financial sustainability and productivity. They would be working to create a more distinct entity for the service with the Council as the main stakeholder but with the involvement of community stakeholders such as the Social Inclusion Working Group (SIWG). Officers explained the different types of funding options available and how they would be working towards securing and increasing the project funding that supports the community aspirations and the project funding that contributes to the core running costs of the team. It was suggested that extra funding might be sourced if the team could offer a consultancy service to businesses outside of the York area. Officers confirmed that this was a possibility but it would have to be explored on a case by case basis.

The Executive Member confirmed that during this current economic climate, he was pleased that the Council could maintain the community arts service in York and that the review would prove a clearer remit for the community arts team. He stated that the focus of the work should be about outcomes rather than outputs and he noted the considerable recognition the team had received, including two national big draw awards and a Scottish Mental Health Film award, which proves that the arts community team provide a high quality of service. The Executive Member commended staff for bringing in over half a million pounds of investment into the city from external sources. He stated that it was key to the project that this work continues and that the external funding also contributes to the core running cost of the service.

RESOLVED: That the Executive Member agrees:

- (i) The objectives set out in paragraph 9
- (ii) The approach to organisational structure set out in paragraph 10 with the following amendments:
 - Bullet point 1 - Create a more distinct entity for the service with the Council as the main stakeholder but with the involvement of community stakeholders, such as the Social Inclusion Working Group, in advice and governance of the projects.

- Bullet point 4 - Create a reporting line to the Executive Member for Leisure Culture & Social Inclusion Decision Session.

REASON: To create a remit for a new “Inclusive Arts Service”

Cllr Ayre, Chair

[The meeting started at 4.20 pm and finished at 4.55 pm].

This page is intentionally left blank



Executive Member for Leisure, Culture and Social Inclusion

13 April 2010

Report of the Assistant Director (Lifelong Learning and Culture)

Parks and Open Spaces Events Protocol

Summary

1. This report asks the Executive Member to approve a revised Events Protocol for the Council's parks and open spaces.

Background

2. The first Events Protocol was agreed in December 2005. It aimed to make the city and its parks and open spaces more welcoming for events organisers whether from the local community or commercial operators. It set out the responsibilities of the events organiser and, following consultation with local communities, the agreed type of activity that could take place on each site.

Consultation

3. We have informally reviewed the protocol with "Friends" organisations over the intervening period and have logged feedback received from members of the public following events. Changes to the licensing laws, comments from the Learning and Culture Scrutiny committee, advice from the Safety Advisory Group, Highways and the Environmental Protection Unit have also been incorporated in this revised protocol.
4. The feedback received has informed the changes to the Events Protocol. This now sets out how we propose to operate the letting and hiring of the Parks and Open Spaces within the leisure land portfolio and what expectations are placed on the events organisers.

Key Issues

5. From the consultation process we have made changes in the protocol to reflect the following: -
 - increased requirements on events organisers to submit timely health and safety information
 - the recognition that Rawcliffe Country Park has slightly different operational requirements than our other large open spaces

- the increasing variety of activities that are looking to use these spaces as their venues.
6. The protocol does not have a published list of charges for hiring the spaces as the Events Officer is expected to maximise the income from commercial activities and use the access to the space to support community events. However, it has to be flexible enough to support the realisation of the income target associated with the hiring of this land. The income target in 2010/11 is £32.5K. When charges are made these take into account the scale and type of the event, the potential impact on the land and how closely the proposed activity supports the corporate objectives.

Options

7. In principal the options are to:
- maintain the status quo
 - adopt the proposed protocol in Annex 1
 - adopt the proposed protocol with further amendments

Analysis

8. Although it would be possible to maintain the current protocol there may be increased risks to the council in timeous compliance with premises licences and health and safety regulations. The protocol in Annex 1 not only puts a clear focus on events organisers complying with the licenses and procedures it also gives clarity to the types of events that can be accommodated at the various categories of site identified.
9. In producing this revised protocol we have taken account of valuable events feedback from organisers, both commercial and community and have balanced the requirements for income generation with land management, changes to the licensing procedure and feedback on events from the local community and council members.

Implications

10. If further amendments are introduced then and account of how these might affect our ability to meet the income target should also be taken into account.
11. The report has no additional implications relating to:
- Human Resources
 - Legal
 - Crime and Disorder
 - Information Technology
12. The Events Protocol requires events organisers to ensure an equality of access to their event and full compliance with the Disability Discrimination Act requirements.

Corporate Objectives

13. The Events Protocol contributes to a number of corporate objectives including developing opportunities for residents and visitors to experience York as a vibrant and eventful city, improving opportunities for a healthy, active lifestyle, and strengthening York's economy through investment in the tourism infrastructure.

Risk Management

14. In compliance with the Council's risk management strategy there are no risks associated with the recommendations of this report.

Recommendations

15. The Executive member is asked to approve the revised Events Protocol set out at Annex 1.

Reason: To make the city's parks and open spaces more vibrant.

Contact Details

Authors:

Dave Meigh
Head of Parks and Open
Spaces
Ext. 3386

Gill Cooper
Head of Arts and Culture
Ext. 4671

Chief Officer Responsible for the report:

Charlie Croft
Assistant Director (Lifelong Learning and
Culture)

Report
Approved



Date 22.3.10.

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

An Event Protocol for Local Parks and Open Spaces: Report to the Executive Member for Leisure and Heritage 16 May 2005

An Event Protocol for Local Parks and Open Spaces: Report to the Executive Member for Leisure and Heritage 12 December 2005

Draft Events Protocol: Report to the Culture and Learning Scrutiny Committee 12 March 2010

Annexes

Annex 1: Revised Events Protocol

This page is intentionally left blank

Events Protocol for Parks and Open Spaces April 2010

This protocol is produced to support the city's ambition of Making York More Eventful and ensuring that this happens in an effective, efficient and environmentally sound manner. It is produced in two sections:

Part A: sets out the guiding principles for event management and communications with communities and partners.

Part B: sets out site-specific considerations with relation to the types of event.

Part A

Section 1: Event management

- a) Events management, in the first instance, will be in accordance with the licence issued for that site (premises licence).
- b) All event organisers shall carry the necessary public liability and third party insurance, provide appropriate first aid and steward cover as detailed in the "Purple Book" and have the events manual / risk assessments approved by the Council.
- c) Significant events will be discussed with the Safety Advisory Group and events organisers will implement their advice and recommendations. Where live music or the use of amplification equipment for amplifying voice or music is proposed forms will be provided at time of booking to be submitted to our Environmental Protection Unit at least 6 weeks prior to the event for approval. Forms requiring the notification of medical services requirements will also need to be produced.
- d) For performances longer than 2½ hours a interval will take place before any further performance e.g. 10 – 15 minutes
- e) For locked sites and those adjacent to residential properties clear up will be allowed up until 11.00 p.m. after that time clear up will take place the following day but not before 9.00 am Monday to Friday or 10.00 am at the weekend.
- f) Events will not harm any areas set aside for wildlife, or of sporting or heritage value.
- g) All risk assessments/ events manuals will be filed with the appropriate agency (CYC) 30 days before the event. Any amendments must be forwarded in the interim.
- h) All events organisers will ensure their event complies fully with the requirements of the Disability Discrimination Act
- i) Where appropriate events organisers will have agreed traffic management and parking plans with CYC Highways.

Section 2: Communication

- a) Event information will be made available on local community notice boards and libraries, on site based notice boards etc; and,
- b) Mail shots to neighbouring properties will be undertaken when amplified music is part of the event – for each site a list of streets will be compiled
- c) Information will be published in relevant Ward Newsletters where deadlines and space permits.
- d) Use of the Council and partners web opportunities will be made available where appropriate. e.g. www.yorkfestivals.com, www.whatsonyork.com
- e) The information will include, where possible, the nature of the event e.g. live music, fireworks etc. and where it will take place within the site, its duration and any likely “warm up” time; what time it will start and finish; and a contact telephone number

Part B

Activity	Example	Locked Parks	Small spaces	Local Nature Reserves	Larger unlocked open spaces	Country Parks
		Rowntree West Bank Hull Road	Glen Gardens Batchelor Hill Scarcroft Green Acomb Green North St. Gardens Tower Gardens	Clifton Backies * Hob Moor	Knavesmire Monk Stray	Rawcliffe Bar**
Council run or sponsored fayres, fêtes and galas	Park Birthday Party, Clifton Backies Summer Fayre	Yes	Yes	Yes, subject to local site considerations e.g. nesting season, flora, historical features	Yes subject to local site considerations	Yes subject to local site considerations
Children's activities, fun and games	Oasis / Summer Daze programme, Educational sessions	Yes	Yes	Yes, subject to local site considerations e.g. nesting season, flora, historical features	Yes subject to local site considerations	Yes subject to local site considerations
Amplified music (defined by the use of a mixing desk)	Council Arts Academy concerts, young people's event	Possible, with EPU noise management	Possible, with EPU noise management	No	Possible, with EPU noise management	Possible, with EPU noise management

Non amplified music (defined by absence of mixing desk)	Orchestral event, Brass Bands Church service Choirs	Yes, with EPU advice	Yes, with EPU advice	Possible, depending on size of activity and local site considerations	Yes subject to local site considerations	Yes subject to local site considerations
Dance	Dance Week Programme	Yes	Yes	Possible, depending on size of activity, and local site considerations	Yes subject to local site considerations	Yes subject to local site considerations
Theatre	York Shakespeare project, Apricot Theatre, Theatre Royal.	Yes	Yes	No	Yes, subject to local site considerations	Yes subject to local site considerations
Fun Fairs and small traditional rides	Horse carousel, Helter-Skelter, small fun fairs, Bouncy Castle	Yes, subject to local site considerations	Yes, subject to local site considerations	No	Yes, subject to local site considerations	Yes subject to local site considerations
Circus activity	Chinese State Circus	No	No	No	Yes, subject to local site considerations	No
Sports and active leisure events	Orienteering event, Cross country run, Special Olympics	Yes	Possible depending on size of activity	Yes, subject to local site considerations	Yes, subject to local site considerations	Yes, subject to local site considerations

Larger charity events including start / finish for fund raising walks and runs	It's a Knockout, Red Nose Day, Kellogg's Walk for Life	Yes	Yes	No	Yes, subject to local site considerations	Yes, subject to local site considerations
Festivals	Peace festival, Fiesta, Festival of the Rivers	Yes	Yes	No	Yes, subject to local site considerations	Yes, subject to local site considerations
Smaller charity and community events	Church gathering, School treasure hunts	Yes	Yes	Yes, subject to local site considerations	Yes, subject to local site considerations	Yes, subject to local site considerations
Commercial events open to the public	Tent show, Ice Rink	Yes	Yes	No	Yes, subject to local site considerations	One day events only and subject to local site considerations
Private hires not open to the public (grass / tarmac areas only e.g. not play facilities)	Company BBQ, wedding reception	Yes, subject to local site considerations e.g. alcohol restrictions	Yes, subject to local site considerations e.g. alcohol restrictions	No	Yes, subject to local site considerations e.g. alcohol restrictions	Yes, subject to local site considerations

* The Clifton Backies Management Board are responsible for Clifton Backies, the protocol will be used in assessing any requests we receive on their behalf for use the land

** Rawcliffe Bar Country Park in this context does not include the Cornfield as a possible location for events and there must be a suitable buffer between the locations of the activities and the Cornfield.

Review

The Events Protocol will be reviewed every three years. Following this, the next Events Protocol review is timetabled for 2013. Premises licences will be reviewed on an issue and evaluation basis to ensure any issues arising for events use are dealt with promptly and appropriately.

This page is intentionally left blank