

**Cabinet**

**Date of meeting:** 11 July 2016

**Report title:** EventLambeth - Event Strategy

**Wards:** All

**Report Authorised by:** Chief Executive: Sean Harriss

**Portfolio:** Cabinet Member for Regeneration, Business and Culture: Councillor Jack Hopkins

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**Report summary**

This paper sets out a renewed events strategy, replacing that which expired in 2012. This paper, recommends a strategy that gives the Council and local communities greater control over the scale and management of events while ensuring a sustainable benefit to parks and local communities, in terms of income, resource and reputation.

Against a background of deep funding cuts, Lambeth must meet the financial challenges of protecting front line services for those most in need, while also securing the future of the borough's treasured parks and open spaces. Because events are planned years in advance, it is imperative that Lambeth has the framework for operating and managing safe, successful and attractive events, working with organisers, local people and partners.

Lambeth has pioneered and remains one of the only London boroughs that gives back a proportion of events income to parks.

This strategy offers:

- Greater control of events at local level;
- Increased revenue through a limited number of high quality major commercial events (please see Appendix A) – up to eight days a year in five key zones across the borough;
- Lambeth maintains its pioneering position of sharing events income with parks across the borough;
- Supports local communities in better management and organisation of event;
- Charities and local community groups get 50% reduction on event costs;
- Puts Lambeth on an equal footing in a highly competitive market;
- Offers value for money for Lambeth residents;
- Supports a diverse programme of events across Lambeth; and,
- Keeps the annual Lambeth Country Show free.

Lambeth's parks and open spaces host a range of events from the annual Lambeth Country Show in Brockwell Park to sports and music events but since 2011, when restrictions on events were effectively removed, there has been disparity in standards, organisation and noise levels for large events in open spaces and highways: for instance Brixton Splash 2015 had a 100dB noise level – this paper recommends increasing the current 70dB level to a maximum of 75dB for major events – more than 20,000 people and as defined in Appendix A which would bring Lambeth in line with other London boroughs.

### **Finance summary**

The Events Service has an expenditure budget of £687k and an income budget of £780k giving a total net income budget of £93k in 2016/17. This base budget supports the Lambeth Country Show and core staffing costs. In 2015 the Lambeth Country show had a net cost of £382k which was offset by other events income generated.

The team delivers the Lambeth Country show, supports hundreds of community events and popular commercial events. In future, the new events strategy will generate over £100k of additional income to help support our parks and open spaces and manage a community fund to support small local events.

The new Events strategy does not propose any additional costs to the council. Various initiatives aimed at increasing income are detailed in the Events Strategy. These include a limited number (up to a maximum of eight days a year) of high quality major commercial events around five main zones.

It is proposed that the council establishes a Community Fund of (up to) £25k from within the proposed events service budget to support local groups to establish and maintain community led events. However, this will be dependent on the Events Service meeting its base budget requirement of net income of £93k.

### **Recommendations**

- (1) To approve the implementation of the new events strategy 2016-2020 including all its key components:
  - a. Licensing of the five main Parks and Open Spaces in Lambeth; Kennington Park, Clapham Common, Brockwell Park, Streatham Common and Norwood Park;
  - b. Delivery of a programme of a maximum of eight major event days in each of the five zones of Lambeth;
  - c. The introduction of a new Sound Guidance Policy including increasing the levels for only the major events in line with other Parks and Open Spaces in London;
  - d. Generating Income for Council and the introduction of a Parks Investment Levy. by charging more for high quality commercial events which goes back to the community to support local events and spaces;
  - e. Creating a funding pot that community events can bid for and training to those community groups creating a skill base for the future; and,
  - f. Keep the annual Lambeth Country Show free.

## 1. Context

- 1.1 The Council's event management service, EventLambeth, has traditionally focused on overseeing and delivering events on Lambeth's open spaces which are popular both with residents and visitors.
- 1.2 The experience within the team and the changing opportunities available make it an appropriate time to redefine the strategy for EventLambeth which is based on a set of core principles:
  - a. enabling the community to lead and deliver safe community led events;
  - b. continuing to deliver a free annual Lambeth Country Show;
  - c. developing and coordinating a limited number of high quality commercial events across the borough based around five main zones (North Lambeth, Brixton, Clapham, Streatham and Norwood) broadening the range of events and generating income for local open spaces and for the Council; and,
  - d. showcasing the borough to encourage visitors and tourism to Lambeth.
- 1.3 It costs the council just £81k for a team that delivers the free Lambeth Country show, which in 2015 had a net cost of £342,979.34, supports hundreds of community events and popular commercial events, because of the income generated from events. In future the new events strategy will generate over £100k of income to support our parks and open spaces and manage a community fund to support small local events. This is an important element of supporting local people to run their own events that in turn can be financially effective – creating resilience, reducing the risk of failure and aligned with the Council's priorities of opportunity and fairness for all.
- 1.4 Without generating income from events, the pressure of council budgets and cuts to parks services will have a greater impact on the diverse range of events across the borough and our communities.
- 1.5 EventLambeth needs to be financially viable both in the immediate and long term future while supporting the aims and priorities of the council. The future programme will be built on robust evidence to demonstrate the impact and value of events in Lambeth. We can see from the 200 - 300 events each year there is an appetite to both attend and create events from all parts of the community.
- 1.6 The [Culture 2020](#) consultation included a range of proposals as part of the events strategy including up to eight major external commercial event days per year based in each of the five zones listed above. 42% of respondents supported the proposal for 40 major event days compared to 29% who did not.
- 1.7 Other aspects included aligning music sound levels to be consistent with other boroughs – to 75dB from the current 70dB for a limited number of appropriate major events; to create a community fund to support local events; to diversify the types of events so it is not simply based on open spaces; to use the profit from event activity to invest into open spaces across the borough, in consultation with the Parks service and Parks Community Groups.

- 1.8 Because events differ in size, our initial proposal was to look at splitting the profit from major events but this potentially excludes many places from being able to get a reasonable return from events not considered as 'major'. To address this we will alter the Environmental Impact Fee so that it is known as the 'Parks Investment Levy' and the return to the local area is on a sliding scale where the larger the event the greater the return. Most importantly there is a return regardless of the size (see Appendix A).
- 1.9 The Events strategy was part of the Culture2020 consultation but we carried out further consultation specifically regarding noise levels. The feedback was overall favourable to the changes to the noise levels and we are clear that these will only apply to major event days and will be managed appropriately. This revised policy was circulated for engagement with the community and stakeholders for 4 weeks in February and March 2016. 343 comments were received within the timeframe, with 220 in favour and 117 against along with 6 neutral comments.

## **2. Proposal and Reasons**

2.1 Following extensive consultation we recommend proceeding with:

- up to a maximum of 8 major commercial event days per zone;
- music sound level guidance to align with similar spaces in London for the eight major commercial event days in each zone – Appendix A contains a map of the Zones;
- a Park Investment Levy to be introduced to replace the Environmental Impact Fee. This will be a stepped fee with the largest commercial events charged the most. It will be charged per person per day and the Levy will go directly back into the affected open space;
- a community events fund, to include training, will be established of up to £25k;
- the service will diversify looking at opportunities for filming, corporate events and offering commissioned support; and,
- Lambeth Country Show will remain a major free council event.

2.2 To ensure the planning, impact and benefits of the events strategy are properly managed we propose a governance arrangement that includes increased local councillor representation, neighbourhood, cabinet lead and local people. Licensing Committee and the Safety Advisory Group provide the framework to ensure that we have followed due process.

2.3 The Council is asked to endorse the approach and, in doing so, to acknowledge that appropriate processes will be updated accordingly.

2.4 The recommendations are complemented by the Events Strategy (appendix A), an Equalities Impact Assessment (Appendix E) and the findings from the Culture 2020 consultation report (Appendix D) as well as the Noise engagement (appendix C).

## **3 Finance**

- 3.1 In 2015/16, the Events Service exceeded their income target by £222k, and it is anticipated that in 2016-17, the Events Service will again generate income over and above their costs, forecasting a favourable outturn at year-end.
- 3.2 Whilst this new Events Strategy proposes no increased costs, it is anticipated that attracting high quality commercial events for the additional major event days will generate additional income, which in turn will form the basis of the establishment of the proposed Community Fund of (up to) £25k. It is however, a prerequisite, that Events meets and exceeds its net income target for the year in order to finance the Community Fund.
- 3.3 Where there is an impact on resourcing in other council departments this is addressed through recouping of costs in the new charging framework (appendix B). In addition, where appropriate, there will be Service Level Agreements in place with affected services such as Community Safety, Parks & Lambeth Landscaping and Traffic & Highways.

#### **4 Legal and Democracy**

- 4.1 Decision-makers are required to take consultation responses fully into account in deciding whether to approve this report's recommendations. The responses to the consultation are summarised in section 5 of this report. The Supreme Court recognises 4 principles for lawful consultation, which are generally known as the *Gunning* or the *Sedley* principles namely that:
- consultation must be at a time when proposals are still at a formative stage;
  - the proposer must give sufficient reasons for any proposal to permit intelligent consideration and response;
  - adequate time must be given for consideration and response; and,
  - the product of consultation must be conscientiously taken into account in finalising any proposals.
- 4.2 Section 1 of the Localism Act 2011 provides the Council with the power to do anything that individuals generally may do. This power extends to doing things that an individual may do which are unlike anything that the Council currently does. This power can be used for commercial purposes or otherwise for a charge, or without a charge. The Council may exercise this power for, or otherwise than for, the benefit of the authority, its area, or persons, resident or present in its area. This general power is limited by any restrictions in any existing or future legislation.
- 4.3 Section 19 Local Government (Miscellaneous Provisions) Act 1976 contains wide powers enabling local authorities to provide within or outside their locality, such recreational facilities as they think fit. This section includes a non-exhaustive list of permitted purposes including social or recreational purposes for which the Council may provide staff and facilities and the recreational facilities may be provided with or without payment.
- 4.4 Advice in respect of licensing, planning, procurement and contracts can be provided on an event-by-event basis.

- 4.5 This proposed key decision was entered in the Forward Plan on 25 November 2015 and the necessary 28 clear days' notice has been given. In addition, the Council's Constitution requires the report to be published on the website for five clear days before the proposed decision is approved by the Cabinet. Any representations received during this period must be considered by the decision-maker before the decision is taken. A further period of five clear days - the call-in period – must then elapse before the decision is enacted. If the decision is called-in during this period, it cannot be enacted until the call-in has been considered and resolved.

## **5 Consultation and co-production**

- 5.1 A full public consultation for 'Culture2020' was conducted by the Council, which included the Events Strategy. Self-completion questionnaires: There is more support than opposition to the draft Events Strategy, which includes proposals to hold up to 40 major commercial event days each year (42% vs 29% respectively).
- 5.2 People under 45 are more likely to support the proposal and people aged 60-74 and 75-84 are more likely to oppose it.
- 5.3 There was an additional public engagement process specifically relating to the revised sound levels which have been drawn up to replace the 2008 policy and align with similar outdoor public events spaces in London. This revised policy was circulated for engagement with the community and stakeholders for 4 weeks in February and March 2016 to understand the concerns and issues around noise. The proposal is to only allow the noise levels to be altered in relation to major event days. The overall feedback was in favour of the changes to noise levels but there was a strong emphasis on managing the noise levels and greater enforcement
- 5.4 Both the Culture 2020 Public Consultation and the Noise Public Engagement were sent to key stakeholders including members of the Lambeth Events Safety Advisory Group – which includes internal council stakeholders, the emergency services, TFL and Wandsworth Council representatives. Both was also distributed to the London Events Forum which is made up of event departments from all London Local Authorities.

### **Licensing**

- 5.5 **EventLambeth will licence its five main event spaces in the following open spaces in line with licensing policy:** Clapham Common, Brockwell Park, Norwood Park, Streatham Common and Kennington Park based around the proposed new Lambeth events strategy.
- 5.6 The key benefits for EventLambeth holding licences for its 5 largest spaces are as follows:
- community groups and charities will be able to use the premises licence rather than having to apply and pay individually;
  - “agreed condition” means that everyone has a base to work from which eliminates the issues around disparities in individual licence agreements. EventLambeth can control and limit scope and agree further conditions;

- it means that event organisers, who are planning years in advance know the parameters that they have to work within which makes Lambeth a more attractive commercial option; and,
  - these licenses will still have to be approved by the Licensing Committee, where councillors and community groups will be able to make representations.
- 5.7 The ability to maintain local accountability for major events will be safeguarded through the events process – detailed in the guide. The licensing Sub-Committee acts as ultimate authority should the licenses be brought in to review. At a basic level the weekly calendar details the events taking place and will indicate those that are using EventLambeth licenses and we will review annually.
- 5.8 The financial costs for the premises licences will be recouped from major commercial clients using our events premises licences which will have set conditions. Currently EventLambeth already has licences for Windrush Square, Brockwell Park and Streatham Common, which the local community groups use free of charge

### **Sound Levels**

- 5.9 **Only the commercial 8 major event days, per zone, will be allowed the higher sound levels. Any event application that seeks the higher sound levels will be judged on a case by case basis to see if the higher levels are necessary and appropriate.** Commercial major event days may not only take place in one park or open space but may involve multiple spaces and road closures to accommodate a larger event than the parks in that area can accommodate. As these commercial event days are significant events they will need to be managed by a competent events management company and it is anticipated that they will be planned at least 6-12 months in advance.
- 5.10 Where events that are facilitated by the council will include numbers exceeding 5,000+ visitors and attendees there will be strict conditions on who can be allowed to deliver the activity. They will need to meet safe event protocols and guidelines that will require indications of an effective track record of delivery and meet strict national regulations and procedures as set out in our Terms & Conditions for Events and the Guide to Organising Events in Lambeth.
- 5.11 The forward programme for the major event days will be engaged on in conjunction with the cabinet lead and the 5 area leads for Lambeth – at the quarterly programme review meeting. Where an event activity will go beyond the 8 days this will be agreed through the above arrangement. Therefore a commercial outdoor film festival in various locations or a street festival may exceed the allotted 8 days and will need approval from the cabinet and area lead.
- 5.12 A forward programme for the year will be presented to the cabinet lead, at the quarterly programme review meeting, so that they can engage with area lead councillors and residents on future activity. An accompanying marketing strategy will be aligned to the events programme.
- 5.13 The sound level guidance policy part of the Culture2020 consultation and there was a further 4 weeks public engagement. The revised sound levels as outlined below have been drawn

up to replace the 2008 policy and will be aligned with other similar outdoor public events spaces in London. This revised policy was circulated for engagement with the community and stakeholders for 4 weeks in February and March 2016.

5.14 Appendix A has the feedback from the engagement. The key points both positive and negative have been highlighted and addressed in Appendix C.

5.15 We have considered all the views that have been received. For example there has been an emphasis on proper enforcement and management of noise levels which we recognise is important if the new levels apply to the 8 major event days and no other time.

5.16 We will assess carefully the impact of the changes in noise levels and as part of our overall monitoring of the introduction of the events strategy will review on a regular basis.

5.17 In the last year, only Clapham Common has hosted events of a scale where higher noise levels would be required. However events such as opera and classical music may require increased levels due to the nature of the production even though they may be in a smaller park or open space. The blanket maximum 75dB L(A) limit (90 dB L(C)) means that Lambeth can attract a wider range of commercial events across the borough.

#### 5.18 Proposed New Sound Levels

- 70 – 80Db is the sound level of average traffic on a street corner;
- The maximum Music Noise Level (MNL) shall be increased from 70dB to 75dB L(A) eq 15 minutes (free field) outside any noise sensitive premises only for a limited number of major events;

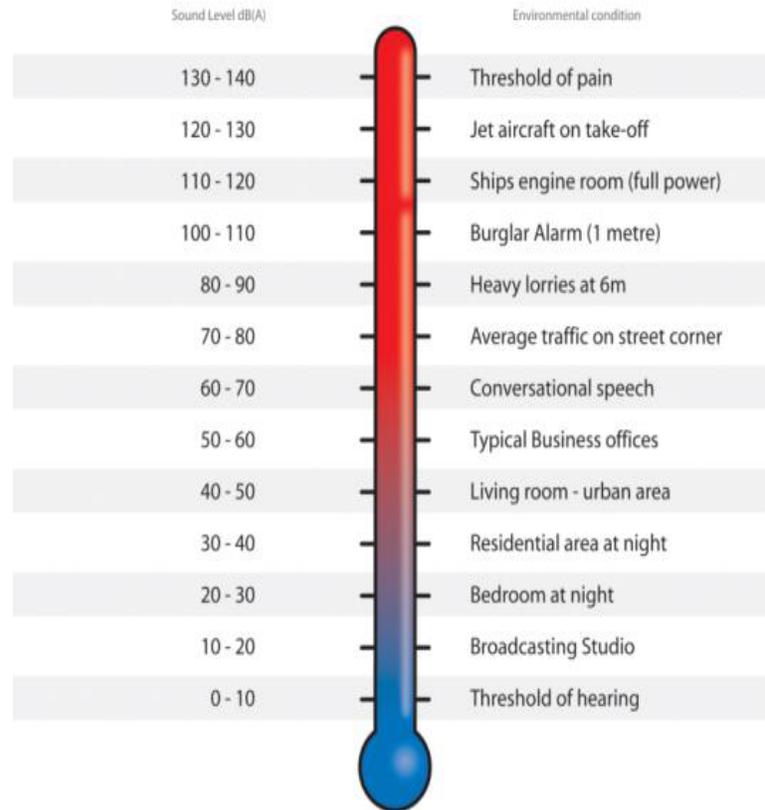
The Lambeth proposal seeks to limit the bass level whereas other locations don't place a restriction on this:

- maximum low frequency Music Noise Level (LFMNL) shall be 90 dB L(C) eq 15 minutes (free field) outside any noise sensitive premises.

#### 5.19 Acoustic Terminology

- the human ear can detect a very wide range of pressure fluctuations, which are perceived as sound. In order to express these fluctuations in a manageable way, a logarithmic scale called the decibel, or dB scale is used. The decibel scale typically ranges from 0dB (the threshold of hearing) to over 120dB;
- dB (decibel) - The scale on which sound pressure level is expressed;
- dB(A) A-weighted decibel - This is a measure of the overall level of sound across the audible spectrum with a frequency weighting ( 'A' weighting) to compensate for the varying sensitivity of the human ear to sound at different frequencies;
- dB(C) C-weighted decibel - This is a measure of the overall sound taking into account the low (bass) frequencies;
- $L_{Aeq}$  - This can be described in simplistic terms as the 'average' sound level over a given time period;

- MNL – Music Noise Level - This is the (A-weighted) monitoring sound level of the music played at an event and is normally determined off-site, for example outside the nearest residential premises; and,
- LFMNL – Low Frequency Music Noise Level - This is the (C-weighted) monitoring sound level of the music played at an event and is normally determined off-site, for example outside the nearest residential premises.



5.20 Fixed noise monitoring locations have been suggested and identified for the following event sites. For major commercial events, that have the increased sound levels the council will be employing a dedicated acoustic consultant to monitor sound levels during the event. For other events this will be assessed on a case by case basis looking at the type of event and risk associated with sound levels. For all events the council will work in conjunction with the event organiser, the licensee and their acoustic consultants to ensure any issues are addressed during the event.

#### **Clapham Common**

- 8A Windmill Drive
- 14 Clapham Common West Side
- Hospice - 44 Clapham Common South Side

#### **Streatham Common**

- 32 Streatham Common South Side
- 24 Streatham Common North Side
- 90 Heybridge Avenue

### **Brockwell Park**

- Parkview Towers
- c/o Norwood Road and Rosendale Road
- 33 Brockwell Park Gardens
- r/o 56 Dulwich Road

### **Kennington Park**

- 1 Kennington Park Place
- o/s Vicarage - 37 St Agnes Place
- Kennington Park Road – opp Blythe House
- 3 Prima Road

### **Norwood Park**

- 34 Salters Hill
- Junction of Salters Hill with the A214 outside Virgo Fidelis Convent
- Junction of Elder Road and Stable Mews
- Corner of Norwood Park Road and Benton's Rise

5.21 The proposed sound levels take in to account the relative size of these locations as they look at the levels at monitoring locations. It therefore follows that if the monitoring location is closer to the event site as the park is smaller the sound levels will be comparatively lower as the sound will reach the monitoring site sooner.

5.22 By having a guidance that is standard it will help to resolve the anomalies that have occurred over the past years for example a licensed event, Brixton Splash, in a town centre was granted a 100 db (a) sound level, one which is far greater than any event managed within a park or open space. The expectation is that all events in public spaces will be given sound levels no greater than 75db (a) with bass levels at 90 db (c), on a case by case basis as agreed by the professional events service team and our dedicated noise acousticians for public events.

5.23 At present we have only one major event that would require the higher sound levels. The proposal in the strategy is to develop up to eight major event days in each zone across the borough, which could include a park or highway. While this is aspirational it will mean an increase in the number of events that require higher sound levels. Not all major events will require higher sound levels – it could be that they are sporting events or longer running film screenings for smaller audiences.

## **6 Risk management**

6.1 Risks for the events strategy:

Risk	Mitigation
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The financial investment required to deliver the strategy may not be met through income	The strategy is based on diversification of the service, creating activity across the whole borough and having a clear costed programme.
The income target cannot be met	The growth in event days will be achieved by working in partnership with the community based on a separate ring-fenced fee as part of the updated pricing framework. This means we can increase the number of events while also increasing income for a Parks Investment Levy (PIL) fund.
An inability to support community events	The events team are developing a training package for local event organisers. There is a new website for events and the team has an identified community events lead.
The community fund is not affordable	There will be specific commercial event activities to raise money for the community fund. There will be a separate identified account in order to monitor expenditure.
The community does not have enough direct ownership of the strategy	The strategy includes clearer governance about events programming and forward planning as it is in consultation with the cabinet and area leads on a quarterly basis.
Increased Community Safety Issues arising from events	All event applications go through the same processes and there are several stages at which they can be stopped due to concerns around community safety impacts. Major and Large events will present to the LESAG and members of the Police and Council Community Safety Team are invited to attend LESAG meetings. Concerns can be addressed through careful management, security planning, engagement with the police and where necessary refusal to permit an event.

## **7 Equalities impact assessment**

7.1 An Equalities Impact Assessment has been carried out for this proposed events Strategy. This is Appendix E.

7.2 In addition the Equalities Impact Assessment consultation in 2011 and the key points raised there are still valid for EventLambeth today. We also assess the impact of our major events working with event organisers and Stakeholders to put together comprehensive debriefs.

7.3 Information has already been collated from the Lambeth Country Show 2015, Lambeth's flagship, Council Led, free community event. This gives us a strong indicator of what people are seeking from our events. The figures were obtained by asking the Country Show Mailing List and Social Media followers to complete a questionnaire. 214 responses were received in total with 29% of respondents identifying as male and 71% as female. 52% of those completing the survey lived in Lambeth, 47.5% were visitors from outside the borough and 0.5% didn't know. The age ranges with the greatest level of respondents were as follows 45-54 (29%), 35-44 (27%) and 25-34 (23%). This may reflect the way in which responses

were sought, electronically rather than onsite in person. The next highest age range was 55-64 (15%), 65+ (3%) and 16-24 (3%).

- 7.4 The ethnicities of respondents were from 8 groups, the greatest level of respondents came from a White British Ethnicity (64%), white other was 12%, Caribbean (Black or Black British) 8%, African (Black or Black British) 3%. Asian or Asian British made up 2% of respondents, mixed background 4% and other Black or Black British 1%. Other non-specific ethnic groups were 1% of respondents and 5% preferred not to say.
- 7.5 The feedback received from the Lambeth Country Show led to changes in its delivery for 2016. Feedback from attendees showed that 66% were unaware of the Cycle Parks – this led to the inclusion of a 3<sup>rd</sup> Park for 2016, in a key location as well as working with the sustainable transport team to promote cycling as a method of transport to get to the event.
- 7.6 The new Events Strategy is about delivering a diverse range of events across the borough, making them more accessible to residents and spreading the positive and negative impacts of hosting any event. Moving event organisers away from the well-known spaces and ensuring a range of the commercial and community activities are distributed across the borough and not focussed one area.
- 7.7 As it already does, EventLambeth seeks to deliver both commercial and community led events activities ensuring they are at a high standard and meet with all the Health and Safety requirements.
- 7.8 There are no restrictions on the type of community-led events that can take place, simply that they need to be delivered in a safe manner, have gone through the approval process and adhere to the Events Guide Policy and Protocols and the Events Terms and Conditions of Hire.
- 7.9 The levels of income from commercial activities support community-led events in different ways. Community events are charged discounted rates and often the income received doesn't cover the Council officer resource time spent on an event, which means there is a financial loss to the service. Officer time spent processing and working with community-led applications is not limited, so that community groups get the support they need in delivering an event and producing the required documentation. This is addressed with the increased levels of income received from commercial events covering the service costs, ensuring that the community events are subsidised in officer time and allowing EventLambeth to keep the charges for community-led events low and free of charge in the case of the Parks Friends Groups and MACs.
- 7.10 The new Events Strategy includes a community events fund to ensure we can support specific community activity. The income for this fund is derived from the commercial events taking place and is specifically for Lambeth community groups organising events. Alongside the funding is events management training to enable community groups to deliver safe, successful events. The funding is divided equitably into the 5 Zones of Lambeth identified in the new Events Strategy.

7.11 The development of the Park Investment Levy (PIL) means that there is a direct benefit to the Park or Open Space in hosting an event. It gives income for reinvestment at a time when Park budgets have been cut and ensures that all park users benefit from the event whether they attended or not. It also provides an incentive for the community to support and host events in their park or open space.

7.12 The events programme is about providing accessible and a wide-ranging diverse events programme to meet the requirements of all residents and businesses throughout Lambeth. While maintaining income generation for the Council, Parks and Open Spaces.

### **Event Application Protocols for all Events**

7.13 There are a set of protocols that are set out in 4 stages in our event application process which all event applicants must meet in order to be granted approval to move to each stage and then to the final stage 4 permission to use Council land for an event. The event applicant also have to bear in mind any time needed for the required statutory licences. Applications for which usually run concurrently with the event process from Stage 3, but only if the LESAG unanimously give them Recommend comments at Stage 2. Events cannot proceed to Stage 3 without the LESAG approval. All event applications can be approved or rejected at any stage of the event application process and so not permit to proceed any further through the process.

### **7.14 Stage 1 – Operational and Technical Assessment of Event Applications.**

- this is undertaken by EventLambeth via a criteria matrix process which includes local impacts, community plan and Council outcomes;
- once submitted to EventLambeth these can take up to 10 working days or even 4 weeks for larger events to process depending the level of technical and operational assessment needed by the Events Team and Head of Service to approve it to proceed to Stage 2 of the event application process; and,
- a notification of the proposed event goes out on the weekly events programme calendar as soon as the application is received. This includes distribution to all Ward Councillors, Local Interested Community Groups and key internal and external stakeholders.

### **7.15 Stage 2 – Safety Assessment by Lambeth Events Safety Advisory Group (LESAG)**

- the concept of the Lambeth Events Safety Advisory Group (LESAG) is to bring a group of unbiased qualified service representative officers, emergency service and transport partners and the neighbourhood leads together to monitor the safety for the planning and delivery of public events. This is to ensure that any event that takes place within Lambeth is organised and managed to the correct safety standards thus ensuring public safety of both those organising the event and those attending;
- the Lambeth Events Safety Advisory Group (LESAG) meet once a month to assess event applications and they also feedback on electronic documentation;
- this is only for large and major events, so smaller ones normally fast track through this process;

- some medium events that are deemed high risk may be taken to the LESAG on a case by case basis; and,
- LESAG to approve it to proceed to Stage 3 of the event application process.

#### 7.16 **Stage 3 – Local Community & Local Ward Councillor Engagement.**

- For small and medium low risk events this is just a notification to ward councillors & local community of the event taking place via the weekly event programme distribution. More information is available on request;
- For large and major events after they have been approved by the LESAG an event pro-forma is issued with details of the event and LESAG comments. Community groups and Ward Councillors are then given around 3 weeks to comment or raise any concerns to us on an event application through the pro-forma; and,
- Once all feedback has been received the recommendations are made by EventLambeth and then the pro-forma is passed to the Cabinet member and Director of Policy and Communications for final approval at Stage 4.

#### 7.17 **Stage 4 – Final Assessment and Decision to grant the Event Tenancy Permit.**

- Once all paperwork is received and the event is signed off a tenancy permit is issued; and,
- EventLambeth help to support and promote events through a variety of ways via the Events website, social media networks and community links.

#### 7.18 **Event Application Timescales:**

- aligned with the above protocols are also event guidelines and timescales of which all event applicants have to adhere to for their applications. These are highlighted in our events guide and our events application forms;
- **Small Events** – up to 1,000 people must apply 3 months before the event. However we can usually consider shorter timescales for much smaller and low risk community events;
- **Medium Events** – up to 4,999 people must apply 4-6 months before the event;
- **Large Events** – up to 19,999 people must apply 6-12 months before the event; and,
- **Major Events** – Over 20,000 people must apply 12 months before the event.

#### 7.19 **Area Lead Consultation**

The forward event programme including the major commercial event days will be engaged on in conjunction with the cabinet lead and the 5 area leads for Lambeth at a quarterly event programme review meeting. Where an event activity will go beyond the 8 major commercial event days this will be agreed through the above arrangement. Therefore for example a commercial outdoor film festival in various locations, sporting event or a street festival may exceed the allotted 8 major commercial event days and will need approval from the cabinet and area lead.

7.20 A forward programme for the year will be presented to the cabinet lead, at the quarterly event programme review meeting, so that they can engage with area lead councillors and residents on future event activity.

## **8 Financial Benefits**

### **8.1 Events Charging Framework**

8.1.1 **This strategy sets a framework for money to go back to parks and local communities by increasing how much we charge commercial event operators. Replacing the current EIF with PIL will deliver far greater income for parks and open spaces – for instance Clapham Common currently gets around £8k from SW4 while under PIL it would get £40k – a fivefold increase.**

8.1.2 In 2015 the events service performed a benchmarking exercise for park and open space hire rates with a selection of London boroughs to establish the appropriate charging framework for Lambeth events.

8.1.3 The charging framework is based on competitive benchmarked rates across London Boroughs. The charges vary for different types of events to reflect the different nature of those events.

8.1.4 A revision of the 2013 events charging framework has now been produced and includes the addition the new Parks Investment Levy. In the development of the new PIL financial assessments and modelling was created to ensure that if the Council were to replace the current EIF, it aimed to ensure that there would be no reduction in income for each of the parks and open spaces along with greater and fairer distribution of the events income.

8.1.5 The table below shows the % difference between the EIF and PIL over two years for commercial events by zone:

<b>Area</b>	<b>EIF Yrs 1+2 (Commercial only)</b>	<b>PIL Yrs 1+2 (Commercial only)</b>	<b>Difference (£)</b>
North Lambeth	£11,100.00	£13,060.00	£1,960.00
Brixton	£14,575.00	£17,488.70	£2,913.70
Clapham	£43,741.17	£107,129.10	£63,387.93
Streatham	£5,300.00	£11,799.20	£6,499.20
Norwood	£0.00	£0.00	£0.00
<b>TOTALS</b>	<b>£74,716.17</b>	<b>£149,477.00</b>	<b>£74,760.83</b>

## **9 Governance**

9.1 EventLambeth work with the Lambeth Events Safety Advisory Group (LESAG). This is the safety group that determines how public events meet the requisite safety standards as approved by the emergency services, local authority health & safety and other key stakeholders.

- 9.2 Members of the LESAG include TFL, the Emergency Services, internal Council departments, NHS, and where appropriate Wandsworth Council Traffic and Highways and Environmental Health.
- 9.3 The LESAG works with Event Organisers to ensure that the impact of their events are addressed and mitigated as far as possible and that event plans are appropriate.
- 9.4 EventLambeth considers the safety of all event attendees and members of the public foremost in the assessment of every event application. There are four stages within the events protocols and depending on the size and nature of the event and levels of risk associated with an event there is also extensive consultation with the Lambeth Events Safety Advisory Group (LESAG). It is recognised and understood that no event is risk-free and that there will be an impact on local communities but that steps are taken to mitigate risks to levels acceptable to the Council and within accepted parameters.
- 9.5 As the size and scope of the event increase so does the risk and, the levels of scrutiny placed on an event and assurances required by the Council from event organisers before a tenancy permit is approved. Ultimately the responsibility for the mitigation and management of risk and impact is the organisers. EventLambeth, has a responsibility to ensure that event organisers have taken appropriate steps to ensure public safety and are aware of the consequences of failing to recognise and manage the risks and impacts associated with their event.
- 9.6 As with all events in public spaces, both ticketed and not, there is potential impact on residents, other users of the space and people passing through the surrounding area. All event organisers have to manage this as well as the management of people within their permitted hire site. EventLambeth works with the organisers of those events that will have the greatest impacts. Measures taken include a dedicated onsite number for residents to call if they have any issues or concerns during the event, monitoring by council officers, extensive LESAG liaison, security provision around the perimeter of the event, additional toilet and park cleaning provisions around the event perimeter, and where agreed, necessary payment for additional police resourcing.
- 9.7 EventLambeth has joined the Business Crime Reduction Partnership (BCRP) schemes for Streatham, Clapham, Brixton and plans to maintain these memberships and have access to the radio channels for Vauxhall, Waterloo and Southbank to be used as appropriate.
- 9.8 The terms and conditions that all event organisers are required to sign before being allowed to hold an event mean that EventLambeth can rescind permission if they believe an event will be dangerous or bring the Council into disrepute. The LESAG is a group that challenges and works with event organisers to ensure that they are running a safe and well managed event.

## **9 Organisational implications**

### **9.1 Environmental**

The impact of events activity, footfall, nature and activity is monitored through the events processes. The environmental impact fee will be replaced by the Parks Investment Levy to mitigate the impact and will be charged against on a per head per day basis.

9.2 Staffing and accommodation

EventLambeth will continue to work within the authority and be working to an agreed Events Strategy.

9.3 Procurement

EventLambeth are developing a framework for events services that will include access to equipment.

**10 Timetable for implementation**

10.1 The implementation of the strategy will commence in line with approval through Cabinet.

<b>Audit trail</b>				
<b>Consultation</b>				
<b>Name/Position</b>	<b>Lambeth cluster/division or partner</b>	<b>Date Sent</b>	<b>Date Received</b>	<b>Comments in para:</b>
Sean Harriss	Chief Executive	15/12/15 20/05/16	15/12/15	
Helen Charlesworth-May	Strategic Director Commissioning, Commissioning	15/12/15 20/05/16	15/12/15	
Sue Foster	Strategic Director Delivery, Delivery	15/12/15 20/05/16	15/12/15	
Jackie Belton	Strategic Director, Corporate Resources	20/05/16		
Christina Thompson	Director, Finance	20/05/16		
Nana Amoa-Buahin	Director, Business Development, Human Resources & OD, Co-operative Business	20/05/16		
Adrian Smith	Director, Strategy & Commissioning neighbourhoods	20/05/16		
Alison McKane	Head of Legal Services Corporate Affairs	20/05/16 03/06/16		
David Rose	Democratic Services: Corporate Resources	11/12/15 22/03/16 20/05/16	11/12/15 23/03/16	4.5
Cllr Jack Hopkins	Cabinet Member	20/05/16 03/06/16	14/06/16	
Cllr Jane Edbrooke	Cabinet Member:	17/12/15	17/12/15	
Raj Mistry	Programme Director: Environment Delivery	20/05/16		
Ann Corbett	Programme Director: Community Safety, Delivery	20/05/16	23/05/16	2.3, 4.4, 7.1, 11.2, 11.3
Kevin Crook	Delivery Lead, Environmental Services	20/05/16	21/05/16	
Michael O'Hora	Senior Contracts Lawyer	17/08/15 20/05/16 03/06/16	18/08/15 03/06/16	3

Martin Crump / Karen Wilkins	Financial Planning & Management	17/08/15 20/05/16 03/06/16	24/08/15 06/06/16	Summary +2
Lawrence Conway	Head of Communications	20/05/16		
Jo Philips	Head of Business Development	20/05/16	14/06/16	

<b>Report history</b>	
<b>Original discussion with Cabinet Member</b>	09.11.15
<b>Report deadline</b>	29/06/16
<b>Date final report sent</b>	21/06/16
<b>Report no.</b>	153/15-16
<b>Part II Exempt from Disclosure/confidential accompanying report?</b>	No
<b>Key decision report</b>	Yes
<b>Date first appeared on forward plan</b>	25.11.15
<b>Key decision reasons</b>	Meets community impact test
<b>Background information</b>	Available on Request
<b>Appendices</b>	Appendix A – Events Strategy Appendix B – Events Charging Framework including new Park Investment Levy rates and additional fees & charges. Appendix C – Noise Engagement Key Issues Appendix D – Culture 2020 Engagement Responses Appendix E – Equalities Impact Assessment