

Committee:	Date:
West Ham Park Committee	15 July 2019
Subject:	Public
West Ham Park Events Policy (Part Two – Site Specific)	
Report of:	For Decision
Superintendent of Parks and Gardens	
<p style="text-align: center;">Summary</p> <p>West Ham Park, in common with many of the City Corporation's Open Spaces, has a history of hosting public events in order to meet its charitable objective of providing recreation for adults. To reflect the increasing volume and complexity of event requests received within West Ham Park, a local Events Policy has been developed. This is supplemental to the overarching Open Spaces Department Events Policy that was approved by the Open Spaces and City Gardens Committee on 16 April 2018.</p> <p>The proposed local Events Policy will ensure that events are properly managed; that the impact of any event on the open space and adjoining communities is minimised; and that the costs of hosting the event are properly reflected in any licence fee.</p> <p>Recommendations</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Approve the proposed Events Policy (Part Two) for West Ham Park attached at Appendix 2. 	

Main Report

Background and Current Position

1. West Ham Park organises a number of small and medium sized events in order to promote the use of the Park, engage with, and be of benefit to the local community. In recent years these have included relatively low-key events, such as music on the bandstand, bat walks, stargazing evenings, and nature-themed events such as tree walks and 'Newham's biggest leaf pile' with the Friends of West Ham Park. More recently, the Park has hosted the multi-faith 'Bringing Communities Together' festival. Individuals and communities also apply to the Park Manager for permission to hold small events such as community picnics, fun runs and sports days throughout the year.
2. In recognition of the differing characteristics of the open spaces assets managed by the City of London Corporation, an Open Spaces department-wide policy framework has been developed in collaboration with officers from all Divisions. The policy seeks to protect the environment and character of each distinct site from the pressure of events, whilst recognising the value and

amenity that events can bring to the spaces. The framework Policy is attached at Appendix 1 (as approved by the Open Spaces and City Gardens Committee in April 2018). The aim of this overarching policy framework was to capture the generic elements common to all Open Spaces divisions, with the intention that each division would then develop its own site-specific policy to sit underneath.

Proposals

3. In line with other divisions, the West Ham Park team has drafted a site-specific Events Policy. The proposed policy that has been developed draws upon current good practice experience of licensing and running events; the existing restrictions on the use of the Park and wider legislative requirements regarding public safety and local authority licensing procedures.
4. The number, type, frequency and location will be considered for every application to ensure the ecology and environment of the location is not harmed. Seasonality and special designations may restrict events in some locations. Where necessary professional advice from Ecologists and/or Arboriculturalists will be sought as part of the application process.
5. The Superintendent proposes that the procedures set out in this Policy will become effective immediately for applications for new events received following the date of consideration by this Committee, and subject to its approval.
6. For events that have previously been held in the Park, it is proposed that a transition period of 12 months will apply to facilitate the transition to the new arrangements set out in the proposed Policy.

Corporate & Strategic Implications

7. This Policy contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23. Contribute to a flourishing society (1-4), Support a thriving economy (5) and Shape outstanding environments (9-12).¹¹.
8. The Policy also meets the three objectives and outcomes set out in the Open Spaces Business Plan 2018-19 (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.

Financial

9. Where information was available, the scale of hire charges for events has been benchmarked with neighbouring local authorities and is considered to be within an acceptable price range. In line with other divisions, charges are intended to recover costs incurred for administration and consideration of the event by Officers and other services provided to facilitate an event. In addition to cost recovery, the charging policy for events will raise revenue for reinvestment into the maintenance and upkeep of the Park. Charging also provides a method of regulating the number of events and activities that take place on our sites

Legal

10. The legal position is set out in the site-specific Policy document at Appendix 2.

Property

11. If events are to be permitted in the Park, they should be governed by suitable licence terms to ensure that the City of London is suitably indemnified and that consent to use represents best value or is otherwise in the best interests of the West Ham Park charity.

Conclusion

12. West Ham Park receives applications to hold events in the Park throughout the year. This proposed Policy will establish a fair and transparent system for assessing event applications and for regulating the type, location and frequency of events that are permitted. A clear requirement for event managers to apply the appropriate legislative and licensing regimes will ensure that events are run safely and professionally

Appendices

- Appendix 1 - Open Spaces Departmental Events Policy – Part One
- Appendix 2 – West Ham Park Events Policy – Part Two (Site-Specific)

Lucy Murphy

West Ham Park Manager

T: 020 8472 3584

E: lucy.murphy@cityoflondon.gov.uk