

Transport and Environment Committee

10.00am, Tuesday, 30 August 2016

Procurement of Major Events in Parks 2017 - 2019

Item number 7.8
Report number
Executive/routine
Wards

Executive Summary

On 12 January 2016, The Transport and Environment Committee approved the recommendation that consultation be carried out on proposals to extend the open procurement of events within Edinburgh's parks. The Committee requested that a report be brought back to Committee regarding the outcomes of this consultation.

This report details the results of the consultation and recommends the next stages of this process.

Links

Coalition Pledges [P15](#), [P24](#), [P31](#)
Council Priorities [CP6](#), [CP8](#)
Single Outcome Agreement [SO1](#)

Procurement of Major Events in Parks 2017 - 2019

1. Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 Notes the content of this report and the consultation feedback received through survey, workshops and correspondence;
 - 1.1.2 Agrees the number of days for the event period on the Meadows during August, as set out in paragraph 3.4.7.

2. Background

- 2.1 Twelve major events were held in five of Edinburgh's parks during 2015 and a review was carried out at the end of the events season. A report detailing the findings of this review was submitted to the [Transport and Environment Committee](#) on 12 January 2016.
- 2.2 This review incorporated the results of a pilot tender for a Fringe Festival event in The Meadows in August which was awarded to Underbelly.
- 2.3 Following the success of this pilot, the report proposed a consultation on the extension of the procurement process for a further three events in 2017. This was approved by Committee, and a further report detailing the outcome of this consultation was requested.
- 2.4 The pilot contract for The Meadows comes to an end this year. The intention is to re-tender this along with the three new parks event contracts for 2017 onwards. The proposed contract will cover:
 - 2.4.1 Inverleith Park, Cultural/Food/Beer/Wine Festival (August)
 - 2.4.2 The Meadows Fringe Event (August)
 - 2.4.3 Princes Street Gardens, Red Blaes Area Fringe Event (August)
 - 2.4.4 Princes Street Gardens, Red Blaes Area Cultural/Food/Beer/Wine Festival (October)

3. Main report

- 3.1 Consultation began in May 2016 when potential suppliers were invited to two workshops. 25 representatives attended on behalf of 21 suppliers giving their

feedback, ideas and highlight requirements from the supplier's perspective. The results of these sessions are detailed in Appendix 1. A presentation was also made to the South Central Neighbourhood Partnership in June, this detailed the draft specification and timescales of the procurement process for The Meadows event. The audience was informed that a public survey would be launched on the 15 June 2016 to which they were invited to take part.

- 3.2 This survey was sent to all the relevant community groups, Community Councils, Neighbourhood Partnerships, sports groups and the venue specific groups set up for regular event applications. The full results are detailed in Appendix 2. A total of 120 responses were received (from 106 individuals and 14 groups) and a summary of the proposed event for each park and the responses to each proposal are outlined below.

Inverleith Park

- 3.3 August, eight days (inclusive of set up and breakdown); a cultural event.

3.3.1 Is this the right type of event for the space?

66.7% agreed (14), 33.3% (7) disagreed

3.3.2 Is this the appropriate time of year for an event of this nature?

60.9% (14) agreed, 39.1% (9) disagreed

3.3.3 Is this is the correct length of time for an event of this nature?

61.9% (13) agreed, 38.1% (8) disagreed

The Meadows

- 3.4 August, 23 days or less (excluding set up and breakdown); an enclosed, ticketed venue for either a cultural event, concert or live performance.

3.4.1 Is this the right type of event for the space?

68.1% (49) agreed, 31.9% (23) disagreed

3.4.2 Is this the appropriate time of year for an event of this nature?

75.7% (53) agreed, 24.3% (17) disagreed

3.4.3 Is this the correct length of time for an event of this nature?

40% (28) agreed, 60% (42) disagreed

3.4.4 Additional views were sought regarding the number of days allowed for event set up and breakdown. Feedback from the supplier workshops indicated that some event organisers felt that the three days currently allocated either side of the event for set up and breakdown were inadequate, and that ideally these times would be extended. For the pilot contract additional days for set

up and breakdown of the event have been agreed post-contract award. However, off the 70 responses received from individuals in the community, the majority said that they were against any extension to current arrangements.

- 3.4.5 At the workshops suggestion was made that two shorter events might be considered at the Meadows to replace the current longer event planned during August. This was given consideration but through consultation with Parks officers it was agreed that additional set up and breakdown requirements may have detrimental impact on the event space.
- 3.4.6 It is apparent that there is disparity between the views of local stakeholders and potential suppliers. Local stakeholders would like a reduction in the event period including the set up and breakdown whereas some suppliers (including the incumbent) would like an extension. Officers have a duty to balance these views alongside environmental considerations and the Council's own events strategy (see 4.1).
- 3.4.7 By way of a compromise, it is therefore proposed that;
 - 3.4.7.1 three days set up and three days breakdown remains as part of the revised contract;
 - 3.4.7.2 that any additional days will not be included as part of the contract price paid but would be charged to the event organiser on a daily pro rata basis ((the effect of the minimum price that bidders have to meet for their tenders to be considered would result in the pro-rated charge being higher than the standard daily rental charge for events on the Meadows);
 - 3.4.7.3 that the number of additional days for set up and breakdown be limited to a maximum of four days.

Princes Street Gardens

- 3.5 Red Blaes Area; 4-28 August (inclusive of set up and breakdown); an enclosed, ticketed event; cultural/food/beer/wine festival.
 - 3.5.1 Is this the right type of event for the space?
46.7% (7) agreed, 53.3% (8) disagreed
 - 3.5.2 Is this the appropriate time of year for an event of this nature?
53.8% (7) agreed, 46.2% (6) disagreed
 - 3.5.3 Is this the correct length of time for an event of this nature?
46.2% (6) agreed, 53.8% (7) disagreed
- 3.6 Red Blaes Area - October, 10 days (inclusive of set up and breakdown). An enclosed ticketed event, cultural/food/beer/wine festival.
 - 3.6.1 Is this the right type of event for the space?

17.6% (3) agreed, 82.4% (14) disagreed

3.6.2 Is this the appropriate time of the year for an event of this nature?

33.3% (5) agreed, 66.7% (10) disagreed

3.6.3 Is this the correct length of time for an event of this nature?

21.4% (3) agreed, 78.6% (11) disagreed

- 3.7 The specifications for the two Princes Street Gardens events will need to take into account the proposed restoration project for the Ross Bandstand and the other elements including the Ross Fountain, as well as any proposed improvements to the Gardens. The Council will work with the Steering Group managing the proposals in order to facilitate this.
- 3.8 Following the survey consultees were invited to attend workshops to discuss and directly influence the individual site specifications. The details of these workshops can be found in Appendix 3. This feedback has been used to assist in drafting up the specifications for use in the tender documentation..
- 3.9 Potential community benefits were also explored at the event workshops and will be requested from bidders through procurement process and assessed as appropriate.
- 3.10 The timetable for the delivery can be seen in Appendix 4. The terms of the contracts will be three years, apart from Princes Street Gardens where contracts will be let on a 2 year contract with an option for one year extension.
- 3.11 The results of the survey and workshop consultation will be included in tender documentation and shared with bidders as part of the procurement process.

4. Measures of success

- 4.1 This proposal supports the new Events Strategy, approved by the Culture and Sport Committee on 31 May 2016 which, in turn supports the National Events Strategy, Scotland - The Perfect Stage. The vision of the Events Strategy is to promote Edinburgh as a vibrant, contemporary, international city; encouraging people to visit the city, live and invest in Edinburgh and to maximise the benefits for residents.
- 4.2 Commercial rental values are achieved for the venues.
- 4.3 The chosen events deliver added value for the city such as cultural, community and environmental benefits.

5. Financial impact

- 5.1 In 2014 (prior to the introduction of a contract through competitive procurement) the event held on the Meadows during August generated a rental of £15,400. The contract put in place for use of the Meadows over 2015/16 has generated in excess of £75,000.

- 5.2 Rental value for Inverleith in 2016 will be £4,875.00 and for Princes Street Gardens in October £7,480.00. It is anticipated that from 2017 there is the potential to generate an increase of over 30% on this income.
- 5.3 The fourth event scheduled to take place during the August Festival in Princes Street Gardens is a new event and is forecasted to generate between £10,000 and £12,000 per annum.
- 5.4 A gain share mechanism was in place for the pilot Meadows contract and this will be requested of bidders if deemed in the Council's best interests.
- 5.5 The desire for event income to be ring-fenced and invested directly into the park hosting events was raised by some consultees. Presently, events income in public parks is used to offset the revenue costs across the Parks, Greenspace and Cemeteries service therefore ring-fencing income for those parks hosting events will create a budget pressure and constrain the ability to address maintenance issues in the rest of the city's greenspaces.
- 5.6 At its meeting on 26 August 2014 the Transport and Environment Committee approved a report entitled 'Events in Edinburgh's Parks and Greenspaces'. The report included a proposal to tender space in the Meadows for an event to be held as part of the summer festivals in August. The report stated that the Council expected 'an increased financial return on use of this space' and that any additional income would be invested in the 'infrastructure, features, and facilities of the Meadows and Bruntsfield Links.' In 2015/16 an estimated £217,000 was invested in the Meadows on a range of improvements from upgrading footpaths to tree planting.

6. Risk, policy, compliance and governance impact

- 6.1 The Council will work closely with the successful bidders to ensure that any associated risks (for example, with regard to environmental or noise impact) will be mitigated.

7. Equalities impact

- 7.1 The tender process itself will be subject to an Equalities Impact Assessment
- 7.2 As part of the evaluation process, due regard will be given to any potential equalities issues that might arise from the individual event bids.
- 7.3 An Equalities Impact Assessment has been completed for events taking place in Edinburgh's parks.

8. Sustainability impact

- 8.1 The specifications for these contracts will be designed to minimise any adverse environmental impacts on the parks in question. This will include suitable arrangements for reinstatement bonds.

9. Consultation and engagement

- 9.1 Extensive consultation was undertaken with potential suppliers, local stakeholders and relevant internal service areas.
- 9.2 Mandatory consultation with the Event Planning Operations Group has been specified as a requirement of the contract.
- 9.3 The successful bidders will be obliged to engage with local community groups and other relevant groups throughout the planning and duration of the event.
- 9.4 Norman Springford has been consulted in relation to the project to refurbish West Princes Street Gardens and is aware of these proposals.

10. Background reading/external references

- 10.1 None

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11. Links

Coalition Pledges	P15 - Work with public organisations, the private sector and social enterprise to promote Edinburgh to investors P24 - Maintain and embrace support for our world-famous festivals and events P31 - Maintain our City's reputation as the cultural capital of the world by continuing to support and invest in our cultural infrastructure
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Council Priorities	CP6 - A creative, cultural capital CP8 - A vibrant, sustainable local economy
Single Outcome Agreement	SO1 - Edinburgh's economy delivers increased investment, jobs and opportunities for all
Appendices	Appendix 1 - Results of Supplier Consultation Appendix 2 - Results of Public Consultation Appendix 3 - Feedback from Specification Workshops Appendix 4 - Timetable for Procurement Process



**Contract for Delivering of Major Events on Park and Greenspace
Major Event**

Supplier Engagement Meetings – Q&A

Supplier Questions and City of Edinburgh's Responses

May 2016

1) How do we anticipate sponsorship working out?

- a) The City of Edinburgh Council does not intend to sponsor any events included in the proposed tender. The City of Edinburgh Council will reserve the right to seek sponsorship and a proportion of possible advertising space available for each event. In the proposed tender, we intend to seek evidence of your own experience in obtaining sponsorships or developing revenue generating promotional partnerships.

2) What do we class as a 'Major Event'?

- a) A Major Event does not have a rigid classification as stipulated through the events manifesto. However, a Major Event is described as one which is significant in terms of footfall/attendance, physical footprint, duration, or profile.

3) With regard to the event at the Meadows – Is the limit of space only 4,647m²?

- **“This may be too small for a large concert event”**

- a) Whilst the designated area for this event, in this location may be subject to change, it is unlikely to increase significantly and so this should provide a suitable estimate. In the accompanying questionnaire, we have asked for your feedback in terms of the minimum area you would consider to qualify a bid for a Major Event.

4) Can we provide the footfall for the previous events?

- a) Yes – the footfall for previous events is included within the information pack.

5) What is the capacity for each event?

- a) This information will be included in the tender specification - an indication of the footfall capacity will be provided. You may want to state your assumptions regarding the capacity for your proposed event in your eventual tender response as well.

6) How much support will be provided by the Council?

- **Is this a commercial partnership or a civic partnership?**

- a) This is a commercial partnership. The Council does not have capacity to provide significant support, financial or logistical, to the successful bidder.

7) Are these sites available throughout the year?

- a) The sites of the Meadows, West Princes Street Park Blaize area and Inverleith Park are available for event applications throughout the calendar year. Each site apart from the Red Blaize area is limited to the number of Major Events they can hold per year. This information is in the Edinburgh Parks Events Manifesto.

8) Are there a limited number of events at each site?

- **Can the visibility of the whole events calendar be provided?**
- **Can the events manifesto be provided?**
- **Will the number of allowed events increase at any of the sites to accommodate the events listed under this Major Events Tender?**

a) There are limits on the number of events that can be held at the Meadows and Inverleith Park, and the events listed under this Major Events Tender are included within these limits. The events manifesto will be circulated with the information pack, and the events calendar will be published in the tender.

9) Who will make the decision on the successful bids?

a) An evaluation panel will score the bids on quality and price. Representatives from stakeholder groups such as Parks and Greenspace will form part of this panel. A recommendation is then made to the Finance and Resource Committee who approves the award of the contract to the successful bidder. The details of the individual bids are not disclosed upon completion of the process. The evaluation criteria will be released with the official tender.

10) Why is this falling under the remit of the procurement department?

a) The Commercial and Procurement Service's objective is not only to reduce costs through procurement activities but also look at opportunities to generate (increased) income through revenue generating opportunities.

11) Are the previous bids available publicly?

a) No – this is confidential information and so is not available publicly.

12) Will subcontractors still be required to be verified through European Single Procurement Document (ESPD) process even if they have all the ISO qualification and certifications?

a) Yes, all subcontractors will be required to complete the ESPD. Bidders may not be able to provide them at the time of the tender but they will be required by the contract commencement date.

13) Will licenses be required for independent suppliers for e.g. food and drink suppliers?

a) Within the specification there will be a clear description of who will be responsible for applying for licenses and who will be responsible for ensuring compliance with the terms of the license.

14) Do any of these sites have other events/vendors in place throughout the year?

a) Each site has a programme of events that occur throughout the year. More information will be provided with in the specification in the tender.

- 15) Would the Council consider tender responses in presentation format?**
- a) The Council does not usually accept tender responses in this format as the evaluation must be performed on merit and must be fully objective. However in these circumstances this will be reviewed. If it is decided to include a presentation within the tender evaluation process, this will be clearly defined and an evaluation matrix attached.
- 16) Will intellectual property be protected under the tender process if included in a bid?**
- a) The evaluation process is fully confidential, and all members of the evaluation panel will be required to sign a confidentiality agreement to reinforce this. The Council understands that this is of paramount importance and takes this matter very seriously.
- 17) Can the Council provide the commercial details for previous bids for existing sites?**
- a) The Council are unable to provide the commercial details for previous winning bids for the existing sites as this is confidential information.
- 18) What is the contract term?**
- **“It may be difficult to have 1+1+1 due to planning programme of events in advance”**
 - **At what point in the year would the Council confirm whether the supplier is allowed to continue for next term period?**
- a) This question will feature in the questionnaire that will be included in this pack; the Council would like you to indicate what would be the most viable options for you. After the events it has become evident that each lot may have different approach to the 3 year period. The Council values your views on these points.
- 19) What is the definition of Gross Profit?**
- a) A clear definition of Gross Profit will be included in the specification and in the terms and conditions.
- 20) Will allowance be made in the tender evaluation for the previous events providers (who have the competitive advantage)?**
- a) Legal advice will be sought regarding this matter and the tender instructions with regarding the evaluation will include any allowances.
- 21) Are utility costs to be included in the rental cost or provided as a separate cost?**
- **Could the previous utility costs for previous events be provided?**
- a) Utility Costs will be considered as additional costs and are not included in the rent of the site The information on previous utility costs are provided in the information pack.

22) Who are you going to be publishing the contract notice to?

- a) The notice will be published on Public Contracts Scotland as required through this process. This will mean that it will be publicly available and open to suppliers who have not attended the supplier engagement meetings.

23) Can these events be changed to other dates outside the remit of this tender?

- **If the current event were to be held at a different date within the month then would this still be subject to the tender process?**

- a) If one of these events were to be held in this location during the month that it currently is held then the tendering processing will apply. The dates shown are indicative based on the information available. Essentially the venue will not be available outside the tender process for these advertised months/dates.

The dates for events that are linked with the fringe will be subject to change on an annual basis to co-inside with period of the Festival

24) If someone wants to do a similar type event, are they able to 'out-compete' current provider?

- a) Under the procurement rules for open competition it is a possibility that if a Tenderers wishes to submit a bid for a similar event to the current event.

Please note that bids will be evaluated on both Price and Quality. The Council will evaluation to identify the most economically advantageous tender, not on the highest price only.

Delivery of major events in public parks from 2017

Are you completing this survey:		
Answer Options	Response Percent	Response Count
As a member of the public	88.3%	106
On behalf of an organisation (Please tell us which organisation)	11.7%	14

On behalf of an organisation (Please tell us which organisation)
NTBCC
FoMBL
FoMBL
Meadows
Meadows
Southside Community Council
Edinburgh Northern RFC
Old Town Community Council
Edinburgh City Youth Cafe
FCI
Inverleith petanque club ,Inverleith park ,edin
FOMBL and GREENING OUR STREET
Friends of the Meadows & Bruntsfield Links
East of Scotland Cricket Association

Gender		
Answer Options	Response Percent	Response Count
Male	43.0%	34
Female	57.0%	45
Transgender	0.0%	0

Age		
Answer Options	Response Percent	Response Count
Under 16	0.0%	0
16-24	0.0%	0
25-44	27.2%	22
45-64	42.0%	34
65+	30.9%	25

Specification Workshops - Feedback Lothian Chambers Tuesday 5 July 2016

The Meadows

Stakeholder Group

- Community Councils
- FOMBL

Results of Community Consultation

- Requested greater number of Park Rangers/council staff on site during the event.
- Direct Investment of revenue earned back into The Meadows.
- Potential suppliers carry out survey monkey to local residents regarding their proposed event?
- Share survey result with local residents?
- Could a representative from the Community Council sit on the evaluation panel?
- Suppliers must stick to contract dates.
- No vehicles should be permitted on the grass.
- There should be a maximum vehicle weight imposed.
- Suggest that any equipment/supplies be hand balled on to the site
- Two separate events of 15 days (inclusive of set up and breakdown) with 2 weeks recovery time in between?
- Opening times – last year ok
- Clear definition of a “light vehicle”
- Professional advice ref re-turfing over new drainage area?
- Designate approved access routes
- Upgrade new access path?
- Integration with George Sq event
- Translucent tracking – improves condition of grass
- Provision to cope with bad weather, contingency planning
- Contractor/supplier responsibility ref litter management around the event
- Community input into re-instatement requirements
- Re-instatement not suitable for repair damage
- Re-examine profit share terms
- Delete onsite/offsite “get out clause”
- Maintenance of toilets
- Sewerage management
- Changing wording to “by instruction from CEC”
- More specific about neighbourhood satisfaction
- Named CEC person – not on leave!

How could community consultation be improved?

- Not sent out during July (Trades fortnight) and more time given to respond
- Representation
- Electronic communication – via Mags Campbell (CEC)
- Letters – extend the distribution area

- CEC website
- Share details of suppliers
- Notice boards on The Meadows
- Emergency contact number advertised on website (24Hr)
- Community representation on Events Planning Operations Group

Suggestions for Community Benefits

- Funding for art installations
- Donations to local charity
- Support to local community events
- Wider litter management
- Care homes/hospital performance
- Trees
- Park rangers
- Use of site/premises for local groups

Further Correspondence received following the workshop:

1. Length of event

The main problem unfortunately remains, since the meeting took for granted that the current arrangements for putting the Meadows 'events site' out to tender would broadly continue for at least the next three years. This runs counter to the representations that Friends of the Meadows have been making consistently for many years, that the Meadows should be treated in the same way as all other Edinburgh parks except Princes Street Gardens, which is a special case, and that **no event should last more than 15 days including set up and take down**. I note that in 2014 the Council's own public consultation exercise found that the majority of respondents, i.e. 75 out of 88, considered four weeks for an event to be too long. But the Transport and Environment Committee nevertheless went against the findings of their own consultation. This kind of action is very discouraging for those of us who believe in democracy and who work hard to sustain and improve the Meadows with our voluntary work.

2. Type of event

Larger and longer events, involving heavy plant, we suggest should be offered hard standing or brownfield sites: the Ladyboys of Bangkok managed to find a suitable site last year, and no doubt Underbelly could do the same. As I mentioned in the meeting, the Meadows site has still not recovered from last year's event, in spite of the best efforts of the Parks staff.

Another event like last year's will only make things even worse. I think it is very important for all Council staff involved in these discussions to have a look at the site itself so that they are fully aware of all the issues involved.

3. Revenue from events

It is also important that any revenue from events should be ploughed back into the Meadows, and not dispersed into a general 'Parks' account, or more widely. You have had from Philip McDowell the details of the minute where this was agreed by the Council. We are already desperately short of Park Rangers, who are needed more than ever during the summer when barbecues are leaving hundreds of burnt patches on the grass. Barbecues caused 52 Fire Service call-outs to the Meadows and Links during the first six months of this year, and the real 'season' is still to come. During the Festival, Park Rangers are required even more urgently. At the moment their number is actually being cut, and already one Saturday in four has no Park Ranger on duty, which means that our voluntary group that turns out on a Saturday morning has to work without their support. Even when they are on

duty, the evenings are not covered, and this is when the anti-social behaviour is at its worst. Additional revenue really should be ploughed back into Council Parks services.

4. Marketing strategy

It was in fact ourselves who suggested that events on the Meadows should pay a market rent, and the bidding strategy has certainly improved the revenue from events, which was only £450 a night before the system changed. However, we suggest that revenue could actually be increased even more if our plea for a restriction to 15 days for all events were agreed. This would then make it possible for two shorter events to take place over the Festival period, with a chance for the grass to recover between events, and **the total revenue to be increased**. Ideally there should be at least a fortnight between events: but the Fringe in any case lasts longer than the International Arts Festival (5-29 August). There is a case for Fringe events to begin earlier, in July, while the schools are still on holiday, as Charlie Wood himself suggested to me last year.

As I mentioned in the meeting, the rates for residential caravans and tents at Mortonhall Caravan Park (i.e. £28 a night per tent or caravan during the peak season) will give you an idea of what could be charged in a prime site in central Edinburgh. Mortonhall is out of town: how much more valuable is a site on the Meadows? And NB at Mortonhall campers with tents may not occupy a site for more than a week: after that they have to move on to give the grass a chance to recover. We know that 15 days is the absolute maximum that grass can take before it is actually killed and has to be returfed or reseeded.

The other half of the official 'events' site is currently occupied by the John Evans Funfair. Do they pay a market rent? Do they bid for the site? Could more revenue be raised? We surely need a level playing field for all.

5. Adherence to contracts

It is simply absurd for large commercial companies to plead Acts of God or whatever to change the contract for length of stay in their favour. Currently the Underbelly has managed to get two extra days without any adverse circumstances being apparent (last year it was four days). Will the Council be similarly supine next year? In any case, if (for example) inclement weather causes problems, surely this is taken care of by the applicant's own insurance. The Council really must make sure that the original contract is adhered to.

6. FOMBL's new responsibility

With the demise of MABLAG, which was decreed by the South Central Neighbourhood Partnership without prior consultation with us, Friends of the Meadows and Bruntsfield Links now seem to have the responsibility of representing the interests of community councils surrounding the Meadows as well as voicing those matters that have been brought to our attention through our own members. We have invited the former CC members of MABLAG to a meeting on 1st August, replacing the meeting originally scheduled for MABLAG, to hear their views on how best we can do this. We should be glad if our new responsibility could be taken seriously by the Council, and our voices heard, particularly in the matter of the length of events on the Meadows.

7. Treatment of grass

While I have the greatest respect for Mike Shields, and I know that he has done his level best to restore the site, I should like to suggest that further expert advice is taken on the matter of the possibility of re-turfing damaged grass. I understand that at the moment only re-seeding is done because of the nature of the sub-structure that was installed with the improved drainage. I should be interested to know if re-turfing could be considered: a second expert opinion might be sought. Again, Charlie Wood himself suggested re-turfing: I had to tell him that current advice was against it.

8. It might be possible, perhaps, to find an alternative site for a second (shorter) event on the Meadows, further to the east, which would not interfere with sporting activities. I will try to explore this further during the coming week. This would surely increase the revenue while not extending the dates outside the Festival period. Both events should of course not exceed 15 days including set-up and take-down. At the moment the Evans Funfair only lasts a fortnight, and the grass recovers quickly after they have gone. As I said before, we really do need to keep all events to 15 days maximum.

9. Although I believe it was decided some time ago that the advertising drums on the Meadows were to be removed, they are in fact still there. What was the decision, please? If they are to remain, would this not be an extra source of revenue? I understand that CCP pay nothing at the moment, whereas they obviously must collect something from the advertisers, which should be passed on to the Council (after deduction of a suitable agency fee) for the benefit of the Meadows.

10. Revenue

We said that there had been a promise that increased revenue resulting from the tendering process would be spent on the Meadows and Bruntsfield Links. At its meeting on 26th August 2014, the Transport and Environment committee of the City of Edinburgh Council received a report on Events in Edinburgh's Parks and Greenspaces, (Item no 7.10). The report reviewed the Edinburgh Parks Events Manifesto and made some recommendations for changes. Among these changes was the introduction of a tendering process for Festival events on the Meadows. Paragraph 3.49 (b) states "space in the Meadows is tendered during the August summer festivals...", and 3.49 (c) states "The Council will expect an increased financial return on use of this space, and will invest any additional income secured into the infrastructure, features and facilities of the Meadows and Bruntsfield Links".

The minutes of the meeting state that this paragraph was debated and a proposal made to delete these paragraphs. This was defeated as only 2 of the committee members were in favour of it. The minutes make it clear that all the recommended changes to the Edinburgh Parks Events Manifesto should be approved.

Inverleith/Princes Street Gardens

Stakeholder Group

- Community councils – Newtown/ Stockbridge

Results of Community Consultation

- Parks are a community asset – prioritise applications commercial vs community
- PSG
 - Very special garden
 - Original intention of gardens?
 - Conflict of interest?
 - Family friendly beer festival?
- Overuse of west PSG
- Traffic management
- Parking
- Marshalls/stewards
- Contingency planning for bad weather
- Holistic view of impact on community/venue
- Noise – no loud music
- Times – opening & closing – 10pm
- Detracting from No 1 asset

Appendix 3
Local Community Specification Workshop Feedback

- Designated access in agreement with CEC
- Public transport – promote
- Waste management/recycling
- Specify sub-contractors
- Litter management – encourage litter picking across wider area
- Enforcement key
- Re-instatement key } Measures?

Community Benefits

- Cleanups
- Local interests
- Donation to local charities/initiatives
- Surplus food/drink donated to food banks
- Revenue earned goes directly to the park/venue

How could community consultation be improved?

- Engage with all Community Councils:
 - Newtown/Broughton Street
 - Tollcross
 - Inverleith
- Engage with Friends of Parks Groups

Further Correspondence received following the workshop:

I have consulted the committee of the Friends of Inverleith Park on the proposals to put an event out to tender for a number of days in August which you anticipate will be an event such as Foodies or something similar.

You asked about the closing time for the event and 10pm was suggested. We think this is too late for the quiet residential area around the park and we suggest it be kept as it has been over the last few years.

We would re-iterate that the main problems with the event have stemmed from the management of the traffic which although improved over the first year could certainly be improved further. There have also been complaints about loud music and drunken behaviour from some participants. We think these can be prevented by tightening the conditions for the organisers and making sure the organiser has more marshals in place to ensure that people keep to the rules.

We note that you intend to lay down more stringent proposals for the amount of care required to protect the grass which could be easily ruined if the weather was bad and also if the event gets too big. This is very important as the pitches could be ruined for months to come after such an event if the weather is wet.

It is a very popular event and I am told that it has been so popular that sometimes people with tickets cannot get in as tickets are sold in advance online. We want it to be successful and we think the right conditions laid down by the Council will be crucial so that it doesn't get out of hand. We are glad to see that a more realistic charge will be made taking a percentage of the profits from the event and we would like some of this to come back to the park to improve it.

Appendix 3
Local Community Specification Workshop Feedback

Thank you for your work on this we hope that the result will be a successful Foodies-type event but better organised with some return which will improve Inverleith Park itself. We would like to see your final draft for Inverleith Park Events before it is finalised.

Tender Stage	Activity	No of Days	Start Date	Deadline
Pre-Tender	Meet with all stakeholders in	9	06 January 2016	15 January 2016
	Create Procurement Timescales	27	22 December 2015	18 January 2016
	Draft up Procurement Plan	113	28 December 2015	19 April 2016
	Finalise Procurement Plan	22	20 April 2016	12 May 2016
	Approval of Procurement Plan	3	13 May 2016	16 May 2016
	Creation of Consultation document	7	12 May 2016	19 May 2016
	Issue consultation document	1	19 May 2016	20 May 2016
	Period of Consultation	50	20 May 2016	09 July 2016
	Prepare for Market Engagement	8	10 May 2016	18 May 2016
	Period of Market Engagement	5	19 May 2016	24 May 2016
	Create Specification	77	18 April 2016	20 August 2016
	Creation of Tender documentation	77	18 April 2016	20 August 2016
	Creation of Contract/lease	77	18 April 2016	20 August 2016
	Create project on PCS Tender	3	26 August 2016	29 August 2016
Tender	Approval to publish tender	1	30 August 2016	30 August 2016
	Publish tender	31	31 August 2016	03 October 2016
	Deadline for Clarification Questions	15	31 August 2016	15 September 2016
	Receive tender submissions			03 October 2016
	Evaluation of tenders	21	03 October 2016	24 October 2016
	Consensus meeting	1		25 October 2016
	Create Report To Approval To Award Contract Report	3	29 August 2016	01 September 2016
	Approval from Category Manager	4	20 November 2016	24 November 2016
	Approval to Award Tenders Directorate level	2	24 November 2016	27 November 2016
	Approval to Award tenders by Finance Committee	15	28 November 2016	19 January 2017
	Award of Contract	Inform Successful/ Unsuccessful bids	10	20 January 2017
Issue contract		7	31 January 2017	07 February 2017
Contract Signature		1		08 February 2017