

<b>Committee:</b>	<b>Date:</b>
Hampstead Heath Consultative Committee	9 July 2018
<b>Subject:</b> Hampstead Heath Site Specific Events Policy Part Two	<b>Public</b>
<b>Report of:</b> Superintendent of Hampstead Heath	<b>For Discussion</b>
<b>Report Author:</b> Bob Warnock – Open Spaces Department	

### Summary

The City of London Corporation (Open Spaces) Act 2018 received Royal Assent on 15 March 2018, and requires the development of an Events Policy for each of the City Corporation's Open Spaces.

Hampstead Heath, in common with many of the City Corporation's Open Spaces, has a long tradition of events, spanning back to the 18th Century when bank holiday fairs were a major attraction attracting large crowds to the Heath. Nowadays, the Heath hosts over 100 events a year, including community, charitable and commercial events that range from fun fairs, cross-country running and sporting competitions to cultural, health and wellbeing and entertainment events.

An overarching Departmental Policy (Part One) has been adopted, and the Hampstead Heath Site-specific Events Policy (Part Two) will sit below this document. This will ensure that events are consistently managed across the Department; and that individual events are considered against the impact they may have on a specific Open Space. Some of the areas managed by the City Corporation Open Spaces have enhanced environmental protection, and consideration must be given to ensuring disruption in these areas is minimised. The updated final draft of the Site-specific Events Policy (Part Two) for Hampstead Heath is appended to this report (see Appendix 2).

### Recommendations

It is recommended that:

- Members give feedback in relation to the final draft Events Policy (Part Two) for Hampstead Heath (Appendix 2) and in particular, section 6 which sets out thresholds for consultation and approvals.
- The views of the Hampstead Heath Consultative Committee be conveyed to the Hampstead Heath, Highgate Wood & Queen's Park Committee at their meeting on 5 September 2018.

## **Main Report**

### **Background**

1. A first draft of the Hampstead Heath Site-specific Events Policy (Policy) was discussed with Members of the Hampstead Heath Consultative Committee at their meeting on 16 April 2018.
2. Following feedback received from Members at the meeting and further input from the Comptroller and City Solicitor and the Hampstead Heath Events Advisory Group, the draft Policy has been finalised.

### **Current Position**

3. A record of the changes made to the draft final Policy since Members discussed it at their meeting on 16 April 2018 has been attached at (see Appendix 3).
4. Members should note that additional legislation that applies to the Heath around events, activities, exhibitions, etc has been added to Section 3 – Legislative Background. Although, an Events Policy is only required for events held under the provisions of the City of London Corporation (Open Spaces) Act 2018, for ease of use and consistency, the guidance in this Policy has been produced to cover all relevant events on the Heath, irrespective of which statutory enabling power is being relied upon.
5. Members should note that the draft final Policy for Hampstead Heath includes a key variation from the Open Spaces Departmental Events Policy (Part One) for the scale of event applications that the Superintendent has authority to approve. Where the Open Spaces Departmental Events Policy (Part One) states Superintendents have authority to approve events which have up to 5,000 participants and a maximum duration of 2 days, the draft final Policy for Hampstead Heath reduces the Superintendent's authority to approve events which have up to 2,000 participants. For events of over 2,000 participants and/or of 3 or more days duration, Committee consultation and approval will be sought.
6. The draft final Policy sets out a procedure that is consistent with the governance model for Hampstead Heath whereby the Hampstead Heath Consultative Committee (HHCC) will be consulted prior to seeking the approval of the Hampstead Heath, Highgate Wood and Queen's Park Committee (HHHWQPC). In addition, the Superintendent may choose to consult with the HHCC on any event application, irrespective of scale, particularly in considering applications for events that are unprecedented or unusual.
7. At the HHCC meeting in 16 April it was suggested by some Members that the scale of event that may be authorised by the Superintendent ought to be further reduced to a maximum of 500 attendees. The various alternative options that have been proposed by Members are attached in appendix 3.

## **Proposals**

8. The Superintendent is seeking Members comments and feedback on the revised draft final Policy, attached as Appendix 2.
9. The Superintendent is seeking Members' comments and feedback in relation to Section 6 which sets out procedures for decision-making and approvals. In particular, Table 1, which sets out proposed thresholds for event scale, approval and timeframes for applications. Options for these thresholds are included in Appendix 3 along with a summary of key changes to the Policy since the previous draft was reviewed by this Committee.
10. However, taking account of the duration for 'Large' Events, the Superintendent believes that the majority of events falling into the 'Medium' or 'Large' categories will require consultation with the HHCC when taking account of the duration criteria. Therefore, the Superintendent's proposes retaining the threshold for 'Large' Events at 2,001 - 5,000.
11. For events that have previously been held on the Heath, 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. The procedures set out in this Policy will become effective immediately for applications for new events received following the date of its approval by the Hampstead Heath, Highgate Wood and Queen's Park Committee.

## **Consultation and Committee process**

12. A Hampstead Heath Events Advisory Group, comprising of representatives of the HHCC and HHHWQPC have been involved in the development of this draft final Policy.

## **Corporate & Strategic Implications**

13. This draft final 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).
14. The draft final 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**

15. The scale of hire and other charges for events will be discussed with the HHCC at their meeting in October 2018 and will form part of the Fees & Charges for Hampstead Heath. These 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 re-investment into the maintenance and upkeep

of the Heath, where appropriate. Following approval, the Schedule of fees and charges for Hampstead Heath will apply to events from 1 April 2019.

### **Environmental**

16. The number, type, frequency and location will be considered for every application for an event to ensure the ecology and environment of the location is not harmed. Seasonality and special designations may restrict events in some locations. The Heath Ecologists and Arboriculturalists will be consulted as part of the application assessment process.

### **Reputation**

17. The careful assessment of event requests through a clear and consistent policy approach should ensure fairness consistency and equality of access. A clear requirement for event managers to apply the appropriate legislative and licensing regimes, which will increase the likelihood of events being run safely and professionally.

### **Property**

18. If events are to be permitted on the Heath, 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 according to the charitable operating requirements.

### **Conclusion**

19. The City Corporation frequently receives applications to hold events on the Heath. This draft 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.

### **Appendices**

- Appendix 1 – Open Spaces Departmental Events Policy Part One
- Appendix 2 – Draft Open Spaces Departmental Events Policy Part Two: Hampstead Heath
- Appendix 3 – Log of changes and Options for Event Scale

### **Background Paper**

Hampstead Heath Site Specific Events Policy - Part 1 & Part 2. 16 April 2018.

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