

Committee(s):	Date(s):	
Streets & Walkways Sub Committee	14 January 2013	
Policy & Resources Committee	19 January 2013	
Subject: Special Events on the Public Highway	Public	
Report of: Director of the Built Environment Director of Public Relations	For Decision	
<u>Summary</u>		
<p>This report outlines the major events planned for 2013. The report allows Members the opportunity to comment on the proposals and consider the appropriateness of the events, taking into account the nature, scale and impact on the City streets. Most are due to take place during the evening, at weekends or on Bank Holidays to minimise disruption to the City and its businesses.</p> <p>The report also provides an update on the RideLondon Cycling Event that will take place on 3rd & 4th August 2013, and highlights a request for a road closure to facilitate the Children's Parade.</p> <p>Recommendations</p> <p>Members are recommended to:</p> <ol style="list-style-type: none"> 1. Receive this report and note the major events taking place in the City as detailed in Appendix 1. 2. To note progress and planning to date in relation to the RideLondon Cycling Event. 3. To agree to a short term road closure to facilitate the Children's Parade planned to take place on 28 June 2013. 		

Main Report

Background

1. Members are reminded that in previous years, a report has been presented to the Streets and Walkways Committee detailing the major special events planned for the year ahead. This report updates Members on events so far planned for 2013.
2. A significant proportion of these events take place on Transport for London's (TfL) streets. Again, some of these are aimed at promoting charitable organisations, whilst others seek to promote specific Mayoral initiatives such as cycling. Consultation on all such activities takes place well in advance as the traffic implications of closing a street on the Transport for London Road Network can still impact on the City.

Event Approval Process

3. There is a formal approval process for events, which was agreed at the Streets & Walkways Sub Committee held on 21 March 2011. Whilst it is acknowledged that events on the public realm have social and community benefits, it is also considered important to ensure that the impact of these events in terms of traffic management continue to be contained to an acceptable level, and that demand is managed in a transparent manner.
4. The Significant External Events Group (SEEG), which comprises of officers from Highways, Public Relations and City of London Police meet every four weeks to consider major event applications. The merits of each event are considered in the context of public safety and traffic management. If appropriate, the Sports Development Section of the Department of Community & Children's Services is also consulted in determining whether or not the event can take place.
5. The Director of the Built Environment has delegated authority to make traffic orders to allow roads to be closed for special events; as such formal Member approval for each event is not required. However, should SEEG consider it appropriate, then an event can be referred to the Streets and Walkways Committee on matters of traffic impact, or to the Policy and Resources Committee on matters of policy.

6. The responsibility for the organisation of an event and its associated activities such as traffic management and stewarding rests with the named organiser and not with the City of London Corporation. Where there is no objection to the planned event, the City of London works closely with organisers to ensure its success and adherence to City of London Corporation standards and Guidelines on Special Events.
7. The delivery of safe and successful events is central to the planning process. In line with other local authorities, the City has a Safety Advisory Group (SAG) comprising of representatives from the emergency, health and transport services with the primary objective of overseeing the detailed operational planning of events.

Guidelines for the Planning of Events in the City of London

8. Members are reminded that events in the City are typically classified into one of the following categories: commercial, community and statutory.
 - Commercial events are defined as those that are organised with the objective of making a financial return without a specific community or charitable benefit.
 - Community events are defined as events organised with the objective of providing a service to the community and/or making a financial gain with the surplus raised being for charitable distribution or for distribution to local community organisations.
 - Statutory events are defined as those where there is no financial gain and reflect constitutional rights, or are a royal/national celebration, or in the interests of the public e.g. Lord Mayor’s Show, Submariner’s Parade.

Fees and Charges

9. The Director of the Built Environment has delegated authority to set and review charges annually in order to recover costs. In general the charges cover the following:

Administrative	Physical
Traffic orders	Road closure advertising
Parking dispensations	Policing/Barrier provision
Hoarding & scaffold licenses	Street cleansing
Location fees	Promotion
General staff time	Additional parking enforcement
Parking bay suspensions	Staff overtime

10. The Guidelines on Special Events set out when Fees and Charges are applied. This is summarised below:-

- Commercial Events: Both administrative and physical costs be charged
- Community Events: Only physical costs be charged
- Statutory Events: No costs be charged

11. The majority of events are non-chargeable as they fall into the category of statutory (no charges applied) or community events (only physical costs applied). The application of Fees and Charges is not expected to raise income, but instead is aimed at achieving consistency and recovering legitimate costs.

Current Position

12. Brief details of the events for this year are detailed in the table below. Most of the events listed have taken place before, and at this point in time, are relatively certain to take place in 2013. Nearly all are timed for weekends, Bank Holidays or in the evening. In most cases, the necessary planning is already well advanced. A more detailed outline of the major events planned for 2013 is given in Appendix 1.

Major Special Events Planned for 2013

Event	Date	Day of the week	Area Affected
1. London Marathon	21 April 2013	Sunday	Tower Bridge, Upper and Lower Thames St and Embankment
2. BUPA 10k Road Race	27 May 2013	Bank Holiday Monday	Victoria Embankment, Puddle Dock, Queen Victoria Street, Godliman Street, St Pauls Churchyard, Cannon Street, Cornhill, Leadenhall Street, Fenchurch Street, Mincing Lane, Great Tower Street, and East Cheap

3. Smithfield Nocturne Cycle Event	8 June 2013	Saturday	Smithfield Market area
4. City of London Festival	June/July 2013	Saturday/Sunday	Summer Events Programme at various locations around the City, including storytelling, folk singing, dance, drawing, concerts and street pianos.
5. Children's Parade	28 June 2013	Friday	Guildhall Yard, Gresham Street, Old Jewry, Cheapside, Newgate Street, Warwick Lane, Paternoster Square.
6. Cart Marking	10 July 2013	Wednesday	London Wall, Gresham Street, Guildhall
7. Standard Charter City Road Race	11 July 2013	Thursday 6.30 pm – 8.30 pm	Moorgate, London Wall, Old Broad Street, Threadneedle Street, Bank Junction, Poultry, Cheapside, Gresham Street, Wood Street areas
8. British 10K Road Race	14 July 2013	Sunday	Victoria Embankment, Upper Thames Street, Southwark Bridge, Puddle Dock, Queen Victoria Street, and White Lion Hill.
9. Triathlon	28 July 2013	Sunday	Tower Hill, Upper & Lower Thames Street, Victoria Embankment
10. RideLondon	3 and 4 August 2013	Saturday and Sunday	Victoria Embankment, Puddle Dock, Queen Victoria Street, Friday Street, New Change, Cheapside, King Street, Gresham Street, Bank,

			Cannon King William Street, Cannon Street, Queen Street, Upper & Lower Thames Street
11. Bloomberg Square Mile	12 September 2013	Thursday (evening)	Guildhall, central City
12. World Triathlon	14 and 15 September 2013	Saturday and Sunday	Embankment, Lower & Upper Thames Street, Towerhill
13. Royal Parks Half Marathon	6 October 2013	Sunday	Victoria Embankment
14. Beating the Bounds (on Motorcycles)	13 October 2013	Sunday	Guildhall Yard & Gresham Street
15. Lord Mayor's Show	9 November 2013	Saturday	City Area & Westminster, west of Bishopsgate
16. New Change shopping weekend	7 December 2013	Saturday	Cheapside area
17. New Year's Eve	31 December 2013	Tuesday	City Wide

RideLondon Cycling Event

13. Members gave their support for RideLondon at a previous Committee and since this date, officers from the Highways Division have been working with TfL on the planning of this event, which will take place on 3rd & 4th August 2013.
14. RideLondon is a flagship event for the Mayor of London and TfL's cycling programme and replaces SkyRide, which has taken place in previous years. It is seen as a legacy of the Olympic & Paralympic Games

providing an opportunity for the world's greatest cyclists to compete in front of national and international audiences.

15. It is anticipated that RideLondon could attract over 200,000 spectators, lead to a major boost in cycling numbers and generate millions of pounds in economic benefit. This annual cycling festival is planned to take place for the next five years attracting worldwide TV audiences. It is expected to be a source of income for cycling improvements in London, as well as an opportunity to promote cycling initiatives generally.
16. The RideLondon weekend will start on Saturday 3rd August 2013 with a family fun ride for up to 70,000 cyclists on an eight mile loop of closed roads around London's iconic landmarks including St Paul's Cathedral, Guildhall, Mansion House, Tower of London and Victoria Embankment. By its very nature the cycling event on Saturday is likely to have the greatest impact on the City streets requiring early road closures lasting for most of the day. The event is expected to be widely promoted in March 2013.
17. This will be followed on Sunday 4th August 2013 by a 100 mile road ride for up to 25,000 amateur, club and world class elite cyclists beginning in the Queen Elizabeth Olympic Park with a route mirroring the 2012 Games cycle road race. There will also be a city centre grand prix race involving the women's elite, junior and hand cyclists. The cycle races will follow a route through London & Surrey and is likely to include Upper Thames Street, Lower Thames Street and Byward Street in the City.
18. The event on Sunday is not considered as significant in terms of impact on the City as it is restricted to the lower route i.e. Upper & Lower Thames Street, Byward Street. However the impact on London and the south-east as a whole is expected to be considerable.

Lower Route

19. There has been an increase in the number of requests from event organisers, supported by TfL, to use the lower route through the City i.e. Upper Thames Street, Lower Thames Street and Byward Street. Invariably these events require lengthy road closures and consequently impacts on residents and businesses particularly in terms of access to properties and services. In all cases, organisers are expected to undertake extensive publicity to minimise the impact their events have on the wider community, and address specific concerns that might be raised by residents or businesses.

20. The streets that make up the lower route are managed by TfL and therefore approval for road closures to facilitate events does not rest with the City. However, Members are asked to note the increase in the number of occasions the lower route will be affected by events in 2013, and the steps taken to minimise the inconvenience to residents and businesses as a result of the road closures.

Children's Parade

21. The Children's Parade is an annual event that follows a route from Guildhall Yard to Paternoster Square via Cheapside, Newgate Street and Warwick Lane. It attracts nearly 1,000 participants and is popular with residents and businesses alike. The procession lasts approximately 10 minutes and has historically been facilitated by a series of temporary traffic holds.
22. As a result of its success, and the fact that the event has grown in size, traffic holds are no longer appropriate to ensure the necessary levels of safety required. The organisers have requested that short-term road closures (e.g. 1 hour) are put in place to enhance safety levels and address concerns raised by the City of London Police.
23. The traffic impact of closing a main east-west route through the heart of the City on a weekday i.e. 11 am on a Friday would not normally be supported. However the success of this particular event is wholly dependent on it taking place within school hours to ensure all pupils can attend, and there are sufficient teachers and support staff to supervise the procession. Members are therefore recommended to agree a short term road closure (approximately 1 hour) along parts of Gresham Street, Cheapside, Newgate Street, and Warwick Lane to allow this event to take place.

Legal Implications

24. The City as traffic authority may temporarily restrict the use of roads for sporting events, social events or entertainments held on a road under section 16A Road Traffic Regulation Act 1984. In carrying out its traffic authority functions the City must also have regard to its duty to secure the expeditious, convenient and safe movement of traffic (section 122 Road Traffic Regulation Act 1984), and its duty to secure the efficient use of the road network avoiding congestion and disruption (section 16 Traffic Management Act 2004).

Community Strategy & Other Significant Implications

25. By facilitating special events to take place within the Square Mile, the City can help address its Community Strategy Themes of ‘A World Class City’ and ‘A Vibrant and Culturally Rich City’ through its encouragement of filming and its management of special events.

Consultees

26. The Town Clerk, the Chamberlain, Comptroller and City Solicitor, the City of London Police and the Director of Community & Children’s Services have been consulted in the preparation of this report and their comments included.

Conclusion

27. The City seeks to support a series of charitable, cultural and fund-raising organisations by facilitating special events on its road network, and accommodating similar events on Transport for London’s Road Network. This report summarises the major events for 2013 and provides an update on RideLondon, which is a pan-London event and also highlights a request for a weekday road closure for the Children’s Parade.

Contact:

Ian Hughes
0207 332 1977
ian.hughes@cityoflondon.gov.uk

APPENDIX 1 - SUMMARY OF EVENTS FOR 2013

EVENT	ORGANISER	AUTHORITY	TYPE OF EVENT	NO.	EVENT HISTORY	ROUTE	TRAFFIC MANAGEMENT
1. London Marathon 21 April 2013	London Marathon Limited	Transport for London	Community event. Fun Run. Surplus funds from this event are used to assist specific sporting projects.	35,000	Established event of more than 20 years	Lower Route: Tower Bridge, Lower and Upper Thames Street, Victoria Embankment	Many roads closed along the route. 7 am to 6 pm.
2. BUPA 10K Road Race 27 May 2013 Bank holiday Monday	London Marathon	Transport for London	Community event. Fun Run Funds from this race promote sporting initiatives to the City's resident and workforce population	10,000	5th year	Westminster via Embankment to Fenchurch Street area and return to Westminster	Various road closures along the route with streets reopened as soon as possible. 10 am to 12.30 pm
3. Smithfield Nocturne Cycle Event 8 June 2013	Face Partnership	City of London	Community Event. Cycle races around a circuit within the City. Encourages	500	6th year	West Smithfield circuit around market	Smithfield closed, including access to car park. Smithfield Market & Tenant Association

Sunday			participation from local shops and residents				consulted in approval process. 4 pm – 10 pm.
4. City of London Festival June/July 2013	City of London	City of London	Community Summer Events Programme	1,000	2nd year	Various locations around the City	Possible closure of Cheapside
5. Children's Parade 28 June 2013	City of London Festival	City of London	Community event Carnival Procession	1,000	3 rd year	Guildhall Yard, Gresham Street, Old Jewry, Cheapside, Newgate Street, Warwick Lane, Paternoster Square	Closure of Cheapside and along the route for approximately 1 hour
6. Car Marking 10 July 2013	Livery Hall	City of London	Statutory Event. Vehicle Procession	1,000	Statutory Event	London Wall, Gresham Street, Guildhall	Closure London Wall

7. Standard Charter City Road Race 11 July 2013 Thursday evening	London Marathon Ltd	City of London	Community Fun Run event. Participants drawn from City institutions and is usually sponsored by a City company.	6,000	7 th year	City Road, London Wall, Bank, Cheapside, and return to City Road.	Road closures along route. 7 pm – 8.30 pm
8. British 10K Road Race 14 July 2013	BUPA	Transport for London	Community Road Race	5,000	Over 5 years	Lower route: Embankment Area	Closure of Upper & Lower Thames Street
9. Triathlon	Upsolut Sports UK Ltd	Transport for London	Community Event	5,000	3 rd time	Lower route	Closure of Upper & Lower Thames Street
10. RideLondon 3 and 4 August 2013 Sunday	GLA	Transport for London and City of London	Community event. Part of London Mayor's campaign to encourage cycling.	75,000	1st year	Central City of London streets; Lower route: Upper and Lower Thames Street, St Paul's	Roads closed along route. Weekend event.
11. Bloomberg	London Marathon Ltd	City of London	Regular event that takes place	5,000	Annual Community	Guildhall, central City	Road closures along the route

Square Mile 12 September 2013 Thursday evening			in the City		Event		
12. World Triathlon 14 and 15 September 2013	London Triathlon UK Ltd	Transport for London	Community event.	5,000	1 st Year	Lower route: Victoria Embankment , Upper and Lower Thames Street to Tower of London.	Embankment to Tower Hill closure. All day.
12. Beating the Bounds (on motorcycles) 13 October 2013	Livery Hall	City of London	Statutory Event	5,000	1 st year involving motorcycles	Guildhall area	Closure of Gresham Street, London Wall
13. Royal Parks Half Marathon October 2013	Royal Parks	Royal Parks and Transport for London	Fun Run. Community event for Royal Parks	5,000	5 th year	Victoria Embankment west of Blackfriars.	Closure of Victoria Embankment. 9 am – 12 pm.

Sunday			Foundation.				
15. Lord Mayor's Show 9 November 2013 Saturday	City of London	City of London	Statutory event. Procession to facilitate the Lord Mayor's obligations to the Sovereign.	6,000	Historical event.	City area west of Bishopsgate.	City wide road closures. 8 am – 4 pm.
16. New Change Shopping Event 7 December 2013	Cheapside Initiative in partnership with New Change	City of London	Commercial event. Details not yet known.	Not known.	3rd event.	Cheapside area.	Road closure of Cheapside. Times not yet confirmed.
17. New Year's Eve 31 December 2013	To be Confirmed	City of London and Transport for London	Community event.	10,000	Annual Event	Blackfriars area	Extensive closures across London & City