

Notice of meeting and agenda

Culture and Communities Committee

10.00 am Thursday, 5th October, 2023

Dean of Guild Court Room - City Chambers

This is a public meeting and members of the public are welcome to attend or watch the webcast live on the Council's website.

The law allows the Council to consider some issues in private. Any items under "Private Business" will not be published, although the decisions will be recorded in the minute.

Contacts

Email: daniel.baigrie@edinburgh.gov.uk / louise.p.williamson@edinburgh.gov.uk

Tel: 0131 529 4264

1. Order of Business

- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

2. Declaration of Interests

- 2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 Minute of Culture and Communities Committee of 10 August 2023 – submitted for approval as a correct record 11 - 38

5. Forward Planning

- 5.1 Work Programme – 5 October 2023 39 - 42
- 5.2 Rolling Actions Log 43 - 96

6. Business Bulletin

- 6.1 Business Bulletin 97 - 116

7. Executive Decisions

- 7.1** Amplification of Sound in Public Spaces – Report by the Executive Director of Place 117 - 144
(Note: Councillors Graham, Miller and Mowat have been called for this item)
- 7.2** Trees in the City – Tree Management Policies – Report by the Executive Director of Place 145 - 228
- 7.3** Use of Public Spaces for Events and Filming – Report by the Executive Director of Place 229 - 340
(Note: Councillors Graham, Miller and Mowat have been called for this item)
- 7.4** Third Party Cultural Grants - Strategic Partnerships Funding Programme Review – Report by the Executive Director of Place 341 - 348
- 7.5** Bonfire Night – Report by the Executive Director of Place 349 - 356
- 7.6** WASPS – 2/3 West Park Place – Report by the Executive Director of Place 357 - 362
(Note: Councillors Dixon, Fullerton and McKenzie have been called for this item)
- 7.7** Culture and Communities Revenue Budget Monitoring 2023/24 - Month Three Position – Report by the Executive Director of Place 363 - 368
- 7.8** Community Centre Strategy Reporting – Report by the Executive Director of Place 369 - 400

7.9 Edinburgh Cemetery Tour Registration Scheme – Update – 401 - 406
Report by the Executive Director of Place

(Note: Councillors Graham, Miller and Mowat have been called for this item)

7.10 Sprint World Orienteering Championships – Budget Update – 407 - 412
Report by the Executive Director of Place

8. Routine Decisions

8.1 None

9. Motions

9.1 By Councillor Osler - Use of Council Sport Facilities

“Committee notes:

- 1) Motion by Cllr Osler on the Physical Activity and Sport Strategy (August 2022)
- 2) Response to the motion (December 2022) - ***That the new strategy and resulting action plan will focus on tackling inequality, with a specific theme expected to be included on improving inclusion and diversity and reducing health inequalities***
- 3) The Workshop on Physical Activity and Sport Strategy (11th August 2023) – priority 7 **Sport & Active Recreation for All**
- 4) That the City of Edinburgh Council, including notably through its Schools Estate, has a large number of sports facilities that are available to hire by the public.
- 5) That the management and booking of these sports facilities is managed by Edinburgh Leisure, and
- 6) That these sports facilities can contribute to the

attainment of the aims and objectives referred to above.

Committee therefore:

- 7) Reinforces its commitments to tackling inequality, to improving inclusion, promoting diversity and to reducing health inequality, and
- 8) Asks for a report in three cycles, describing the use profile of those facilities by sports and leisure clubs and associations, including by location and weekday/weekend dates and timings.
- 9) Understands that the Physical Activity and Sport Strategy is still to be agreed and part of that will be engagement and consultation with sports and leisure clubs. So further agrees that as part of the consultation sports and leisure clubs will be consulted upon as to how far their organisation contribute to the attainment of the aims and objectives referred to above and that will be reported back to Committee as part of the Physical Activity and Sport Strategy report.”

9.2 By Councillor Mitchell - Stockbridge Clocks

“Committee:

- 1) Expresses regret that there are persisting issues with the (former) St Stephen’s Church clock and the Stockbridge clock operating.
- 2) Requests that officials investigate a solution to preventing the clocks stopping.

Therefore, Committee agrees that:

- 3) Should a solution be possible within existing budgets that this be actioned, and an update provided to Committee via the Business Bulletin within two cycles.
- 4) Should a solution not be possible within existing budgets that a report outlining options and associated costs will return to Committee within two cycles.”

9.3 By Councillor Osler - Events Budgeting

“Committee notes:

- 1) The full Events budget (presently) is £356,200 per annum. This is nominally divided 50:50 between culture events and sports events.
- 2) A full summary of the proposed allocations for 2024/25 will be shared with Committee before the end of this financial year.

Committee understands;

That the allocation of funding is aligned to the Council’s Event Strategy which was approved by Culture and Communities on 31st May 2016 and splits the funding into three tiers, Major International, National and Bespoke City Events

Committee:

Instructs officers bring to Committee in two cycles a report outlining the criteria presently being used to determine funding proposals for the Events Budget, the extent to which they align to Council priorities and any changes they would recommend.”

9.4 By Councillor Heap - Negotiations with Large Events Organisers (Free and reduced access tickets)

“Committee notes:

- 1) The decision of the Culture and Communities Committee on 10 August 2023 to progress work on how the Council can increase the availability of free and reduced access tickets to cultural events for residents where the event is hosted on Council premises.
- 2) The additional discussion at the Culture and Communities Committee on 10 August 2023 regarding how to increase resident access to free and reduced tickets to cultural events where the Council has no or limited formal route to request that event providers offer such tickets, such as, but not limited to, music events at Murrayfield Stadium.
- 3) That officers indicated that, even in the absence of such

formal routes, it might nonetheless be possible to persuade such events providers to offer such tickets.

Committee therefore:

- 5) Requests that officers continue this work.
- 6) Officers include an update on this work at an appropriate juncture and an appropriate time, updating the Committee on all relevant aspects, including but not limited to:
 - (a) Which events organisers and/or venues should be prioritised;
 - (b) How tickets should be distributed.”

9.5 By Councillor Heap - Distribution of free tickets for Edinburgh’s Christmas and Hogmanay Events

“Committee notes:

- 1) That the organisers of this year’s Edinburgh’s Christmas and Hogmanay events intend to provide free tickets to paid-for activities.
- 2) Community groups, including Sighthill, Broomhouse and Parkhead Community Council, have expressed concerns about how these were distributed last year, with concerns that tickets were distributed in an ad-hoc fashion to groups that had approached the organisers, with many groups not aware of the availability of free tickets, resulting in some missing out.
- 3) That the organisers have indicated that no major change to the method of distribution is being considered for this year.

Committee therefore:

- 4) Requests that officers meet with the organisers to work on a fairer system of advertising and distributing tickets, and report back on this work to one of Festivals and Events APOG meetings prior to December 2023, and place an update in a Culture and Communities Committee News

Nick Smith

Service Director, Legal and Assurance

Committee Members

Councillor Val Walker(Convener), Councillor Lezley Marion Cameron, Councillor Fiona Glasgow, Councillor Dan Heap, Councillor Finlay McFarlane, Councillor Amy McNeese-Mechan, Councillor Max Mitchell, Councillor Marie-Clair Munro, Councillor Hal Osler, Councillor Alex Staniforth and Councillor Edward Thornley

Information about the Culture and Communities Committee

The Culture and Communities Committee consists of 11 Councillors and is appointed by the City of Edinburgh Council.

This meeting of the Culture and Communities Committee is being held in the City Chambers, High Street, Edinburgh and virtually by Microsoft Teams.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Daniel Baigrie, Committee Services, City of Edinburgh Council, Business Centre 2.1, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG, Tel 0131 529 4264, email daniel.baigrie@edinburgh.gov.uk / louise.p.williamson@edinburgh.gov.uk.

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh.

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to the Council's online [Committee Library](#).

Live and archived webcasts for this meeting and all main Council committees can be viewed online by going to the Council's [Webcast Portal](#).

Webcasting of Council meetings

Please note this meeting may be filmed for live and subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed.

The Council is a Data Controller under current Data Protection legislation. We broadcast Council meetings to fulfil our public task obligation to enable members of the public to observe the democratic process. Data collected during this webcast will be retained in accordance with the Council's published policy including, but not limited to, for the purpose of keeping historical records and making those records available via the Council's internet site.

Generally the public seating areas will not be filmed. However, by entering the Council Chamber and using the public seating area, individuals may be filmed and images and sound recordings captured of them will be used and stored for web casting and training purposes and for the purpose of keeping historical records and making those records available to the public.

Any information presented by individuals to the Council at a meeting, in a deputation or otherwise, in addition to forming part of a webcast that will be held as a historical record, will also be held and used by the Council in connection with the relevant matter until that matter is decided or otherwise resolved (including any potential appeals and other connected processes). Thereafter, that information will continue to be held as part of the historical record in accordance with the paragraphs above.

If you have any queries regarding this, and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact Committee Services (committee.services@edinburgh.gov.uk).

This page is intentionally left blank

Minutes

Culture and Communities Committee

10.00am, Thursday 10 August 2023

Present:

Councillors Walker (Convener), Lezley Marion Cameron, Glasgow, Heap, McFarlane, McNeese-Mechan, Mitchell, Munro, Nicolson (substituting for Councillor Glasgow – item 18), Osler, Staniforth and Thornley.

1. Deputations

**a) Jack Kane Community Centre
(in relation to item 7.5 on the agenda Response to Motion by Councillor Campbell – Lifelong Learning Review)**

The deputation indicated that it embraced change and understood the need for change within communities. Whilst there were many elements of the review which should be embraced, they felt that they needed to go back to the drawing board regarding the Council's support and development of work within community centres.

The deputation stressed that at this time they still felt that they were no further forward and the loss was currently being felt within the community and across Edinburgh. They felt that at this time community centres were hardly being viewed by the Council as vital assets for progressive partnerships to flourish for the benefit of the people and the city.

The deputation urged the Council to think creatively, to look for new possibilities which reflected the changing face of some of the community centres in Edinburgh rather than seeking to reduce people and services to certain community centres which was already having a real impact on the ground.

(see item 10 below)

**b) Friends of the Meadows and Bruntsfield Links
(in relation to item 7.6 on the agenda - Meadows Jawbone Arch Conservation Project)**

The deputation indicated there had been no input from the community or local groups regarding the proposal for a bronze replica Jawbone at the foot of the Meadows but appreciated why the Council had brought forward such a proposal

although they felt that a bronze replica may not be in keeping with the surrounding area.

The deputation urged the Committee to engage with the local community regarding the proposals and to explore alternative options.

(see item 11 below)

**c) Friends of the Montgomery Street Park and Chair of the Play Park Subgroup
(in relation to item 9.7 on the agenda - Motion by Councillor Caldwell – Montgomery Street Park Helter Skelter)**

The deputation indicated a community consultation had concluded overwhelmingly that the community wanted to retain the helter skelter in Montgomery Street Park and found that residents considered it an iconic structure in the neighbourhood. They felt that it was something instantly recognisable and representative of the locality, beloved by children, parents and carers alike, a magnet for families - not just local but many who travelled across the city to visit the park because of the helter skelter.

The deputation stressed that the helter skelter was the centre of so much joy and excitement but importantly also something that required children to learn to assess danger and risk. They agreed that the helter skelter needed to be in good working condition and had committed to working with the Parks team - raising funds if necessary - to achieve that.

(see item 23 below)

2. Minutes

Decision

- 1) To approve the minute of the Culture and Communities Committee of 11 May 2023 as a correct record.
- 2) To approve the minute of the Culture and Communities Committee of 8 June 2023 as a correct record.

3. Work Programme

The Committee's Work Programme was presented for review.

Decision:

To note the work programme.

(Reference – Culture and Communities Committee Work Programme 10 August 2023, submitted)

4. Rolling Actions Log

The Culture and Communities Committee Rolling Actions Log was presented.

Decision:

- 1) To agree to close the following actions:
 - **Action 9(3)** - Business Bulletin Meadows Jawbone Arch Conservation Project
 - **Action 13** - UCI Cycling World Championships 2023
 - **Action 15** - Emergency Motion – Edinburgh Filmhouse and Edinburgh International Film Festival
 - **Action 16** - Edinburgh’s Christmas – Motion by Councillor McVey
 - **Action 17(3)** - Edinburgh Leisure Pitch Hire Prices – Motion by Councillor Campbell
 - **Action 19** - Business Bulletin Edinburgh Filmhouse
 - **Action 26** - Library Collection Development (Reflecting Edinburgh’s National, Ethnic and Linguistic Diversity) – Motion by Councillor Heap
 - **Action 28** - Filmhouse – Emergency Motion by Councillor Walker
 - **Action 31** - Motion by Councillor Heap – Concessionary Ticket Schemes for Cultural Events
 - **Action 33** - Motion by Councillor O’Neill – Edinburgh’s Monuments and Commemoration
 - **Action 34** - Motion by Councillor McFarlane – Save the Filmhouse
 - **Action 39(1)** - Response to Motion by Councillor Osler – Tree Protection in East and West Princes Street Gardens
 - **Action 40** - Guidance on Park Lighting
 - **Action 48** - Response to Motion by Councillor McVey – Edinburgh’s Christmas
- 2) To note the rolling actions log would be updated to reflect decisions taken at this meeting and otherwise note the remaining outstanding actions.

(Reference – Culture and Communities Committee Rolling Actions Log 10 August 2023, submitted)

5. Business Bulletin

The Culture and Communities business bulletin was presented.

Decision

To note the updates in the business bulletin.

(Reference – Culture and Communities Committee Business Bulletin 10 August 2023, submitted)

6. Police Scotland – Edinburgh City Division Scrutiny Report – April 2022 to Match 2023

An update was provided on Police Scotland’s Edinburgh City Division city-wide plans, policies and performance for April to December 2022.

Superintendents Mark Rennie and Sam Ainslie spoke to the report and responded to members’ questions.

Decision

To note the report.

(Reference – report by the Executive Director of Corporate Service, submitted)

7. Scottish Fire and Rescue Service – Local Plan Performance Report – City of Edinburgh – April 2022 to March 2023

An update was provided on the Scottish Fire and Rescue Service prevention, protection and operational response activities within the City of Edinburgh area during the period April 2022 to March 2023.

David Dourley and Rick Stark, Scottish Fire and Rescue Service spoke to the report, and responded to members’ questions.

Decision

To note the update.

(Reference – report by the Executive Director of Corporate Services, submitted)

8. Response to Motion by Councillor Heap – Concessionary Tickets Schemes for Cultural Events

In response to the motion by Councillor Heap, details were provided on the extensive current event and venue-related concessionary and free ticketing provision which facilitated access to cultural opportunities and experiences in the city and highlighted that there was potential to further explore ticketing model options to potentially provide local benefit for Council hosted/owned events.

Motion

- 1) To note that provision of cultural events and activity concessionary ticket schemes was comprehensive citywide and that the models reflected the extensive variety of activity.

- 2) To note that free access to cultural events and activity was also widely provided, and that models varied reflecting the extensive range of providers and activity.
 - 3) To note that there was no one-size-fits-all model for provision of concessionary ticket schemes and that they were, however, virtually universally provided by venues, producers and organisers.
 - 4) To agree to further exploration of box office-related local benefit options via Council hosted and/or owned events and activities going forward.
- moved by Councillor Walker, seconded by Councillor Lezley Marion Cameron

Amendment 1

- 1) To note that provision of cultural events and activity concessionary ticket schemes was comprehensive citywide and that the models reflected the extensive variety of activity.
 - 2) To note that free access to cultural events and activity was also widely provided, and that models varied reflecting the extensive range of providers and activity.
 - 3) To note that there was no one-size-fits-all model for provision of concessionary ticket schemes and that they were, however, virtually universally provided by venues, producers and organisers.
 - 4) To agree to further exploration of box office-related local benefit options via Council hosted and/or owned events and activities going forward.
 - 5) To agree to a further update to Committee within one year on any progress made on paragraph 4).
- moved by Councillor Osler, seconded by Councillor Thornley

Amendment 2

Committee notes that

- 1) The report has found good free and reduced cost access to cultural events in the city.
- 2) But opportunities for free and reduced access to events is not always known about by those who may benefit most.
- 3) Free and reduce cost access to cultural events is important to tackling poverty in the city.

Committee therefore requests that:

- 4) Officers produce and advertise a webpage which signposts to sources of free and reduced cost access to cultural events in the city, or
- 5) Report back to the Committee should this not prove possible.

- moved by Councillor Heap, seconded by Councillor Staniforth

In accordance with Standing Order 22 (12), Amendments 1 and 2 were accepted as addendums to the motion.

Decision

To approve the following adjusted motion by Councillor Walker:

- 1) To note that provision of cultural events and activity concessionary ticket schemes was comprehensive citywide and that the models reflected the extensive variety of activity.
- 2) To note that free access to cultural events and activity was also widely provided, and that models varied reflecting the extensive range of providers and activity.
- 3) To note that there was no one-size-fits-all model for provision of concessionary ticket schemes and that they were, however, virtually universally provided by venues, producers and organisers.
- 4) To agree to further exploration of box office-related local benefit options via Council hosted and/or owned events and activities going forward.
- 5) To agree to a further update to Committee within one year on any progress made on paragraph 4).
- 6) To note that the report had found good free and reduced cost access to cultural events in the city.
- 7) To note that opportunities for free and reduced access to events was not always known about by those who might benefit most.
- 8) To note that free and reduced cost access to cultural events was important to tackling poverty in the city.
- 9) To agree that officers produce and advertise a webpage which signposted to sources of free and reduced cost access to cultural events in the city and to agree to report back to the Committee should this not prove possible.

(References – Act of Council No. 26 of 9 February 2023; report by the Executive Director of Place, submitted).

9. Response to Motion by Councillor McFarlane – Save the Filmhouse

In response to a motion by Councillor McFarlane, an update was provided on the current position, regarding the Edinburgh Filmhouse building, 88 Lothian Road.

Motion

To note the progress update on the current position with regard to The Filmhouse building on 88 Lothian Road.

- moved by Councillor Walker, seconded by Councillor Lezley Marion Cameron

Amendment

- 1) To note the progress update on the current position with regard to The Filmhouse building on 88 Lothian Road.

2) Recognises and commends the tremendous achievements and determination thus far of the new charity Filmhouse Edinburgh in reaching this stage in negotiations, restating our support for them in their endeavours.

3) Thanks Council Officers for their continued hard work and efforts.

- moved by Councillor McFarlane, seconded by Councillor McNeese-Mechan

In accordance with Standing Order 22(12), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Walker:

1) To note the progress update on the current position with regard to The Filmhouse building on 88 Lothian Road.

2) To recognise and commend the tremendous achievements and determination thus far of the new charity Filmhouse Edinburgh in reaching this stage in negotiations, restating support for them in their endeavours.

3) To thank Council Officers for their continued hard work and efforts.

(References – Act of Council No 29 of 4 May 2023; report by the Executive Director of Place, submitted)

10. Response to Motion by Councillor Campbell -Lifelong Learning Review

In response to a motion by Councillor Campbell an update was provided on the Lifelong Learning Review

The Committee had considered a written deputation from Jack Kane Community Centre on this issue (see item 1(b) above).

Motion

To note the update on the Lifelong Learning Review, as requested by the Council on 4 May 2023.

- moved by Councillor Walker, seconded by Councillor Lezley Marion Cameron

Amendment 1

1) To note the update on the Lifelong Learning Review, as requested by the Council on 4 May 2023.

2) Notes the report states at 5.1: "detailed transition plans have been developed and are being implemented to ensure effective handover of responsibilities". Therefore, agrees that the transition plans should be shared with the committee, local elected members and management committees detailing how continuity can be maintained for existing services and groups ensuring that there are no gaps in service.

- moved by Councillor McFarlane, seconded by Councillor McNeese-Mechan

Amendment 2

- 1) To note the update on the Lifelong Learning Review, as requested by the Council on 4 May 2023.
- 2) Requests a further update, by way of a briefing note circulated to all councillors, detailing to which executive committees each of the new service areas (listed at 4.3) reports, and a named lead officer for each.

- moved by Councillor Thornley, seconded by Councillor Osler

In accordance with Standing Order 22(12), Amendment 1 was adjusted and accepted as an addendum to the Motion and Amendment 2 was accepted as an addendum to the Motion.

Decision

To approve the following adjusted motion by Councillor Walker:

- 1) To note the update on the Lifelong Learning Review, as requested by the Council on 4 May 2023.
- 2) To note that the report stated at 5.1: "detailed transition plans have been developed and are being implemented to ensure effective handover of responsibilities". Therefore, to agree that the transition plans should be shared with the committee, all elected members and management committees detailing how continuity could be maintained for existing services and groups ensuring that there were no gaps in service.
- 3) To request a further update, by way of a briefing note circulated to all councillors, detailing to which executive committees each of the new service areas (listed at 4.3) reported, and a named lead officer for each.

(References – Act of Council No 34 of 4 May 2023; report by the Executive Director of Place, submitted)

11. Meadows Jawbone Arch Conservation Project

Approval was sought on the proposal as part of The Meadows Jawbone Arch Conservation project to dispose of the original Jawbones as they were considered beyond reasonable repair, unable to be relocated safely and now a cost pressure to the Council.

The Committee had heard a deputation from Friends of the Meadows and Bruntsfield Links on this issue (see item 1(b) above).

Motion

- 1) To note the update on the Meadows Jawbone Arch Conservation Project, and the information provided in respect of ideas for creative conservation of the Jawbones.
- 2) To agree to dispose of the existing Jawbones which are deemed unviable for suitable public display.

- 3) To agree to continue the exploration of creative conservation solutions until October 2023, with the outcome of this reported to Group Spokespeople.
- 4) To note that, if a creative solution is not found, the original Jawbones will be disposed in line with guidance from City Archaeologist with cross-section pieces kept and accessioned into the museum collections with a view to being installed at a suitable location within the Museums and Galleries service.
- 5) To agree to advance discussions with stakeholders and potential funders on the commission of a bronze replacement.

- moved by Councillor Walker, seconded by Councillor Lezley Marion Cameron

Amendment 1

- 1) To note the update on the Meadows Jawbone Arch Conservation Project, and the information provided in respect of ideas for creative conservation of the Jawbones.
- 2) To agree to dispose of the existing Jawbones which are deemed unviable for suitable public display.
- 3) To agree to continue the exploration of creative conservation solutions until October 2023, with the outcome of this reported to Group Spokespeople.
- 4) Agrees to contact The Collective, Edinburgh's Centre for Contemporary Art who may be well placed to organise a commission using the Jawbone as a medium, and notes that this could perhaps provide a rare opportunity for an artist to respond to Edinburgh's whaling heritage and modern concerns of conservation of endangered species in a new public artwork
- 5) To note that, if a creative solution is not found, the original Jawbones will be disposed in line with guidance from City Archaeologist with cross-section pieces kept and accessioned into the museum collections with a view to being installed at a suitable location within the Museums and Galleries service.
- 6) To agree to advance discussions with stakeholders and potential funders on the commission of a bronze replacement.

- moved by McFarlane, seconded by Councillor McNeese-Mechan

Amendment 2

- 1) To agree that the Jawbone Arch is a longstanding, much-loved landmark in Edinburgh
- 2) To agree that should preservation, in-situ, not be possible, then the optimal outcomes are:
 - a) As full as preservation of the Arch as possible, on view to the public in a different place, and
 - b) A replica to be made and located in place of the Arch.

- 3) To note the update on the Meadows Jawbone Arch Conservation Project, and the information provided in respect of ideas for creative conservation of the Jawbones.
- 4) To agree to continue the exploration of creative conservation solutions.
- 5) To agree to advance discussions with stakeholders and potential funders on the commission of a bronze replacement.
- 6) Requests a report to Culture and Communities Committee recommending a way forward at the conclusion of the processes outlined in 3) and 4).

- moved by Councillor Heap, seconded by Councillor Staniforth

In accordance with Standing Order 22(12), the motion was adjusted, and Amendment 1 accepted an addendum to the Motion.

Voting

For the Motion (as adjusted) - 9 votes
 For Amendment 2 - 2 votes

(For the Motion (as adjusted): Councillors Lezley Marion Cameron, Glasgow, McFarlane, McNeese-Mechan, Mitchell, Munro, Osler, Thornley and Walker.

For Amendment 2: Councillors Heap and Staniforth.)

Decision

To approve the following adjusted motion by Councillor Walker:

- 1) To note the update on the Meadows Jawbone Arch Conservation Project, and the information provided in respect of ideas for creative conservation of the Jawbones.
- 2) To agree to dispose of the existing Jawbones which are deemed unviable for suitable public display.
- 3) To agree to continue the exploration of creative conservation solutions until October 2023, with the outcome of this reported to Group Spokespeople.
- 4) To agree to contact The Collective, Edinburgh's Centre for Contemporary Art who might be well placed to organise a commission using the Jawbone as a medium, and note that this could perhaps provide a rare opportunity for an artist to respond to Edinburgh's whaling heritage and modern concerns of conservation of endangered species in a new public artwork.
- 5) To note that, if a creative solution is not found, the original Jawbones would be disposed in line with guidance from City Archaeologist with cross-section pieces kept and accessioned into the museum collections with a view to being installed at a suitable location within the Museums and Galleries service.
- 6) To agree to advance discussions with stakeholders and potential funders on the commission of a replacement.

(Reference – report by the Executive Director of Place, submitted)

12. Delivering the 20-Minute Neighbourhood Strategy - Update

An update was provided on the Council's 20-Minute Neighbourhood Strategy and key projects that were being progressed and approval sought of a revised Strategy.

Decision

- 1) To note the update on the 20-Minute Neighbourhood Strategy and key projects that were being progressed.
- 2) To agree the updated 20-Minute Neighbourhood Strategy.
- 3) To agree to 6 monthly Business Bulletin updates being presented to the Committee.

(Reference – report by the Executive Director of Place, submitted)

13. Response to Motion by Councillor O'Neill - Edinburgh's Monuments and Commemoration

In response to a motion by Councillor O'Neill details were provided on the current process for how new statues, monuments and commemorative structures were decided upon in the city, and what role the Council played in this, together with options for establishing a new policy and process for new statue /monument / commemorative structure proposals, to ensure that these contributed to the objectives set out in 3.1.5 of the report by the Executive Director of Place, including further options for improving representation amongst commemorative structures erected in the city.

Motion

- 1) To note the options presented to develop a Public Art Strategy (to encompass public art, monuments and commemorations) for the city.
- 2) To agree to proceed with the development of this strategy in-house.
- 3) To note that, if 2) above was agreed, it was expected that the policy would be presented to the Policy and Sustainability Committee in August 2024 for approval, before being referred to the Culture and Communities Committee for information.
- 4) To note that an audit of existing public art, monuments and commemorations would be produced as part of the development of the strategy.
- 5) To refer the report by the Executive Director of Place to the Planning Committee for information.

- moved by Councillor Walker, seconded by Councillor Lezley Marion Cameron

Amendment 1

- 1) To note the options presented to develop a Public Art Strategy (to encompass public art, monuments and commemorations) for the city and agree that this Strategy should also aim to incorporate a mechanism to support local businesses, community groups and participatory community art projects to navigate the permissions, considerations and process should they express an interest in installing public realm works such as murals.

- 2) To agree to proceed with the development of this strategy in-house.
- 3) To note that, if 2) above was agreed, it was expected that the policy would be presented to the Policy and Sustainability Committee in August 2024 for approval, before being referred to the Culture and Communities Committee for information.
- 4) To note that an audit of existing public art, monuments and commemorations would be produced as part of the development of the strategy.
- 5) To refer the report by the Executive Director of Place to the Planning Committee for information.

- moved by Councillor McFarlane, seconded by Councillor McNeese-Mechan

Amendment 2

- 1) To note the options presented to develop a Public Art Strategy (to encompass public art, monuments and commemorations) for the city.
- 2) To agree to proceed with the development of this strategy in-house in addition to what was set out in 5.1.4 of the report by the Executive Director of Place, regular updates would be provided in the Culture and Communities Business Bulletin
- 3) To note that, if 2) above was agreed, it was expected that the policy would be presented to the Policy and Sustainability Committee in August 2024 for approval, before being referred to the Culture and Communities Committee for information.
- 4) To note that an audit of existing public art, monuments and commemorations would be produced as part of the development of the strategy and would be provided to the Culture and Communities Committee.
- 5) To refer the report by the Executive Director of Place to the Planning Committee for information.

- moved by Councillor Osler, seconded by Councillor Thornley

Amendment 3

- 1) To note the options presented to develop a Public Art Strategy (to encompass public art, monuments and commemorations) for the city.
- 2) To agree to continue the decision for one cycle to allow for more detail to be provided on Section 6, including estimated costs, and officer numbers and time required, for a best-value and better-informed decision.
- 3) To note that, if 2) above was agreed, it was expected that the policy would be presented to the Policy and Sustainability Committee in August 2024 for approval, before being referred to the Culture and Communities Committee for information.
- 4) To note that an audit of existing public art, monuments and commemorations would be produced as part of the development of the strategy.

- 5) To refer the report by the Executive Director of Place to the Planning Committee for information.

- moved by Councillor Mitchell, seconded by Councillor Munro

In accordance with Standing Order 22(12), Amendments 1 and 2 were accepted as amendments to the Motion.

Voting

The voting was as follows:

For the Motion (as adjusted)	-	9 votes
For Amendment 3	-	2 votes

For the Motion (as adjusted): Councillors Lesley Marion Cameron, Glasgow, Heap, McFarlane, McNeese-Mechan, Osler, Staniforth, Thornley and Walker

For Amendment 3: Councillors Mitchell and Munro.)

Decision

To approve the following adjusted motion by Councillor Walker

- 1) To note the options presented to develop a Public Art Strategy (to encompass public art, monuments and commemorations) for the city; and agree that this Strategy should also aim to incorporate a mechanism to support local businesses, community groups and participatory community art projects to navigate the permissions, considerations and process should they express an interest in installing public realm works such as murals.
- 2) To agree to proceed with the development of this strategy in-house in addition to what is set out in 5.1.4 of the report by the Executive Director of Place, regular updates would be provided in the Culture and Communities Business Bulletin.
- 3) To note that it was expected that the policy would be presented to the Policy and Sustainability Committee in August 2024 for approval, before being referred to the Culture and Communities Committee for information.
- 4) To note that an audit of existing public art, monuments and commemorations would be produced as part of the development of the strategy and would be provided to the Culture and Communities Committee.
- 5) To refer the report by the Executive Director of Place to the Planning Committee for information.

(References – Act of Council No 30 of 16 March 2023; report by the Executive Director of Place, submitted.)

14. Edinburgh's Winter Festivals – Update on Procurement

Approval was sought for the draft specification for procurement of a prime contractor for Edinburgh's Winter Festivals and the contract duration (three years, with the option of two one year extensions at the sole discretion of the Council).

An update on next steps in respect of actions agreed by Committee in June 2023 to explore potential future models of provision and investment in sustainable infrastructure was also provided.

Motion

- 1) To agree the specification for the delivery of Edinburgh's Christmas and Edinburgh's Hogmanay in Appendix 1 to the report by the Executive Director of Place.
 - 2) To agree the core Key Performance Indicators (KPIs) as set out in Appendix 2 to the report.
 - 3) To note that further KPIs would be developed upon submission of final tenders.
 - 4) To agree the recommended contract term of three years plus up to two optional extension years including break clauses.
 - 5) To note the provisions and process for breaks during the contract.
- moved by Councillor Walker, seconded by Councillor Lezley Marion Cameron

Amendment 1

- 1) Regrets the lack of political support from the Administration parties for the SNP's proposal for a joint venture which would have maximised public control and minimised public cost. Agree to the specification for the delivery of Edinburgh's Christmas and Edinburgh's Hogmanay in Appendix 1 with the following additions to the specifications:
 - a) Replaces 2.13. with: "The Contractor must deliver a programme of events (especially for Edinburgh's Christmas) within the city centre and reaching into fourteen local town centres and communities outwith the city centre, where possible aligned to public transport and active travel routes. Noting the permanent cultural infrastructure that supports Edinburgh's global reputation year-round, engagement and opportunities for collaboration with Edinburgh's community theatres and community centres eg: Leith Theatre and Whale Arts should be sought".
 - b) Adds "2.14.10 Wester Hailes, 2.14.11 Niddrie, 2.14.12 Saughton, 2.14.13 Granton and 2.14.14 Queensferry" to the list of Town Centres for consideration; amending "nine" to "fourteen".
 - c) Further adds to 3.1.18 Where possible The Contractor must aim to reduce or eliminate single-use plastic usage across their sites."
- 2) To agree the core Key Performance Indicators (KPIs) as set out in Appendix 2 to the report.
- 3) To note that further KPIs would be developed upon submission of final tenders.
- 4) Agree on the recommended contract term of three years plus up to two optional extension years including break clauses; and in doing so, agree that there shall be engagement / a review before and after each year with key stakeholders inclusive of the primary affected residential community councils: Old Town

Community Council, West End Community Council, New Town Broughton Community Council, Tollcross Community Council.

- 5) To note the provisions and process for breaks during the contract.
- 6) Note that if we are in a situation where break clauses have to be implemented, due to a failure on the act of The Contractor, the tender process will have been shown yet again to be unsatisfactory and not fit for purpose, falling below the expectations of Edinburgh's residents. Therefore requests that in the meantime, officers explore and develop the SNP's proposals for a joint venture model, which could enable the Council to work in tandem as an equal partner delivering Edinburgh's Christmas and Hogmanay in a way that truly reflects the outcome of the consultation ran in the previous administration.

- moved by Councillor McFarlane, seconded by Councillor Glasgow

Amendment 2

- 1) To agree the specification for the delivery of Edinburgh's Christmas and Edinburgh's Hogmanay in Appendix 1 to the report by the Executive Director of Place.
- 2) To agree the core Key Performance Indicators (KPIs) as set out in Appendix 2 to the report.
- 3) To note that further KPIs would be developed upon submission of final tenders.
- 4) Requests a report prior to commencement of the Prime Contractor procurement (or within one cycle thereafter), on mechanisms managing persistent and/or serious non-performance against KPIs, to include development of a remedial plan at the time, supported by termination rights if not duly delivered.
- 5) To agree the recommended contract term of three years plus up to two optional extension years including break clauses subject to agreed adjustment of subsidy levels for extension years in light of what is to be delivered, bearing in mind levels of committed investment already made in Years 1 to 3.
- 6) To note the provisions and process for breaks during the contract.

- moved by Councillor Osler, seconded by Councillor Thornley

Amendment 3

A Contract Extension

- 1) Committee notes that:
 - Scrutiny of award of a contract extension would be beneficial
- 2) Committee therefore agrees the recommended contract term of three years plus up to two optional extension years including break clauses approves 1.1.4 of the report with the following amendment:
 - a) Proposals to extend then contract beyond 3 years should be subject to approval by Culture and Communities Committee.

B Climate, Nature and Environment

Committee notes that:

- 3) The Specification asks prospective providers to support the Council in its delivery of the 2020 Sustainability Strategy, which appears to be an outdated strategy over 10 years old.
- 4) With footfall into the millions, the climate, nature and environmental impact of the Winter Festivals is significant.
- 5) That prospective bidders may not have sufficient internal expertise related to dealing with the climate, nature and environment aspects of the delivery of the Winter Festivals
- 6) Committee therefore agrees the specification for the delivery of Edinburgh's Christmas and Edinburgh's Hogmanay in Appendix 1 to the report by the Executive Director of Place with the following amendment:
 - a) Officers refresh the reference documentation in the Environment section to ensure it fully incorporates all relevant current Council strategies related to climate, nature and environment.
 - b) Officers provide more guidance on how the Winter Festivals can support the Council's aims to tackle climate change in the city and protect nature and the environment in the city.
 - c) Officers adjust the Specification to require annual reporting on the climate, nature and environmental impact of the previous year's festivals (the first year excepted) and what the provider is planning to do in the next year (the last year excepted) to tackle climate change and protect nature and the environment.

C Diesel Generators

Committee notes that:

- 7) Diesel generators are widely used at Festivals in the city
- 8) Diesel generators are incompatible with the City's climate ambitions
- 9) That the current specification instructs bidders to "prioritise power sources that do not rely on diesel generators" and specifies an associated KPI, but offers no clear incentives to prioritise alternative power sources.
- 10) Committee therefore agrees the specification for the delivery of Edinburgh's Christmas and Edinburgh's Hogmanay in Appendix 1 to the report by the Executive Director of Place with the following amendments
 - a) In the Draft Specification, Section 2.18, insert new sentence at end: "The Contractor must provide regular updates on how it is seeking to reduce diesel generator use."

D Key Performance Indicators (KPIs)

Committee notes:

- 11) The climate, nature and environmental impact of the Winter Festivals is significant.
- 12) There are KPIs related to recycling, local sourcing of food, diesel generators and tree protection, but a more comprehensive set of environmental KPIs would be important to ensure the Winter Festivals are sustainable and tackle climate change.
- 13) Committee therefore agrees the core Key Performance Indicators (KPIs) as set out in Appendix 2 to the report with the following amendments:
 - a) Officers investigate whether it would be possible to set annual increases in the first four KPIs in the Sustainability section, and edit the KPIs accordingly should this be possible
 - b) Officers consider adding KPIs on:
 - i) Sustainable water management
 - ii) Use of renewable energy-powered generators
 - iii) Sustainable freight arrangements for goods and equipment delivered to the Festivals' venues
 - iv) Availability of plant-based food

E In-Housing specific elements of the Winter Festivals

Committee notes:

- 14) That Officers do not completely believe complete in-housed delivery is possible at present but notes also the intention in 5.5-5.10 of the report to examine in-housing of the Festivals, subjecting to funding of posts to conduct this work.
- 15) That it may be possible to in-house specific elements of the Festivals for some of the proposed contract period
- 16) Committee therefore agrees the recommended contract term of three years plus up to two optional extension years including break clauses with the following amendment:
 - a) Committee requests that Officers urgently examine what scope there is for in-housing specific elements of the Winter Festivals ahead of extension of the contract, with officers reporting back to the Culture and Communities Committee on this issue well ahead of the time for the contract extension

F Real Living Wage

Committee notes that:

- 17) The Real Living Wage, as defined by the Living Wage Foundation, is based on the cost of living and is an essential tool for social justice and equality

- 18) The City of Edinburgh Council is committed to the Real Living Wage (RLW)
- 19) Notes that although Officers will rule out from further consideration any provider who indicates when asked that they are not willing to pay the Real Living Wage, there is still no clear requirement in the Specification for the successful contractor to pay the RLW.
- 20) Ongoing checks that the RLW is being paid are desirable.
- 21) Committee therefore agrees the specification for the delivery of Edinburgh's Christmas and Edinburgh's Hogmanay in Appendix 1 to the report by the Executive Director of Place with the following amendments:
 - a) In the Draft Specification, Section 2.1, delete "demonstrate commitment to ensuring" and insert "Ensure" and "insert after "employed for the Winter Festival", "including by any subcontractors working at the Festival"
 - b) Insert at bottom of second column of first row in table of Specification Appendix 2 "Percentage of staff being paid the Real Living Wage"
 - c) Insert at bottom of third column of first row in table of Specification Appendix 2 "100%"

G Community Benefits

Committee notes:

- 22) That Community Benefits provided under previous iterations of the Winter Festivals have been variable in quality and appropriateness.
- 23) Committee therefore approves the report with the following amendment:
 - a) Officers should ensure that the Community Benefits delivered are:
 - i) Appropriate to the length of the contract and size of the Festivals
 - ii) Promote access to the Festivals, especially for groups who might be excluded
 - iii) Supportive of the Council's values

H Free and Discounted Access to Hogmanay Event

Committee notes:

- 24) That discounted tickets to the Hogmanay event have historically been available to people living in EH postcodes, but is not referenced in the Specification
- 25) Notes that only 100 free tickets were available for 2022/3 Hogmanay event, which sold 30,000 tickets
- 26) Committee therefore agrees the specification for the delivery of Edinburgh's Christmas and Edinburgh's Hogmanay in Appendix 1 to the report by the Executive Director of Place with the following amendment:
 - a) Officers add a requirement for discounted Hogmanay tickets to the Specification

- b) Officers add a requirement for an appropriate number of free tickets to be provided

- moved by Councillor Heap, seconded by Councillor Staniforth

In accordance with Standing Order 22(12), Amendment 2 was adjusted and accepted as an amendment to the Motion.

In accordance with Standing Order 22(12), Amendments 2 and 3 were accepted as amendments to Amendment 1.

Voting

The voting was as follows:

For the Motion (as adjusted): - 6 votes

For Amendment 1 (as adjusted) - 5 votes

(For the motion (as adjusted): Councillors Lezley Marion Cameron, Mitchell, Munro, Osler, Thornley and Walker.

For Amendment 1 (as adjusted): Councillors Glasgow, Heap, McFarlane, McNeese Mehan and Staniforth.)

Decision

To approve the following adjusted motion by Councillor Walker:

- 1) To agree the specification for the delivery of Edinburgh's Christmas and Edinburgh's Hogmanay in Appendix 1 to the report by the Executive Director of Place.
- 2) To agree the core Key Performance Indicators (KPIs) as set out in Appendix 2 to the report.
- 3) To note that further KPIs would be developed upon submission of final tenders.
- 4) To request a report prior to commencement of the Prime Contractor procurement (or within one cycle thereafter), on mechanisms managing persistent and/or serious non-performance against KPIs, to include development of a remedial plan at the time, supported by termination rights if not duly delivered and available resources.
- 5) To agree the recommended contract term of three years plus up to two optional extension years including break clauses subject to agreed adjustment of subsidy levels for extension years in light of what is to be delivered, bearing in mind levels of committed investment already made in Years 1 to 3.
- 6) To note the provisions and process for breaks during the contract.

(References – Culture and Communities Committee of 8 June 2023 (item 1); report by the Executive Director of Place, submitted)

15. Parks and Openspace Investment Update

An update was provided on the Parks and Openspace investment programme for 2023/24.

Motion

To note the update on the Parks and Openspace investment programme and that the next update would be presented to Committee on 29 February 2024, with an update on the additional investment for 2023/24 to be included in the Business Bulletin for Committee on 7 December 2023.

- moved by Councillor Walker, seconded by Councillor Lezley Marion Cameron

Amendment

- 1) To note the update on the Parks and Openspace investment programme and that the next update would be presented to Committee on 29 February 2024, with an update on the additional investment for 2023/24 to be included in the Business Bulletin for Committee on 7 December 2023.
- 2) Requests a briefing note be circulated to committee members detailing the countryside improvement projects referenced at 5.3 and how they fit in with the Thriving Greenspace and Biodiversity strategies.
- 3) Notes the update at 4.4 regarding the Water of Leith pathway and requests a further update in the business bulletin detailing the current accessibility of the Water of Leith pathway, and what necessary work remains outstanding.

- moved by Councillor Thornley, seconded by Councillor Osler

In accordance with Standing Order 22(12), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Walker:

- 1) To note the update on the Parks and Openspace investment programme and that the next update would be presented to Committee on 29 February 2024, with an update on the additional investment for 2023/24 to be included in the Business Bulletin for Committee on 7 December 2023.
- 2) To request a briefing note be circulated to committee members detailing the countryside improvement projects referenced at 5.3 in the report by the Executive Director of Place and how they fitted in with the Thriving Greenspace and Biodiversity strategies.
- 3) To note the update at 4.4 in the report regarding the Water of Leith pathway and request a further update in the business bulletin detailing the current accessibility of the Water of Leith pathway, and what necessary work remained outstanding.

(Reference –report by the Executive Director of Place, submitted)

Declaration of interests

Councillor McFarlane made a transparency statement in respect of the above item as a Member of Friends of Calton Hill.

Councillor Osler made a transparency statement in respect of the above item as a member of Friends of Inverleith Park.

16. Response to Motion by Councillor Heap – Library Collection Development (Reflecting Edinburgh’s National, Ethnic and Linguistic Diversity)

In response to a motion by Councillor Heap on the steps that the library service had taken to ensure the expended provision of library resources for refugees from Ukraine, and how the library collections had been developed to meet readers needs arising from the city’s growing national ethnic and linguistic diversity.

Decision

To note the update on the Council’s library collection development, which had been prepared in response to a motion by Councillor Heap on 13 December 2022.

(References – Culture and Communities Committee of 13 December 2022 (item 16); report by the Executive Director of Place, submitted)

17. By Councillor McFarlane - Closure of The Nelson Monument

The following motion by Councillor McFarlane was submitted in terms of Standing Order 17:

“Committee:

- 1) Notes that the Nelson Monument is managed by the City of Edinburgh Council Museums and Galleries and was closed to public access at the beginning of the COVID-19 pandemic.
- 2) Understands that there is currently no date for the reopening of the monument and that there are outstanding repairs and maintenance works required before it can reopen to the public and recommence generating revenue for the Council.
- 3) Agrees to a Business Bulletin update at the next Culture and Communities Committee outlining the scope and nature of the works, how they are proposed to be funded and when we may expect the reopening of the monument.”

- moved by Councillor McFarlane, seconded by Councillor Glasgow.

Decision

To approve the motion by Councillor McFarlane:

18. By Councillor Osler – Fire Service

The following motion by Councillor Osler was submitted in terms of Standing Order 17:

“Committee notes with concern:

- 1) That the Scottish Fire and Rescue Service (**SFRS**) plan to remove the height rescue appliance (turntable ladder) from Crewe Toll Fire Station.

- 2) That this service change will leave the North West area of Edinburgh with no height rescue appliance even though this is needed to perform safe firefighting and rescues from buildings above 4 floors in height.
- 3) That this will leave only two height rescue appliances in West Lothian and the Scottish Borders.

Committee agrees:

- 4) That the Council Leader should meet urgently with the Head of Service Delivery for SFRS East Area, to establish for residents, businesses and other organisations, and SFRS staff alike, the full implications of this service change and what funding or other resource is needed to maintain current service and safety levels.
- 5) That the Council Leader will feed back to all Group Leaders and members of the committee following the meeting.

Committee further agrees that the Council Leader should write to the Scottish Government to express the Council's deep concerns at this change and to urge the Scottish Government to make sufficient resources available to ensure SFRS service and safety levels are maintained."

Motion

To approve the motion.

- moved by Councillor Osler, seconded by Councillor Thornley

Amendment

Replaces points 1 2 and 3 of the motion by Councillor Osler with:

Committee celebrates the year-round work of the Scottish Fire and Rescue Service in keeping our communities safe and thanks them for their service. However Committee notes with concern:

- 1) That the Scottish Fire and Rescue Service (SFRS) plan to remove the height rescue appliance (turntable ladder) from Crewe Toll Fire Station.
- 2) That this service change will leave the North West area of Edinburgh with no height rescue appliance even though this is needed to perform safe firefighting and rescues from buildings above 4 floors in height. Further acknowledges that Crewe Toll and surrounding areas including proposed development at Granton Waterfront feature many buildings of over four stories.
- 3) That this will leave only two height rescue appliances in place to service the vast geographical areas of Edinburgh, West Lothian and the Scottish Borders.
- 4) Notes that removing the appliance from Crewe Toll is not backed by the Fire Brigade Union due to concerns for public safety.

- moved by Councillor Nicolson, seconded by Councillor McFarlane

In accordance with Standing Order 22(12), the amendment was adjusted and accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Osler:

- 1) To celebrate the year-round work of the Scottish Fire and Rescue Service in keeping communities safe and thank them for their service.
- 2) To note with concern that the Scottish Fire and Rescue Service (**SFRS**) planned to remove the height rescue appliance (turntable ladder) from Crewe Toll Fire Station.
- 3) To note with concern that this service change would leave the North West area of Edinburgh with no height rescue appliance even though this was needed to perform safe firefighting and rescues from buildings above 4 floors in height. To further acknowledge that Crewe Toll and surrounding areas including proposed development at Granton Waterfront featured many buildings of over four stories.
- 4) To note with concern that this would leave only two height rescue appliances in West Lothian and the Scottish Borders.
- 5) To note that removing the appliance from Crewe Toll was not backed by the Fire Brigade Union due to concerns for public safety.
- 6) To agree that the Council Leader should meet urgently with the Head of Service Delivery for SFRS East Area, to establish for residents, businesses and other organisations, and SFRS staff alike, the full implications of this service change and what funding or other resource was needed to maintain current service and safety levels.
- 7) To agree that the Council Leader would feed back to all Group Leaders and members of the committee following the meeting.
- 8) To further agree that the Council Leader should write to the Scottish Government to express the Council's deep concerns at this change and to urge the Scottish Government to make sufficient resources available to ensure SFRS service and safety levels were maintained.

19. By Councillor Thornley - Green Flag Awards

The following motion by Councillor Thornley was submitted in terms of Standing Order 17:

“Committee welcomes:

- 1) The recent announcement by environmental charity Keep Scotland Beautiful that 38 of Edinburgh’s Parks and Greenspaces have been presented with a Green Flag Award.

Committee notes:

- 2) That the Green Flag Award is bestowed upon spaces which demonstrate excellent adherence to environmental and management standards.
- 3) That Edinburgh is the local authority with the highest number of Green Flag awarded spaces in Scotland.

- 4) That this represents over a third of the parks and greenspaces in Scotland to receive the award
- 5) That 35 of the awarded parks are maintained by the Council, one by the Friends of Corstorphine Hill, one by NHS Lothian and one by Heriot Watt University.
- 6) That 'Friends of' groups across the city also put in an enormous amount of effort to keep our parks safe, well maintained, and accessible.

Committee thanks:

- 7) Council officers for their work and commitment over the past year, enabling so many of Edinburgh's parks to achieve the award.
- 8) 'Friends of' groups across the city, whose commitment shows how highly valued our parks and greenspaces are by local communities."

- moved by Councillor Thornley, seconded by Councillor Osler.

Decision

To approve the motion by Councillor Thornley

20. By Councillor Thornley - Community Centre Strategy Reporting

The following motion by Councillor McFarlane was submitted in terms of Standing Order 17:

"Committee notes:

- 1) The high level of public interest in the Community Centre Strategy, and anecdotal evidence from elected members regarding an increased volume of correspondence regarding the Strategy and its implications.
- 2) That Committee is not due to receive a report on progress with the strategy until mid 2024.
- 3) The decision by committee on 7th March 2023 to establish the Community Centre Strategy APOG.
- 4) That the APOG has now met twice, and has agreed to meet every six weeks going forward.
- 5) That APOGs are not decision-making bodies, open to the public or recorded for webcast.
- 6) Thanks officers for setting up a briefing session for councillors to be held later this month.

Committee therefore agrees:

- 7) That an interim report should be brought to committee for approval at its October meeting, providing an update on the approach being taken and progress to date."

- moved by Councillor Thornley, seconded by Councillor Osler.

Decision

To approve the motion by Councillor Thornley.

21. By Councillor Nicolson - Crewe Toll Fire Station (Turntable Ladder)

Decision

To note that Councillor Nicolson had withdrawn her motion.

22. By Councillor Parker - Grass Cutting Standards

The following motion by Councillor Parker was submitted in terms of Standing Order 17:

“Committee:

- 1) Notes that the Council declared a Nature Emergency in February 2023, recognising the current state of nature, its inherent value and the crucial role its recovery and restoration will play in realising climate targets.
- 2) Notes that Plantlife’s annual “No Mow May” campaign which calls for green space managers not to mow grass during May is intended to maximize the space available for nature, and that this aim is in line with the Council’s declaration of a Nature Emergency.
- 3) Recognises that the operational impact of implementing a “No Mow May” policy is significant and that there might be better ways of achieving the intended outcomes of the “No Mow May” campaign – for example, by expanding the Living Landscape areas currently designated in the city, and by looking at grass cutting standards more generally.

Therefore:

- 4) Requests a report to Culture & Communities committee in 3 cycles to:
 - a) explore how the Council could expand the number of Living Landscape areas across the city (including across variable environments, not just in naturalised grassland areas);
 - b) explore how the Council could review grass cutting standards across its estate, looking at recategorizing areas to be kept to different maintenance standards – for example, designating recreation areas which have a more intense grass cutting schedule vs “wilder” areas such as greenways / road verges which have a more relaxed cutting regime.
- 5) Agrees that this report will also include consideration of necessary workforce changes and budgetary implications to deliver this, a timeline for implementation and details about how this work could tie in with other Council work / strategies such as the Nature Network, Biodiversity Action Plan, Thriving Greenspace Strategy, 2030 Climate Strategy and Edinburgh Adapts plan.”

Motion

To approve the motion by Councillor Parker.

- moved by Councillor Staniforth, seconded by Councillor Thornley

Amendment

To add before point a) in section 4) of the motion by Councillor Parker:

“a) update Committee on the progress of the Living Landscapes initiative against the strategic objectives, measures of success and work programme outlined in the report to Transport and Environment Committee in June 2014 which decided to adopt the initiative.”

- moved by Councillor Osler, seconded by Councillor Heap

In accordance with Standing Order 22(12), the amendment was accepted as an addendum to the motion.

Decision

To approve the following adjusted motion by Councillor Parker:

- 1) To note that the Council declared a Nature Emergency in February 2023, recognising the current state of nature, its inherent value and the crucial role its recovery and restoration would play in realising climate targets.
- 2) To note that Plantlife’s annual “No Mow May” campaign which called for green space managers not to mow grass during May was intended to maximize the space available for nature, and that this aim was in line with the Council’s declaration of a Nature Emergency.
- 3) To recognise that the operational impact of implementing a “No Mow May” policy was significant and that there might be better ways of achieving the intended outcomes of the “No Mow May” campaign – for example, by expanding the Living Landscape areas currently designated in the city, and by looking at grass cutting standards more generally.
- 4) To request a report to Culture and Communities Committee in 3 cycles to:
 - a) update Committee on the progress of the Living Landscapes initiative against the strategic objectives, measures of success and work programme outlined in the report to Transport and Environment Committee in June 2014 which decided to adopt the initiative.
 - b) explore how the Council could expand the number of Living Landscape areas across the city (including across variable environments, not just in naturalised grassland areas);
 - c) explore how the Council could review grass cutting standards across its estate, looking at recategorizing areas to be kept to different maintenance standards – for example, designating recreation areas which had a more intense grass cutting schedule vs “wilder” areas such as greenways / road verges which had a more relaxed cutting regime.

- 5) To agree that this report would also include consideration of necessary workforce changes and budgetary implications to deliver this, a timeline for implementation and details about how this work could tie in with other Council work / strategies such as the Nature Network, Biodiversity Action Plan, Thriving Greenspace Strategy, 2030 Climate Strategy and Edinburgh Adapts plan.

23. By Councillor Caldwell - Montgomery Street Park Helter Skelter

The following motion by Councillor Caldwell was submitted in terms of Standing Order 17:

“Committee notes:

- 1) The Helter Skelter in the Montgomery Street playpark is the last standing Council-owned public Helter Skelter in Edinburgh and has been fenced off for a number of months.
- 2) The Helter Skelter is a meaningful piece of equipment, not just to residents in Hillside, but children across the city who have visited the park and ridden down it as a rite-of-passage.
- 3) The Helter Skelter was closed and previously marked for demolition before the Friends group liaised with Parks. The Helter Skelter cannot be replaced as they are not made any more and new models are generally not insured, but repairs may allow the current insurance to continue.
- 4) That the Friends of Montgomery Street Park have worked alongside the North East Parks team, liaised with local councillors, and explored options for an onsite safety assessment, which was due to start in July, as of writing.

Committee therefore requests;

- 5) The Culture and Communities Convener liaise with Officers and the Friends of Montgomery Street Park to explore and identify funding options for the assessment, which will need to be paid for whether the Helter Skelter is able to be rescued or not after said assessment.
- 6) The Convener reports back regarding funding to the Culture and Communities Business Bulletin in one cycle.”

- moved by Councillor Caldwell, seconded by Councillor Thornley.

The Committee had considered a written a deputation from Friends of the Montgomery Street Park and Chair of the Play Park Subgroup on this issue (see item 1(c) above).

Decision

To approve the motion by Councillor Caldwell.

This page is intentionally left blank

Work Programme

Culture and Communities Committee 5 October 2023

7 December 2023

1.	Europe for Festivals, Festivals for Europe	Executive	David Waddell	Place	7 December 2023
2.	Cemetery Management Rules	Executive	Andrew Mitchell	Place	7 December 2023
3.	Park and Openspace Management Rules	Executive	Andy Williams	Place	7 December 2023
4.	Grass Cutting Standards (as requested by Committee on 10.08.2023)	Executive	Andy Williams	Place	7 December 2023
5.	Community Centre Strategy Update	Executive	Andrew Field	Place	7 December 2023
6.	Custom House Update (requested December 2022)	Executive	Gillian Findlay	Place	7 December 2023
7.	Response to motions by Councillor Heap – Gorgie Farm	Routine	Andrew Field	Place	7 December 2023 or 29 February 2024
8.	King's Theatre Refurbishment	Routine	Lindsay Robertson	Place	7 December 2023 or 29 February 2024
9.	Edinburgh Museums and Galleries Policies Update (as requested by Committee on 11 May 2023)	Routine	Karl Chapman	Place	7 December 2023
10.	Update on Decolonisation Working Group (as requested by Committee on 11 May 2023)	Routine	Karl Chapman	Place	7 December 2023

11.	No going back project	Routine	Evelyn Kilmurry	Place	7 December 2023
12.	Parks and Openspace Additional Investment Update	Business Bulletin	Andy Williams	Place	7 December 2023
13.	Collection of Tennis Balls	Business Bulletin	Andy Williams	Place	7 December 2023

29 February 2024

14.	Police Scotland – Edinburgh City Division Quarterly Update Scrutiny Report	Executive	Police Scotland	Committee Services	29 February 2024
15.	Fire and Rescue Annual Plan	Executive	Scottish Fire and Rescue Service	Committee Services	29 February 2024
16.	Community Centre Strategy (including action from the Council on 09.02.2023 on the motion by Councillor Nicolson on Non-Council run Community Spaces)	Executive	Andrew Field	Place	29 February 2024
17.	Festivals Scorecard (to include the action agreed by Committee on 07.03.2023 on the content of future scorecards)	Executive	Claire Miller	Place	29 February 2024
18.	Playparks Investment (action from 07.03.2023 to report in a year on progress with investment in 2023/24 and planned for 2024/25)	Executive	Andy Williams	Place	29 February 2024
19.	Response to motion by Councillor Osler – Bowling Greens	Routine	Andy Williams	Place	29 February 2024
20.	Physical Activity and Sport Strategy for Edinburgh	Executive	Evelyn Kilmurry	Place	29 February 2024

21.	Cemeteries – Donations from Tours (as requested by Committee on 11 May 2023)	Routine	Andrew Mitchell/Jane Matheson	Place	29 February 2024
22.	Parks and Openspace Investment Update	Routine	Andy Williams	Place	29 February 2024
23.	20 Minute Neighbourhood Strategy Update	Business Bulletin	Daisy Narayanan	Place	29 February 2024 and then every six months thereafter
24.	International Visit Feedback on ERASMUS Project Meetings on FabConnectHER	Business Bulletin	David Waddell	Place	29 February 2024
25.	International Visit Feedback on European Festivals Association Congress	Business Bulletin	David Waddell	Place	29 February 2024

Future Committees

26.	Police Scotland – Edinburgh City Division Quarterly Update Scrutiny Report	Executive	Police Scotland	Committee Services	16 May 2024
27.	Edinburgh's Winter Festivals Annual Update	Executive	David Waddell	Place	16 May 2024
28.	Edinburgh's Winter Festivals – Contact Management (action from Committee on 10.08.2023)	Routine	David Waddell	Place	16 May 2024
29.	Annual Update on Park Lighting	Routine	Andy Williams	Place	16 May 2024
30.	Million Tree City Annual Update	Routine	Andy Williams	Place	16 May 2024
31.	Options for Central Library (Action from 11.03.2018 Education, Children and Families Committee)	Executive	Evelyn Kilmurry	Place	By December 2024

32.	20 Minute Neighbourhood Strategy Update	Routine	Daisy Narayanan	Place	Summer 2025
33.	Edinburgh Museums and Galleries: Policy Update	Executive	Karl Chapman	Place	May 2026

Other Presentations

	Title / description	Anticipated Routine / Executive	Lead officer	Directorate	Expected date
34.	Edinburgh Biodiversity Action Plan (Naturalisation in Parks and Greenspaces)	Presentation	Andy Williams	Place	By December 2023
35.	Bridgend Farmhouse	Presentation	Alison Coburn	Place	Date to be confirmed
36.	Fringe Society	Briefing	David Waddell	Place	Date to be confirmed by end of 2023
37.	Dancebase	Presentation	Lindsay Robertson	Place	Date to be confirmed
38.	Unique Assembly	Briefing	David Waddell	Place	Date to be confirmed by end October 2023

Rolling Actions Log

Culture and Communities Committee

5 October 2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
1	31.05.18 (The City of Edinburgh Council)	Fair Fringe and Fair Hospitality Charter Guidelines	Calls for report on the Charter's efficacy to go to Culture and Communities Committee after August 2019.	Executive Director of Place Lead Officer David Waddell	End 2023	A business bulletin update is included on the agenda for Committee on 11 May 2023 . Link to action 36 (a) in the Rolling Actions Log.
2	11.12.18 (Education, Children and Families Committee)	Petition for Consideration - Edinburgh Central Library vs Virgin Hotel	To request that the annual report on the Lifelong Learning Plan scheduled for October 2019, includes within it, options for the Central Library, drawing on past and current studies and feasibility exercises and a clear vision for its role in the city's cultural landscape.	Executive Director of Place Lead Officer Evelyn Kilmurry	December 2024	It would not be appropriate to incorporate options for the Central Library into the Lifelong Learning Plan. However, it is proposed to bring forward a report on these options to Committee by the end of calendar year 2024

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
3	10.09.19	City Centre Hostile Vehicle Mitigation Measures Update Report	<p>1) To note that a further update report will be prepared following return to normal working conditions to outline the findings from the working group and to provide details of the anticipated cost and how it will be funded.</p> <p>2) To agree to update Committee on City Centre Hostile Vehicle Mitigation (HVM), and possibilities that HVM assets which were located in Edinburgh, may need to be reallocated in line with national policing priorities.</p>	<p>Executive Director of Place</p> <p>Lead Officer Claire Miller</p>	On-going	<p>An update on HVM is included in the Business Bulletin on 7 March 2023. The update highlights that longer term and more permanent protection will be considered alongside the introduction of a Transient Visitor Levy.</p> <p>An update on the Visitor Levy (Scotland) Bill was presented to the Council on 22 June 2023 and a further update is planned for Policy and Sustainability Committee later in August 2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
4	12.11.19	Business Bulletin - The Future Management and Ownership of Easter Craiglockhart Hill Local Nature Reserve (LNR) – Motion by Councillor Burns	To provide information on the possibility of community ownership and management of the woodland and open space in the area in the longer term and how this might be achieved, with ownership transferring to the Council as an interim measure, with a view to the eventual transfer of ownership and management, to a community organisation.	Executive Director of Place Lead Officer Andy Williams	14.08.2023	Recommended for closure An update on this was discussed in a meeting with Culture and Communities Committee Spokespeople on 14.08.2023. Last update: 12 November 2019 .
5	15.06.21	Lauriston Farm, Edinburgh – Proposed Lease	To agree that an update would be submitted to committee on the success of the lease holder to ensure Committee had oversight of the activity underway on the Urban farm, which formed part of the wider setting of Lauriston Castle.	Executive Director of Place Lead Officer Graeme McGartland	Aiming for completion by the end of 2023	Progress is being made on the lease. Once complete, this will be reported to the next scheduled Committee.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
6	14.09.21	Europe for Festivals, Festivals for Europe Seal for Festival Cities and Regions	To agree that the Executive Director for Place report to a future meeting of the committee on the benefits and achievements of Europe for Festivals, Festivals for Europe	Executive Director of Place Lead Officer David Waddell	7 December 2023	Formal signing took place in May 2022. A report on the benefits and achievements will be presented to Committee at the end of the first year.
7	16.11.21	Cemetery Strategy	To note the update on Craigmillar Castle Park Cemetery and the financial analysis set out in paragraph 6.1.2 of the report and note that a report would be prepared for Committee when the funding options had been investigated.	Executive Director of Place Lead Officer Andrew Mitchell	16 May 2024	The funding options are still being investigated. A report will be prepared for Committee when this is complete.
8	01.02.22	Cemetery Management Rules	To agree that officers would report back to committee one year from implementation detailing compliance, complaints, and any enforcement actions in relation to the new management rules.	Executive Director of Place Lead Officer Andrew Mitchell	7 December 2023	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
9	26.04.22	Management Rules for Public Parks and Greenspace 2023-2033	<ol style="list-style-type: none"> 1) To agree that when the Council was developing management rules, to liaise with Legal Services to ensure clarity of regulations and that they complied with legislation and that signs reflecting the rules would be bespoke for individual parks. 2) To agree to clarify which department or service was responsible for handling enforcement and complaints in the follow up report which would be presented to Culture and Communities or a successor committee. 3) To agree to work with Active Travel regarding cycle infrastructure and to consider ways to 	<p>Executive Director of Place</p> <p>Lead Officer Andy Williams</p>	16 May 2023	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>deal with issues such as abandoned cycles.</p> <p>4) To agree that there would be public engagement and an update provided on the issue of barbeques.</p> <p>5) To agree to give consideration to the use of bollards to deter illegal parking at Saughton Park and to provide an update to committee.</p> <p>6) To agree to provide an update to Members on CCTV and security in parks.</p> <p>7) To agree to consider controls which would address noise and surface erosion associated with outdoor exercise classes.</p>			

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			8) To agree to update Councillor Fullerton on the staffing at Saughton Park on 25.04.22.			
10	26.04.22	City Centre Street Hockey and Skating Facility	To improve facilities of existing parks, such as Burdiehouse Valley Park and to consider creating facilities in others.	Executive Director of Place Lead Officer Andy Williams	29 February 2024	Community consultation has recently been completed. The results of this will be reviewed and analysed and it is expected that an update on the potential to improve facilities in existing parks and to consider creating facilities in others will be included in a future Parks and Openspace Investment Update for Committee.
11	16.08.22	Edinburgh Biodiversity Action Plan – Meadows and Bruntsfield Links	To request the Executive Director of Place to report in two cycles on the Edinburgh Biodiversity Action Plan focussing on the naturalisation of the Meadows and Bruntsfield Links and to invite the Friends of Meadows and	Executive Director of Place Lead Officer Andy Williams	By end of 2023	This forms part of the Council's approach to Living Landscapes. Officers will continue to engage with the Friends of the Meadows and Bruntsfield Links and will organise for them to be involved in discussions with Committee at the appropriate time.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			Bruntsfield Links to make a presentation on the matter.			
12	13.10.22	Terms and Conditions for Operating Events in Parks: West Princes Street Gardens and Ross Bandstand	Provide a briefing note to members concerning the nature of rockfall from the Castle and to liaise with Historic Environment Scotland about the impact of fireworks on rockfall and relay this information to members.	Executive Director of Place Lead Officer Gareth Barwell / Alison Coburn	On-going	Briefing note was circulated on 10.08.2023. Action to remain open as the issue is ongoing.
13	27.10.22 (The City of Edinburgh Council)	Bridgend Farmhouse – Motion by Councillor Burgess	To invite Bridgend Farmhouse to give a presentation to Culture and Communities Committee on the work they do.	Executive Director of Place Lead Officer Alison Coburn	By December 2023	A meeting is in the process of being arranged and an invitation will be issued to Committee members separately.
14	13.12.22	Use of Public Spaces for Events and Filming Update	1) To note the results of the public consultation on the key principles for the use of public spaces for events and filming.	Executive Director of Place Lead Officer Joan Parr	5 October 2023	All remaining actions recommended for closure This report is included on the agenda for Committee on 05.10.2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>2) To approve the finalised key principles and process for submitting applications for the use of public spaces as set out in paragraphs 4.12 to 4.14 and in Appendices 2 and 4 of the report, subject to the following modifications:</p> <ul style="list-style-type: none"> • Insert in “How we will respond” column at Principle 12 – “Event organisers should be asked to demonstrate how they are going to avoid, entirely where possible, or if not possible, minimise, damage to built and green areas.” 			<p>Previous update 11 May 2023</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<ul style="list-style-type: none"> • Insert in “How we will respond” column at Principle 6 – after the word “deliver” insert “These should be substantial and tangible for the local community and proportionate to the size of the event.” <p>3) To agree that an action plan to implement the responses to the key principles would be presented to Committee in May 2023 for approval.</p> <p>4) To discharge the outstanding motions from the Council as set out in Appendix 1 of the report which had been addressed</p>			

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>by the key principles or in previous responses to the appropriate Executive Committees.</p> <p>5) To note that officers would continue to progress implementation of the motion on Greening the Fringe, working with partners as appropriate and that members would be kept updated on progress via the Committee's Business Bulletin.</p> <p>6) To host a briefing session for members to consider the historical work undertaken.</p>		<p>April 2023</p> <p>May 2023</p>	<p>Action 6 – closed 11.05.23</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>7) To approve the progression of the practical steps outlined in paragraph 4.16 of the report and to agree that an update would be provided in the Business Bulletin in two cycles.</p> <p>8) To continue consideration of the Conservative Group amendment to the May 2023 Committee meeting.</p>			<p>A briefing was provided to the Festivals and Events APOG on 20.04.2023.</p> <p>Action 7 – closed 11.05.23</p> <p>An update on these actions was provided in the update for Committee on 11 May 2023</p>
15	13.12.22	Custom House – Recommendation for Development by the Scottish Historic Buildings Trust	To note that Scottish Historic Buildings Trust welcomes the advice and input offered from the Council’s Museums and Galleries Service to jointly develop the heritage element of the project and that a report will be brought back to Committee	Executive Director of Place Lead Officer Gillian Findlay	7 December 2023	A short update is provided in the Business Bulletin for Committee on 05.10.2023, with a report expected to be presented to Committee on 07.12.2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			in six months to fully define this element and the long-term partnership arrangements and community engagement.			
16	13.12.22	Amplification of Sound in Public Places	1. To request the Festivals & Events APOG to discuss, design and carry out a consultation with residents and businesses to seek evidence of the issues associated with the amplification of sound in public spaces and to report back to the Culture & Communities Committee within three cycles in order to consider whether there would be sufficient justification to proceed with preparing a bye-law.	Executive Director of Place Lead Officer Ian Buchanan	5 October 2023	Recommended for closure The outcome of the survey is reported to Committee on 05.10.2023. Recent update - 11.05.2023 .

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			2. To agree that an update would be included in the Business Bulletin for the first meeting of the Committee in 2023 giving details of all the actions agreed in paragraphs 3.3.2, 3.3.4, 3.3.5 and 3.3.6 of the report and an explanation of any agreed action where no action had been progressed.	Executive Director of Place Lead officer: Gavin Brown	March 2023	Action 2 - Closed Business Bulletin update was included in the papers for Committee on 7 March 2023.
			To agree to provide an update report on progress for Summer 2023.		May 2023	Action 6 – closed 11.05.23 An update was included in the Business Bulletin for Committee on 11 May 2023
17	13.12.22	<u>Changes to Legislation on the Sale and Use of Fireworks in Scotland</u>	1) To note that a further report would be submitted in Autumn 2023 providing a more detailed update on the legislative changes and implications for	Executive Director of Place Lead Officer Tom	On-going	An update has been prepared for the Committee Business Bulletin on 05.10.2023. A further update will be provided when the implementation plan for legislative changes is published.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			the City of Edinburgh Council.	Veitch/Simon Porteous		
			2) To refer the report to the Regulatory Committee for further consideration and any relevant outputs from that referral to be included within the report back to this Committee in Autumn 2023.	Executive Director of Place Lead Officer Tom Veitch	May 2023	Closed Report was referred to Regulatory Committee meeting on 1 May 2023.
18	13.12.22	Community Empowerment Update	1) Agree to receive a further report in one cycle on the detail of the community centre approach before giving approval to the Strategy	Executive Director of Place Lead Officer Andrew Field	March 2023	Closed A report on the development of a new Community Centre Strategy was approved by Committee on 7 March 2023 and Appendix 1 included the briefing note requested in action 4.
			2) Agree that management committees must be consulted as part of this approach and	Executive Director of Place	29 February 2024	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			their feedback included in the report	Lead Officer Andrew Field		
			<p>3) To agree that all councillors would receive an urgent briefing, within one week, covering:</p> <ul style="list-style-type: none"> The proposed changes to the Lifelong Learning structure The outcomes that the re-structure aimed to deliver Detail of what prioritising community centres and community centre management committees actually meant in terms of resource, structure and engagement 		December 2022	<p>Closed</p> <p>The briefing note was circulated to Committee members on 21 December 2022.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			4) To agree the content of the briefing would be included in the report so that it was available to the public.			Closed Briefing note appended to report referred to in part 1 above.
19	13.12.22	Response to Motion by Councillor Osler - Trees	1) To agree that an update be brought to Committee in two cycles on the progress and delivery of the approach set out in paragraphs 4.9 to 4.19 for tree management and maintenance and the approach set out in paragraphs 4.21 to 4.25 for engaging with residents and businesses and any future actions to be explored.	Executive Director of Place Lead Officer Steven Cuthill	16 May 2024	Policies 48 and 49 in the Trees in the City Policies highlight the support that the Council will provide to residents and maintaining newly planted trees. A further update will be included in the annual Edinburgh Million Tree City update for Committee on 16 May 2024.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			2) To agree to revise the Trees in the City Action Plan including, but not exclusive to, the suggestions detailed in paragraphs 4.14 and 4.15 of the report with a report back to Committee in two cycles.	Executive Director of Place Lead Officer Steven Cuthill	5 October 2023	Recommended for closure A report on Trees in the City is included on the agenda for Committee on 05.10.2023.
			3) To recognise that an understanding of tree mortality rates was important to be able to identify problems with trees in the city and to identify solutions to those problems.	Executive Director of Place Lead Officer Steven Cuthill	16 May 2024	This will be incorporated into the next annual update on Edinburgh Million Tree City.
			4) To note with concern that there was no assessment of tree mortality within the city currently.			Noted.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			5) To request a briefing note with further detail from officers about how this could be recorded in the future, what additional resources would be required for this (if any) and details of a proposed process for reporting against tree mortality in the city on a regular basis to ensure that this issue remained high on the Council's agenda.	Executive Director of Place Lead Officer Steven Cuthill	16 May 2024	This will be incorporated into the next annual update on Edinburgh Million Tree City.
20	15.12.22 (The City of Edinburgh Council)	Eurovision 2023 Bid – Motion by Councillor Biagi	Extract of the motion (action only) Agree that officers should bring a scoping paper to the Culture and Communities Committee in three cycles which seeks to use the experience from other cities and sets out options on the necessary stakeholder	Executive Director of Place Lead officer: David Cooper	On-going	An update is included in the Business Bulletin on 05.10.2023. Previous update: 10.08.2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			engagement and possible funding models for delivering the kind of new arena which would be required to deliver major events.			
21	09.02.23 (The City of Edinburgh Council)	Motion by Councillor Osler – Tree Protection Measures East and West Princes Street Gardens	1) Agrees that each of: <ul style="list-style-type: none"> i) the tree protection plan at 6. above, once completed, and ii) the Tree in City Action Plan at 7. above, once refreshed, will be presented to the Culture and Communities Committee for approval within one cycle of such completion and refreshment. 	Executive Director of Place Lead officer: Andy Williams	5 October 2023	Recommended for closure Updated Tree Management Policies are presented to Committee on 05.10.2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>2) Agrees for a report within two cycles to the Culture and Communities Committee setting out:</p> <p>a) For events covered by the applications at 2. and 4. above:</p> <p>i. what measures were put in place to ensure tree protection and recovery during and post the event, and</p> <p>ii. how compliance with such measures was monitored and enforced, including details of any non-compliance which was</p>		May 2023	<p>Action 2 – Closed 11 May 2023</p> <p>A report is included with the papers for Committee on 11.05.2023</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>brought to the attention of the Council, and a timeline of this, and</p> <p>b) For future events in West Princes St Gardens and in East Princes St Gardens:</p> <p>i. what contractual and any other protections may be put in place to ensure those events comply with the applicable Tree Protection Plan and with the Tree in City Action Plan, and</p> <p>ii. processes by which compliance with the applicable Tree Protection</p>			

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			Plan and the Tree in City Action Plan, effectively may be monitored and enforced, including consideration of how this might happen through the Council's auditing processes.			
22	09.02.23 (The City of Edinburgh Council)	Motion by Councillor Nicolson – Non-Council Run Community Spaces	Extract of motion (for action) 1) Council agrees: <ul style="list-style-type: none"> To commission the previously requested report within one cycle identifying what can be offered in the way of strategic and financial support 	Executive Director of Place Lead officer: Andrew Field	29 February 2024	An update on this is included in the Community Centre Strategy report which is being considered by Committee on 7 March 2023. The report proposes to progress these actions through the development of a new Community Centre Strategy.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>for such organisations.</p> <ul style="list-style-type: none"> This report should come to the Culture and Communities Committee and include details regarding the process which must be undertaken when financial support is agreed and what requirements to secure it are placed upon management committee. 			
23	16.03.23	Motion by Councillor Heap – Gorgie Farm (Arrangements for the Care of Animals)	<p>Extract of the approved composite amendment (action only):</p> <p>Requests that officers report back:</p>	<p>Executive Director of Place</p> <p>Lead officer: Andrew Field</p>	7 December 2023	An update on Gorgie Farm is included in the Business Bulletin on 10.08.2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>a) via a member briefing on what has or can be done to provide financial support to staff and volunteers looking after animals at their own expense and the possible role in the Partnership Steering Group and EVOC in facilitating this.</p> <p>b) via member briefings on the progress of the Partnership Steering Group chaired by EVOC.</p>			
			<p>c) via a report to Culture and Communities Committee information on spend so far from the £150,000 support fund approved by the Education, Children and Families Committee on 31</p>			

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			January 2023 and a plan for the remaining budget.			
24	04.05.23 (City of Edinburgh Council)	Motion by Councillor Flannery - Bridgend Farm Reserve Funding	<p>Extract of the approved motion (action only):</p> <p>Council therefore asks:</p> <ol style="list-style-type: none"> 1) For a briefing note to be circulated to members of Culture & Communities committee to provide details of any other Edinburgh organisations on the 'reserve list' for funding, and therefore at similar risk. 2) For the Convener of Culture & Communities to meet with officers and Bridgend Farmhouse to explore what the Council can do to support Bridgend Farmhouse, timeously. 	Executive Director of Place	By December 2023	<p>Action 1 – a briefing note is in progress and will be circulated to Committee as soon as possible.</p> <p>Action 2 – An update on Council funding for Bridgend Farm was included in the Business Bulletin on 10.08.2023</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
25(a)	11.05.23	Business Bulletin Fringe Society	To agree the fringe society would be invited to a briefing session with members.	Executive Director of Place Lead officer: David Waddell	By end of 2023	This links to action 1 of the Rolling Action Log.
25(b)		Fundraising Plan for Community Led Heritage Groups	Officers to provide further details to members regarding what engagement has been undertaken regarding raising awareness of the fundraising plan to support and bring together community led heritage groups in Edinburgh.	Executive Director of Place Lead officer: Henry Sullivan	By December 2023	
26	11.05.23	Third Party Cultural Grants Funding 2023-24	1) Briefing note to be circulated to members providing more information on targeted methods in place to develop fair work practices for artists employees and volunteers.	Executive Director of Place Lead Officer: Lindsay Robertson	Remaining actions - By end December 2023	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			2) Officers to check how the consultation on amplification of noise in public spaces was being advertised to businesses and residents.	Ian Buchanan		<p>Action 2 – Recommended for closure</p> <p>Details of the consultation are included in the report for Committee on 05.10.2023.</p>
			3) To request a presentation from one of the creative community hubs on how the funding was being utilised.	Lindsay Robertson		
			4) Briefing note to be circulated to all councillors on how resources are being shared across the city.	Lindsay Robertson		
			5) Officers to share video link with members.	Lindsay Robertson		
			6) Officers to invite Dancebase to make a presentation to a future meeting.	Lindsay Robertson		

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
27	11.05.23	<u>Edinburgh Cemetery Tour Registration Scheme - Update</u>	Further engagement with tour guide representatives to explore improvements to compliance with the donation scheme to be reported back to the Culture and Communities Committee by the end of the year.	Executive Director of Place Lead officer: Andrew Mitchell	29 February 2024	An update report is included in the meeting papers for Committee on 05.10.2023.
28	11.05.23	<u>Response to Motion by Councillor Osler – Tree Protection in East and West Princes Street Gardens</u>	<p>1) A briefing to be given to the next Festivals APOG regarding Tree Protection Order measures and KPIs to be put in place in advance of use of either/both East and West Princes Street Gardens for the Summer Festivals.</p> <p>2) A report to be submitted to committee, once the Trees in the City Action Plan and the Tree Protection Plan for East Princes Street Gardens</p>	Executive Director of Place Lead officer: Andy Williams	13 June 2023 5 October 2023	<p><u>Action 1 closed – 10.08.23</u></p> <p>Action 2 - Recommended for closure</p> <p>This is incorporated into the Trees in the City – Tree Management Policies report for</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>have been completed, to pull them together with existing documents regarding the protection of trees in Princes Street Gardens into a single document for Committee's consideration, to bring clarity for both Council and potential users of the Gardens.</p> <p>3) A revised briefing note with full details to be circulated amongst committee and appended to the Business Bulletin for the next meeting, which should include:</p> <p>i) a copy of minutes and action points captured from the various site meetings held throughout October, November and</p>			<p>Committee on 05.10.2023</p> <p>Progress with actions 3 – 5 is on-going</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>December 2022, and full, specific details of which breaches were / were not addressed and why</p> <p>ii) a copy of the holding statement from Unique Assembly in November 2022 which details their promise to bring forward a complete Tree Protection Management Plan, confirmation of the date when this holding statement was published, confirmation of when the complete Tree Protection Management Plan was received by the Council, and a copy of this plan.</p> <p>iii) full details of planning enforcement action, including when notification of breaches</p>			

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>of tree protection zones were first reported and then investigated.</p> <p>4) Officers to explore options to resource on-site supervision during the installation, operation and removal from site during Edinburgh's Christmas 2023, with a proposal for what resourcing requirements will be needed to brought to the relevant committee for decision as soon as possible.</p> <p>5) The Convener to write to Unique Assembly outlining the committee's position on the importance of tree protection, inviting them to address committee and discuss how the Council's requirements</p>			

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			for tree protection can align with their corporate social responsibilities.			
29	11.05.23	<u>Response to motion by Councillor Thornley – Parks and Greenspace Investment following 2023 Council Budget</u>	<ol style="list-style-type: none"> 1) Briefing note to be provided with regard to accessibility, barriers and how and what money is being used for/on. 2) Committee to receive an update in the Business Bulletin on the four priorities set out in 4.3 in six months' time. 	<p>Executive Director of Place</p> <p>Lead officer: Andy Williams</p>	7 December 2023	
30	11.05.23	<u>Lawn Tennis Association Investment in Parks Tennis Courts</u>	<ol style="list-style-type: none"> 1) A review after implementation to be undertaken within a calendar year to consider any possible non-intended barriers to use. 	<p>Executive Director of Place</p> <p>Lead officer: Graham Croucher</p>	By June 2024	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			2) To request that officers arrange for, subject to a consideration of feasibility, the siting of tennis ball recycling bins at Council-run tennis courts and the collection of balls from them, including the four noted in the report, with an update on progress made via the Business Bulletin.	Lead officer: Andy Williams	7 December 2023	
			3) A briefing note outlining the technical specification of resurfacing materials and plan of improvement works to be shared with committee members and relevant ward	Lead officer: Graham Croucher	5 October 2023	Recommended for closure This briefing note was circulated on 29.05.2023

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			members to be circulated.			
31	11.05.23	Edinburgh Museums and Galleries: Policy Renewals 2023-2026	<p>1) To note that the next updates to the Museums and Galleries: Collections Development Policy 2023-2026 and the Museums and Galleries: Temporary Exhibitions Policy 2023-2026 would be submitted to the appropriate Executive Committee in 2026.</p> <p>2) To request a report within three cycles on how the Edinburgh Museums and Galleries collections could reflect the Scotland's Museum and Galleries Strategy's focus on wellbeing, the climate</p>	<p>Executive Director of Place</p> <p>Lead officer: Karl Chapman</p>	<p>May 2026</p> <p>7 December 2023</p>	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>crisis and decolonisation, the report to include a section on whether an audit of the collections for links to slavery, colonialism and racism could be undertaken.</p> <p>3) To agree to a report in three cycles to Committee updating members on the work of the Decolonisation Working Group, including progress made to date in repatriating looted or unethically acquired items from Edinburgh's collections and ways in which the Council may seek to be proactive as well as reactive in</p>		7 December 2023	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			repatriating these items and remains.			
32	11.05.23	Motion by Councillor Heap - WASPS Studio Space in Dalry	<p>Extract of the approved motion (action only):</p> <p>To request a report in two cycles to be submitted to the Culture and Communities Committee covering:</p> <p>i) The details of any sale of the property by the City of Edinburgh Council.</p> <p>ii) What could be done to support WASPS to keep their studio provision at West Park Place or within the Gorgie/Dalry area.</p>	<p>Executive Director of Place</p> <p>Lead officer: Peter Watton</p>	5 October 2023	<p>Recommended for closure</p> <p>This report is included in the meeting papers for Committee on 05.10.2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
33	01.06.23 City of Edinburgh Council	Motion by Councillor McFarlane – International Overdose Awareness Day	<p>Extract of the approved motion (action only):</p> <p>1) Agrees to annually mark Overdose Awareness Day on 31st of August each year with information promoted through the council’s social media channels to both raise awareness and signpost support services awareness and signpost support services that are available in addition to engaging with Edinburgh’s Health and Social Care Partnership to establish whether there can be further on the ground activity as in previous years.</p>	Alison Coburn	Annually	<p>Action 1 - Recommended for closure</p> <p>This was progressed by the Council’s Communications and Health and Social Care Teams.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			2) The Council Leader to work with COSLA leaders to ask that Scottish Government establish a national memorial.	Council Leader	On-going	
			3) A report to the Culture and Communities Committee in two cycles on how the Council can establish a policy and process for formal memorials or places of remembrance. A memorial for those who have lost their lives through an overdose being the first to be considered under this policy.	Executive Director of Place Lead officer: Karl Chapman	August 2024	A report on proposals to develop a policy on Monuments and Commemorations was approved by Committee on 10.08.2023. The final policy is expected to be presented to Policy and Sustainability Committee in August 2024. In advance of this, it is hoped to provide an update for Committee in December 2023 on plans for an event in August 2024 to mark overdose awareness day.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
34	01.06.23 City of Edinburgh Council	<u>Motion by Councillor Osler – Bowling Greens</u>	<p>Extract of the approved motion (action only):</p> <p>1) A report will go to Culture and Communities within two cycles looking into what uses could be provided at these venues including them remaining as Bowling Greens with publicly accessible toilet provision, rest points and water access.</p> <p>2) In addition, the report should consider community projects to repurpose the bowling greens into community growing areas.</p> <p>3) Briefing note requested on other council owned bowling greens at risk of potential closure.</p>	<p>Executive Director of Place</p> <p>Lead officer: Andy Williams</p>	29 February 2024	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
35	01.06.23 City of Edinburgh Council	Motion by Councillor Heap – Celebrating Pride Month	Extract of the approved motion (action only): Leader of the Council should write to the Edinburgh Divisional Commander to request that the next Police Scotland report to the Culture and Communities Committee specifically address what action is being taken to tackle LGBTIQ+ hate crime.	Committee Services	5 October 2023	Recommended for closure
36	08.06.23	NHS Lothian Director of Public Health Annual Report 2022 – Report by Consultant in Public Health, NHS Lothian	1) Briefing on Public Health Paper to be shared with all elected members. 2) Briefing on Sexual Health Services to be issued in late summer to members.	Consultant in Public Health, NHS Lothian: Flora Ogilvie flora.ogilvie@nhslothian.scot.nhs.uk	December 2023	Action 1 Recommended for Closure Briefing circulated to members 11.07.23
37	22.06.23 (Council)	Motion by Councillor Faccenda - Toilet Provision	1) Update to Committee on the necessary work required and related costs to	Executive Director of Place	5 October 2023	Recommended for closure An update on Nicolson Square and wheelchair accessible toilets

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>reopen the Taylor Garden and Nicolson Square toilets and what security measures and any staffing that will be required.</p> <p>2) Summary of city-wide provision of existing public toilets, with specific reference to wheelchair accessible toilets, or lack thereof, in each ward and note of how long toilets have been closed or out of order.</p> <p>3) Updates on future plans for building and providing public accessible toilets in each ward.</p>	<p>Lead officer: Andy Williams</p>		<p>is provided in the Business Bulletin on 5 October 2023.</p> <p>An interim update was provided in the Business Bulletin for Committee on 10.08.2023.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
38	10.08.23	<u>Response to Motion by Councillor Heap - Concessionary Tickets Schemes for Cultural Events</u>	<p>1) To agree to a further update to Committee within one year on any progress made on paragraph 4) (Paragraph 4 - To agree to further exploration of box office-related local benefit options via Council hosted and/or owned events and activities going forward).</p> <p>2) To agree that officers produce and advertise a webpage which signposted to sources of free and reduced cost access to cultural events in the city and to agree to report back to the Committee should this not prove possible</p>	Executive Director of Place Lead officer: Lindsay Robertson	August 2024	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
39	10.08.23	<u>Response to Motion by Councillor Campbell - Lifelong Learning Review</u>	<p>1) To note that the report stated at 5.1: "detailed transition plans have been developed and are being implemented to ensure effective handover of responsibilities". Therefore, to agree that the transition plans should be shared with the committee, all elected members and management committees detailing how continuity could be maintained for existing services and groups ensuring that there were no gaps in service.</p> <p>2) To request a further update, by way of a briefing note</p>	<p>Executive Director of Place</p> <p>Lead officers: Andrew Field Linda Lees</p>	31 October 2023	This information will be shared by the end of October 2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			circulated to all councillors, detailing to which executive committees each of the new service areas (listed at 4.3) reported, and a named lead officer for each			
40	10.08.23	Edinburgh's Winter Festivals – Update on Procurement	To request a report prior to commencement of the Prime Contractor procurement (or within one cycle thereafter), on mechanisms managing persistent and/or serious non-performance against KPIs, to include development of a remedial plan at the time, supported by termination rights if not duly delivered and available resources	Executive Director of Place Lead officer: David Waddell	16 May 2024	
41	10.08.23	Parks and Openspace	1) To note the update on the Parks and Openspace	Executive Director of Place	7 December 2023	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
		Investment Update	<p>investment programme and that the next update would be presented to Committee on 29 February 2024, with an update on the additional investment for 2023/24 to be included in the Business Bulletin for Committee on 7 December 2023</p> <p>2) To request a briefing note be circulated to committee members detailing the countryside improvement projects referenced at 5.3 in the report by the Executive Director of Place and how they fitted in with the Thriving Greenspace</p>	<p>Lead officer: Andy Williams</p>		

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>and Biodiversity strategies.</p> <p>3) To note the update at 4.4 in the report regarding the Water of Leith pathway and request a further update in the business bulletin detailing the current accessibility of the Water of Leith pathway, and what necessary work remained outstanding.</p>			
42	10.08.23	Motion by Councillor McFarlane - Closure of The Nelson Monument	Agrees to a Business Bulletin update at the next Culture and Communities Committee outlining the scope and nature of the works, how they are proposed to be funded and when we may expect the reopening of the monument	Executive Director of Place Lead officer: Karl Chapman	5 October 2023	Recommended for closure An update is included in the Business Bulletin on 05.10.2023.

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
43	10.08.23	Motion by Councillor Thornley - Community Centre Strategy Reporting	That an interim report should be brought to committee for approval at its October meeting, providing an update on the approach being taken and progress to date	Executive Director of Place Lead officer: Andrew Field	5 October 2023	Recommended for closure This report is included in the meeting papers for Committee on 05.10.2023.
44	10.08.23	Motion by Councillor Parker - Grass Cutting Standards	1) To request a report to Culture and Communities Committee in 3 cycles to: a) update Committee on the progress of the Living Landscapes initiative against the strategic objectives, measures of success and work programme outlined in the report to Transport and Environment Committee in June 2014 which decided	Executive Director of Place Lead officer: Andy Williams	29 February 2023	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>to adopt the initiative.</p> <p>b) explore how the Council could expand the number of Living Landscape areas across the city (including across variable environments, not just in naturalised grassland areas);</p> <p>c) explore how the Council could review grass cutting standards across its estate, looking at recategorizing areas to be kept to different maintenance standards – for example, designating recreation areas which had a more</p>			

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>intense grass cutting schedule vs “wilder” areas such as greenways / road verges which had a more relaxed cutting regime.</p> <p>2) To agree that this report would also include consideration of necessary workforce changes and budgetary implications to deliver this, a timeline for implementation and details about how this work could tie in with other Council work / strategies such as the Nature Network, Biodiversity Action Plan, Thriving Greenspace Strategy, 2030 Climate Strategy and Edinburgh Adapts plan.</p>		31.12.2023	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
45	10.08.23	By Councillor Caldwell - Montgomery Street Park Helter Skelter	<p>1) The Culture and Communities Convener liaise with Officers and the Friends of Montgomery Street Park to explore and identify funding options for the assessment, which will need to be paid for whether the Helter Skelter is able to be rescued or not after said assessment.</p> <p>2) The Convener reports back regarding funding to the Culture and Communities Business Bulletin in one cycle.”</p>	<p>Executive Director of Place/Convener</p> <p>Lead officer: Andy Williams</p>	29 February 2024	An update is included in the Business Bulletin on 5 October 2023
46	31.08.23 (Council)	Gorgie Farm Update – Motion by Councillor Heap	1) To request an urgent briefing of ward councillors, group leaders and Culture	Executive Director of Place	By end October 2023	A meeting with ward Councillors has taken place at Gorgie Farm. A briefing note is being prepared

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>and Communities Committee members on the following:</p> <ul style="list-style-type: none"> a) Details of any maintenance of the farm site done since the commencement of the project b) How the Project's Steering Group was formed c) The work of the Steering Group d) Engagement with the local community e) How a new model for the farm is being developed f) When and how the Steering 	<p>Lead officer: Andrew Field</p>		<p>for circulation to Elected Members.</p>

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
			<p>Group intends to recommend a way forward for the farm</p> <p>g) When the Farm is likely to re-open to the public</p> <p>h) How Council funding has been spent</p> <p>2) To request a report to the Culture and Communities Committee in two cycles setting out progress on points a)- h) above, any other matters raised from the briefing of elected members and the likely timeline for the reopening of Gorgie Farm.</p>		7 December 2023 or 29 February 2024	

No	Date	Report Title	Action	Action Owner	Expected completion date	Comments
47	28.09.23 (Council)	By Councillor Jones – More Public Toilets for Portobello	<ol style="list-style-type: none"> 1) A note to be included in the Business Bulletin for December committee on the cost of providing temporary washing facilities within the vicinity of the promenade. 2) A report to be submitted to committee within two cycles on the current condition of the two permanent toilet facilities in the Portobello/ Craigmillar ward, at Bath Street and Pipe Lane and on the feasibility and cost of building new public toilet and shower facilities located in a central position on the promenade or close to the beach 	Executive Direct of Place	December 2023 February 2024	



Latest News

Culture and Communities Committee
10.00am, Thursday 5 October 2023



Fireworks Control Zones (Wards Affected – All)

The Scottish Government has published "[Firework Control Zones: Guidance for Local Authorities](#)" in relation to the Fireworks and Pyrotechnic Articles (Scotland) Act 2022.

A firework control zone (FCZ) is an area within a local authority's boundary in which it is a criminal offence for a member of the public to ignite a firework, including on private property such as a garden. Public firework displays will continue to be permitted within an area designated as a firework control zone, subject to certain requirements.

Unfortunately, due to the timing of the guidance and the anticipated minimum four to six month timescales involved, it will not be possible to implement any FCZs for this year's Bonfire night.

However, Police Scotland will still implement and enforce the Dispersal Zones across the city this year.

The Scottish Government are holding a series of online events in partnership with the Scottish Community Safety Network for Scottish Local Authorities throughout September specifically on:

- Issues that a FCZ could address and how an application could be prompted;
- How consultation on whether to designate a FCZ could be triggered;
- Consultations on FCZs and best practice; and
- Raising awareness of FCZs.

Following these sessions, officers will develop a process for the implementation of FCZs in Edinburgh.

Committee is asked to note that the new personal licensing system has been delayed until 2024 at the earliest. Once this is in place, the Council's Regulatory Services team will have joint enforcement responsibility for the new licensing system with Police Scotland. An update will be provided to Committee on this once details of implementation arrangements are available.

Customs House Update (Wards Affected – 13 Leith)

At its meeting of [13 December 2022](#), Committee approved the recommendations made for development of Custom House by the Scottish Historic Buildings Trust (SHBT), including the proposal that the Council's Museums and Galleries Service work jointly with the Trust to develop the heritage element of the project and support plans for further community engagement to explore options for a sustainable interpretative approach. To define roles and responsibilities of each party, a draft partnership agreement was drawn up and shared with the SHBT, and a follow up meeting to discuss this in detail has been arranged. Due to resignations of key staff both in Museums and the Trust, this work will take longer than anticipated and a further update will be provided after meeting with SHBT.

Nelson Monument – Project Update (Wards Affected – 11 City Centre)

The design team have now been appointed to address the issues of damage to the timber structure that supports the Time Ball mechanism as well as water ingress at the Nelson Monument.

The next stages are:

- Appointment of accredited timber specialist with suitable knowledge and experience to assess the state of decay and produce a report. Advice is being taken from Historic Environment Scotland to identify specialist with suitable facilities, with the expectation that it is unlikely these specialist firm(s) will be on a Council framework. This could prolong the procurement process.
- A site visit by the Cumbria Clock Company to assess the mechanism and assist with preparing a detailed method statement on the removal of the mechanism. It is envisaged that the mechanism and timber crucifix will be removed off-site and either repaired or re-created, brought back to site and re-erected.

Prior to commencing any works, historic building approval will be required (this can take around three months) as well as formal engagement of the appropriate conservation specialists.

Initial feedback from the structural engineer is that the visitor gallery directly below the top most level should remain closed until the timber structure is removed for repair. Access would again be restricted while the structure is being reinstated.

From initial site investigations, the project is estimated to cost between £400,000 and £500,000 (against a budget of c. £63,000). If the funding is agreed, then Spring 2024 is likely to be the earliest full re-opening of the monument.

UNESCO International Day for the Remembrance of the Slave Trade and its Abolition (Wards Affected – All)

An inaugural civic reception to recognise the UNESCO International Day for the Remembrance of the Slave Trade and its Abolition was held at the City Chambers on 23 August 2023.

The event, hosted by the Lord Provost Robert Aldridge and Council Leader Cammy Day, also officially launched the work of [the Edinburgh Slavery and Colonialism Review Implementation Group \(ESCLRIG\)](#) chaired by Irene Mosota. The reception (attended by around 90 representatives of the arts, business, and education sectors as well as diplomatic, heritage and community organisations) provided a space to remember the victims of the transatlantic slave trade and colonialism, time to reflect on its legacy in Edinburgh, and honour those figures who fought for its abolition.

The reception opened with speeches from distinguished guests before the screening of 'Sugar for Your Tea', a short film from Edinburgh's own Kayus Bankole from the Mercury Prize winning group Young Fathers. This was followed by moments for reflection and group discussions on key issues.

In 2020 Edinburgh agreed to address historic racial injustice and stem modern day discrimination by holding an independent review into the city's historical links with slavery and colonialism. In October 2022, [the Lord Provost Robert Aldridge opened the Council meeting by apologising on behalf of the city](#) for its past role in sustaining slavery and colonialism. The civic apology follows the [ten recommendations](#) returned by the Group and an action plan made by the ESCLRIG.



Motion by Councillor Biagi – Eurovision 2023 Bid – Update (Wards Affected – All)

On 15 December 2022, the Council [approved](#) an adjusted motion by Councillor Biagi which recognised that, despite being a major international city of culture, the city has a fundamental weakness in not having an indoor arena of sufficient size to accommodate major events.

As previously advised, there are two potential arena operators looking at investing in Edinburgh and officers have continued to engage with these parties and to offer assistance. It was anticipated that a report would be presented to this Committee as the arena operators would have made public announcements about their plans. At this stage that has still not happened although it is understood that a planning application will soon be submitted for one of the potential locations.

A report will be provided to Committee once more information is available.

Montgomery Street – Helter Skelter (Wards Affected – 12, Leith Walk)

The Helter Skelter was independently inspected on 30 August 2023 and the outcome of this was discussed with stakeholders on 13 September 2023. The independent inspection suggests that refurbishment would not bring the Helter Skelter into line with current safety standards. The Helter Skelter will remain closed while guidance is sought from the Council's insurance team on the outcome of the inspection.

If the Helter Skelter cannot be brought back into use, alternative options are being considered. At this stage, the cost of a replacement which conforms to current safety standards is estimated to be between £50,000 and £80,000.

A further update will be included in the next play parks investment report.

Bowling Greens (Wards Affected – 4, Forth and 6, Corstorphine/Murrayfield)

Contact has been made with local Councillors, Corstorphine Community Council, Corstorphine Trust and the Friends of Victoria Park to highlight that the Council will be running a public consultation on the future of Victoria Park and St Margaret's Park bowling greens and pavilions. This will include discussion with the Stakeholders in October 2023 and officers will seek their views on the best way to open up the consultation to the wider public. It is anticipated that the consultation will be launched before the end of the year.

Summer Festivals 2023 (Wards Affected – All)

2023 has seen a successful summer Festivals season. Initial feedback shows that the programme and audience experience has been strong, and there has been a more celebratory mood across artists, organisers and audiences from home and abroad.

Some highlights from individual festivals are listed below:

Edinburgh Festival Fringe:

- Maintaining strongly international offering with work from 67 countries – alongside nearly 1000 shows, over a quarter of the total, coming from Scotland;
- High levels of industry interest, with over 2000 professional and media delegates;
- 2,445,609 tickets issued – up 11% from 2022; and
- 48% of attendees from Scotland (33% from Edinburgh), 42% from the rest of UK, and 10% from overseas.

Edinburgh International Festival:

- 2,500 remarkable and diverse artists representing 50 nations offered an in-depth and high-quality live experience;

- 120,000 audience and over 32,000 free and discounted tickets issued; and
- 69% of bookers from Scotland, 18% from rest of UK, and 13% international.

Edinburgh International Book Festival:

- 10% increase in the uptake of available tickets;
- Online audiences from over 65 countries; and
- Sales at the Waterstones onsite festival bookshop were more than their two flagship Edinburgh stores combined.

Royal Edinburgh Military Tattoo:

- Over 800 international performers engaging over 200,000 audience members, with only a handful of tickets unsold across the run;
- New brand proposition, Performance in a New Light, dazzled audiences with performances ranging from Highland dance, fire breathing, to marches performed to tunes from contemporary video games, all underpinned with strong military heritage and precision; and
- Enhanced offering included new hospitality experiences, and support from official supporters including Presenting Partner, Innis & Gunn.

Edinburgh Art Festival:

- 55 ambitious exhibitions and events across the city, in partnership with 35 of the city's visual art community and a wide range of partners and venues, including sold out series of festival-led commissioned performances and events;
- Shorter 17-day festival spanning three weekends, instead of a month-long programme, attracted over 125,000 attendances in total – a daily average attendance up by 17% compared to 2022 although total numbers reduced due to the change in festival dates; and
- 400 artists from across Europe, Asia, Australia and Oceania, Africa, North America took part in this year's edition, including over 100 based in Scotland.

Edinburgh International Film Festival @ EIF:

- Kept the flame of independent cinema burning bright with 94 events over six days, including 24 new feature films and three talent development events;
- 71% of cinema screenings sold out with an overall cinema occupancy of 82%, adding up to a total in-person attendance of 10,277; and
- In July, film producer [Andrew MacDonald](#) was appointed as the new Chair of Edinburgh International Film Festival, to lead the formation of a new organisation that will deliver EIFF from 2024.

A report on the Summer Festivals will be submitted to the meeting of Culture and Communities Committee in February 2024.

Response to motion by Councillor Faccenda – Toilet Provision (Wards Affected - All)

On 22 June 2023, the Council approved an adjusted motion by Councillor Faccenda on Toilet Provision. An update was included in the [Business Bulletin](#) for Committee on 10 August 2023.

The motion requested an update on the reopening of the public toilets at Nicolson Square. Officers have been liaising with Police Scotland, who have expressed significant concerns around any plan to re-open the toilet facilities. They have highlighted that the toilets being open exacerbates anti-social behaviour and can result in additional criminality. Officers have also been working closely with the Friends of Nicolson Square, who have also expressed concerns about the reopening of the toilets.

The motion also requested information on the Council's public conveniences which have wheelchair access and these are listed below:

Permanent Toilets

Bath Street (male and female)	Pipe Street (unisex)
Taylor Gardens (unisex)	Hamilton Place (unisex)
Saughton Park	Bruntsfield Links (unisex)
Princes Street Gardens – West End (unisex)	Ross Bandstand (unisex)
Castle Terrace Car Park (unisex)	Hope Park (unisex)
South Queensferry High Street (unisex)	Colinton Road (unisex)
Hermitage (female)	Lauriston Castle

Seasonal Temporary Toilets

- Leith Links
- The Meadows
- Inverleith Park

Physical Activity and Sports Strategy Update (Wards Affected – All)

The development of a new Physical Activity and Sport Strategy continues with progression of the pre-consultation phase of the project. A workshop with Committee members took place on the 11 August, with officers presenting on the current direction of travel. Feedback from the discussion has been captured and will be used to shape the development of the draft Strategy.

The approach for the new strategy is based on Public Health Scotland's report titled – [A systems based approach to physical activity in Scotland](#) which focuses on eight themes to increase

population levels of physical activity. Pre-consultation work with Council departments, key stakeholders and equality groups will continue over the course of the next few months with full consultation scheduled to take place in the New Year. A high level timeline for the delivery of the work will be shared with members by the end of October 2023.

Lawn Tennis Association Investment in Park Tennis Courts (Wards Affected – 4 Forth, 5 Inverleith, 6 Corstorphine/Murrayfield and 13 Leith)

On 14 September 2023, Councillor Val Walker, Convener of Culture and Communities Committee, officially opened the refurbished tennis courts at Leith Links and was joined by pupils from Leith Primary School to celebrate the occasion. Tennis courts at Inverleith Park, St Margaret's Park, Victoria Park and Leith Links received total investment of £190,000. The Council contributed funds £33,000 with the remaining £157,000 coming from the UK Government and LTA Tennis Foundation grant.

The courts have undergone extensive work to ensure viability for years to come, including resurfacing, repainting, new fencing, and a new gate system. This nationwide programme of investment is seeing thousands of existing park tennis courts in poor or unplayable condition brought back to life for the benefit of communities across the country, providing vital opportunities for children and adults to get active.

Councillor Walker also officially launched the new [ClubSpark booking system](#) for the four tennis court sites which went live on Friday 15 September. The public can now book courts through the online system at a cost of £1 per booking.



Filmhouse Update (Wards Affected – All)

A fundraising campaign is underway to re-open Edinburgh's Filmhouse, a well-loved cinema known for presenting one of the most ambitious and diverse cinema programmes in the UK. The ambition is for Filmhouse to open its doors once again in 2024.

Newly formed charity Filmhouse (Edinburgh) Ltd. and Caledonian Heritable have agreed an interim lease to enable a period of fundraising for essential refurbishment works to the cinemas and public areas. Caledonian Heritable, who acquired the building in early 2023, are currently undertaking a

programme of upgrades to the fabric and will gift all projection equipment to the new Filmhouse, including the customised analogue 35mm and 70mm projectors.

As a key step, a major fundraising campaign was launched on 14 September by Filmhouse (Edinburgh). Once they have raised sufficient funds to refurbish the cinema, they will enter a 21-year lease with Caledonian Heritable, operating once again as an independent cinema venue celebrating the diversity of filmmaking worldwide.

Local Cinema Community Cinema Programme (Wards Affected - All)

Seven community cinema hubs across Edinburgh have announced a programme of screenings which include multiple screenings of Ken Loach's upcoming (and reputedly last) feature film *The Old Oak*. The Local Cinema film programme includes BAFTA winning Scottish film *Limbo* by Ben Sharrock, 80s classic *Local Hero* in its 40th anniversary year, short films by renowned Scottish filmmaker Margaret Tait, food and film screenings for young people and their families at WHALE Arts, Scottish Documentary Institute-produced *Seven Songs for a Long Life* followed by *Death Café*, and *Tish*, filmmaker Paul Sng's latest moving portrait of social documentary photographer Tish Murtha.

The Local Cinema film programme has been funded by the City of Edinburgh Council via the Creative Community Hubs Network, which brings together eight building-based hubs who are engaging with their local communities in creative ways across Edinburgh. This is the first shared creative programme produced by the hubs network to date, in a pilot project entitled the Community Cinema Hubs Project that is hoped will be extended more widely across Edinburgh into the future.

The programme contains strong themes, including Scottish film; the experiences of LGBTQ+ people and refugees; films for young people; and documentary films exploring working-class lives. All of the films in the programme have been developed with local people and groups involved with each hub.

The Hubs can be found at the following locations:

- The Crannie Community Hub, Old Town;
- Craigmillar Now, Craigmillar;
- Duncan Place Community Hub, Leith;
- Granton:hub, Granton;
- McDonald Road Library, Leith;
- The Out of the Blue Drill Hall, Leith; and
- WHALE Arts, Wester Hailes.

Operation Sceptre (Wards Affected - All)

The costs for the Council of Operation Sceptre have now been finalised, with the total cost being circa £0.107m. This information has been submitted to the Scottish Government with a request to recover these costs as far as possible. Committee will be updated on the outcome of this once known.

Launch of Lend and Mend at Wester Hailes Library (Wards Affected – All)

Wester Hailes Library recently held the national Launch of Lend and Mend, a pioneering pilot project led by the Scottish Library and Information Council (SLIC) to establish a Lend and Mend Hub in nine selected public libraries across Scotland.

The launch marked the opening of the hubs across the country, and featured pop ups from local organisation, the Repair Café, and a citywide sewing network alongside speeches from the Council Leader, the Chief Executive of SLIC and a representative from John Lewis as funders of the project. Funded by the John Lewis 'Circular Future Fund', Lend and Mend in Libraries is one of four projects to successfully win funding from the £1million Fund – raised from the carrier bag levy. The project will offer free access to equipment such as sewing machines and other tools to support local people to keep items in use longer, rather than throwing them away, helping with sustainability and contributing to the circular economy.

As part of the development of the space, the Council is working with local and citywide partners (such as the Edinburgh Remakery, Edinburgh College and Edinburgh Tool Library) to create a programme where local residents, including young people, can learn new skills and feel comfortable accessing the space in their own time too.



Culture and Communities Committee



Convener

Councillor Val Walker

Members

Councillor Walker (*Convener*)

Councillor Cameron

Councillor Glasgow

Councillor Heap

Councillor McFarlane

Councillor McNeese-Mechan

Councillor Mitchell

Councillor Munro

Councillor Osler

Councillor Staniforth

Councillor Thornley

Contact

Joan Parr

Service Director, Culture and Wellbeing

Telephone 0131 469 3765

Lorna French

Service Director, Education and Chief

Education Officer

Telephone 0131 469 3138

Gareth Barwell

Service Director, Operational Services

Telephone 0131 529 5844

Daniel Baigrie

Committee Officer

Telephone 0131 529 7030

Louise Williamson

Assistant Committee Officer

Telephone 0131 529 4264

Upcoming Exhibitions and Events

Black History Month 2023 Programme (Wards Affected – All)

Annually Museums and Galleries Edinburgh work in partnership with CRER (The Coalition for Racial Equality and Rights) to host Edinburgh based lectures to mark Black History Month.

CRER has co-ordinated a uniquely Scottish Black History Month during October since 2001. This encompasses the history of African, Caribbean and Asian people in this country; people who often have a direct link with Scotland through slavery, colonialism and migration. Black History Month focuses on people whose sacrifices, contributions and achievements against a backdrop of racism, inequality and injustice are often forgotten about.

CRER strive to work with a range of partners from across the community, voluntary and public sectors and has helped to collaboratively create a Black History Month Programme that includes an exciting range of events from talks, concerts, workshops, film screenings, exhibitions and more.

Link to events – [here](#).

Winter Programmes at City Art Centre, Lauriston Castle and Museum of Edinburgh (Wards Affected – All)

There is a full programme of events at our museums over the winter and into the new year – link [here](#) to see what is available. Many events are linked to exhibitions taking place in our venues, for example Shifting Vistas and Deep Rooted, and Windrush Legacies. There is also a schools programme planned for the City Art Centre, welcoming schools from the north and west of the city.

The Scottish Landscape Awards Exhibition: 4 November 2023 – 3 March 2024 (Wards Affected – All)

This winter the City Art Centre is proud to host the inaugural Scottish Landscape Awards exhibition – Scotland's newest and biggest prize for contemporary landscape art. Including a £10,000 first prize, The Lapecca Scottish Landscape Award, the awards are open to anyone over the age of 16 years, born, living or studying in Scotland, regardless of experience. The awards also include The City of Edinburgh Award, donated by the City of Edinburgh, for works in any medium depicting the Edinburgh landscape. The winning work will become part of the City of Edinburgh collection.

Influential artworld figures Barbara Rae CBE RA RSA RSW (chair), David Mach RA HRSA, Jane and Louise Wilson RA, Ade Adesina RSA and Marian Leven RSA have selected 132 artworks from 2,800 entries. The chosen works reflect all dimensions of natural and man-made environments including works that are imaginary, surreal, abstract, documentary, ecological and realistic across a wide range of media – from painting, sculpture, drawing and miniatures, to film, animation,

audioscapes, and virtual reality. Occupying two floors of the gallery, the exhibition promises to redefine the boundaries of contemporary landscape art.

The exhibition is accompanied by an exciting events programme. For further information please visit our website – [here](#).



Left: Robbie Bushe, *Towards St James and Calton Hill* (reimagining the Civic Survey and Plan for the City and Royal Burgh of Edinburgh), Painting.



Right: Kiera Walsh, *Descendants of L.U.C.A.*, Sculpture (artist under 25 years).

Usher Hall (Wards Affected: All)

Details of the upcoming events at the Usher Hall can be found here - <https://www.usherhall.co.uk/whats-on>.

Assembly Rooms (Wards Affected: All)

Details of upcoming events at the Assembly Rooms can be found here - <https://www.assemblyroomsedinburgh.co.uk/whats-on>

Church Hill Theatre (Wards Affected: All)

Details of upcoming events at the Church Hill Theatre can be found here - <https://churchhilltheatre.co.uk/whats-on>:

Recent Events and Activities

Travelling Gallery (Wards Affected – All)

The Travelling Gallery has completed its second tour of the year. Launching on the iconic Calton Hill the exhibition toured across Scotland finishing back in Edinburgh as part of the Art Festival, stopping at Leith Library and Theatre, WHALE Arts and The Ripple.

With funding from the Henry Moore Foundation, the Summer exhibition, *High on the Summit Ridge* by collaborative duo Gabecare, explored the unpaid labour that goes into housework. Gabecare drew our attention to who carries out the care and maintenance at home (tidying is a task that is noticed when it's not done but unnoticed when it's done) while at the same time managing to embrace and even celebrate the continual messiness of our daily lives. Taking inspiration from social history and the evolution of housework, Gabecare have created an enjoyable installation which provokes storytelling and memories from our own families while also digging deeper and questioning the economy around housework and care. The exhibition also included objects selected by the artists from Museums and Galleries Edinburgh's social history collection.



Check our website for more information <https://travellinggallery.com/>.

Conservation for Wellbeing (Wards Affected – All)

Museums and Galleries have recently trialled an exciting new wellbeing project based at our Museum Collections Centre. We worked with community partners Outlook, Invisible Cities and Edinburgh Recovery Activities to rehouse collection items including bed sheets made of flour sacks, delicate gilded cups and Chinese board games. The project was delivered by conservation and outreach colleagues alongside a Museum Studies placement student.

The aims of the project were to provide valuable and mindful experiences through working hands on with collections, and to do so in a way that directly benefits the collections for which we care. Participants shared their own stories while learning new things about our city's past. Together, we handled, checked and packed a huge range of different artefacts, all to conservation sector standards. We saw participants' confidence and rapport with the museum team grow over the weeks, as they saw the tangible contribution they were making to the care of our collective heritage. One participant said 'my dimples are hurting, I'm smiling so much!'. One unexpected outcome was the offer of potential donations from participants, of objects that reflect gaps in our collection.

We are now considering how to expand the session model and work with our partners to continue this work on a longer-term basis.



Responding to the A.I. Challenge (Wards Affected – All)

Our news has been flooded recently with stories about the increasing use of Artificial Intelligence in many walks of life, with some advocating its benefits and others wary of what it might lead to. The City Art Centre is delighted to support this artistic response created by one of our own staff, Denny Hunter, in association with a range of emerging and established artists.

Artobotic – Human Response

Artobotic art vending machine continues to make art accessible and affordable to the general public with its new summer show, Human Response at the City Art Centre which seeks to explore how AI (artificial intelligence) could impact human creativity. Artists from a broad spectrum of disciplines have been invited to contribute miniature artworks which revolve around the topic of AI including such names as David Sherry, Robert Powell, Chad McCail, Eric Millikin, John Brown and many others. The works will vend from the machine for only £10 and will include a mixture of emerging talent as well as the established artists mentioned here.



Panel Show Discussion

Running in parallel to the show is a lively panel show discussion hosted by film maker Suzi Cavill and special guest speakers, Professor Chris Speed and Francesco Bentivegna from Bristol University which strikes at the heart of why this is important for everyone.

<https://youtu.be/nvgR0FIBb9A>

Public Engagement

Public engagement will include a survey which will gather data on visitor experience and thoughts related to the show which will then be available for the service to use.

Further Information

For more information, please contact Denny Hunter at artobotic@gmail.com.

International Visit Feedback (Wards Affected – All)

Culture and Wellbeing's Senior Culture and Events Officer attended the final meeting of the [Story Valley](#) ERASMUS project. Termed a 'multiplier event', the purpose of the meeting was to share the outcomes of the project, the work that has been delivered and the resources that have been created with policy makers and interested stakeholders so the project can be replicated in new locations. An International Visit feedback form detailing the visit is attached as Appendix 1.

World Photography Day – Edinburgh Living History at Lauriston Castle (Wards Affected – 1 Almond)

To mark World Photography Day on 19 August, Edinburgh Living History, volunteers at Lauriston Castle recreated scenes from some of the historic photos we have of the Reids, the last owners of the Castle. Edinburgh Living History continue to be at the heart of our events programmes throughout the year, and have been our volunteers since we receiving Lottery money in 1998 and over the years have won duplicate awards for their engagement.

Facebook story [here](#).

Peter Howson Exhibition – Related Events (Wards Affected – All)

Associated events run in conjunction with the Peter Howson Retrospective exhibition have been very busy. The events have been exploring pertinent themes in the exhibition like mental health, neurodiversity, genocide, religion and Howson's place in the history of Scottish art. Adult creative

workshops have been held, with several including a life drawing class with a model. Schools, Higher and Further Education colleges and community groups have been welcomed into the exhibition who have all had free access – free access was also offered to Ukrainian families and their Scottish host families.

Work to make the Howson exhibition more accessible has been carried out, developing BSL and digital Visually Impaired Tours – link to access these is [here](#).

Libraries Activities and Events (Wards Affected – All)

Central Library

Taiwanese Exhibition is on the theme of Taiwan literature, 'Sailing onto the World's Stage' organised by the National Museum of Taiwan Literature based in Tainan City, Taiwan.

Launched at the Scottish Storytelling Centre and showing at Central Library the exhibition tours to cultural institutions in the Netherlands, Germany and Austria. The exhibition introduces us to the history of Taiwan and its literature and focuses on a range of topics in literature. Themes include human rights literature, nature writing, women's literature, LGBTQ topics, identity and even food literature. The exhibition is a fascinating illumination into the history of Taiwan, its culture and how this has been reflected through its writing.

Reference Library @The Fringe

Library by day, music venue by night! During August Tinderbox Orchestra played nine shows to packed audiences in Edinburgh Central Library's majestic Reference Library.

Tinderbox Orchestra is like no other orchestra and transformed the perceptions of what an orchestra is as they brought together rappers and singers with soaring strings, heavy brass, woodwind and a thundering backline. Tinderbox made a point of linking up with local bands, forging new connections and breaking new ground. This year's show saw collaborations with Chinese alternative folk-punk ensemble Dawangang, alt-folk duo The Jellyman's Daughter, award-winning Scottish composer Luci Holland, trad-inspired singer-songwriter HOUSEKIND and spoken-word and rap collective Culture Clan. Tinderbox Orchestra Fringe shows have included Libraries staff member Hannah McCooke as part of their sell-out Fringe shows. Hannah, in her capacity as a poet, has been discussing the work of the instrument libraries in her branch and performing three original poems raising awareness as well as funds for the instrument library project.

Family Fun Days at Moredun, Drumbrae, Craigmillar and Sighthill Libraries

These were held at the libraries over the summer holiday period. These days follow on from the success of our Warm and Welcoming Days, this time with a focus on mental and physical wellbeing. The model consists of providing fun family activities whilst linking the community to partners who can support them. Once again, a range of partners came along to support their communities by getting vital information directly to families. Community Police, Plant Based Treaty, Thrive Collective, SAMH, Health in Mind, Volunteer Edinburgh, Voice Ability and Active Travel all had stalls. Activities provided included sports delivered by Access Parkour, Edinburgh South Community Football club. Visitors enjoyed, badgemaking, Face painting, crafts, Yoga

Storytime, and joy of movement classes and community music. A range of healthy snacks and drinks were provided by Community Foods, ASDA, Tummies not Trash and Broomhouse Hub.

Edinburgh Libraries reached over 400 service users, with great feedback from each event including this comment from a local parent in Drumbrae: 'Just a MASSIVE THANK YOU for organizing such a lovely event today. My girls had a blast. You all are a great team and it's always a pleasure coming to that library thanks to the wonderful job you do.'



Blackhall Library Open Garden Day

Friends of Blackhall Library worked hard last year and transformed the courtyard garden into a lovely space. The open garden day invited people to see and enjoy the garden with a cuppa and cake whilst also promoting the library as a community space along with our services.

There was a book sale, plant sale and donated crocheted items were sold and used as prizes for children's activities with all donations going to the Friends of Blackhall Library. Children's activities included a Dinosaur photo booth, craft, a sand pit and a garden scavenger hunt. Over 170 people attended.



Central Children's Art Club

The Art Club is back and is a free programme of creative play and learning for primary-aged children. It's a time to explore art-making, build and foster curiosity, care, and consideration, and hopefully an ever more creative relationship with the world around us. Our ethos is to be as sustainable as we can in thinking about the materials we're using and what we're making. Looking at cave art and making our own drawing tools. Thinking about houses and homes and making treehouses. Looking at puppetry – making shadow puppets and glove puppets. Making natural inks from plants and items in our kitchens.

Feedback from our young participants “My favourite session was making puppets.” “I liked when we made the “trees” on a square cardboard and with clay.” “I am happy that art club will be on next year as well 😊.”



Muirhouse Library Creative Fridays

Friday afternoons are a busy one at Muirhouse library (in Edinburgh College Granton Campus), we run two groups the Friday Crafters for ages 4+ and the Tabletop Gaming Group for 11+.

For the Crafters each week is a different craft tailored to a specific theme like Pride Month, Empathy Day or International Talk like a Pirate Day. It has been so popular that it has been necessary for the group to run all afternoon so that there are no disappointed children.

At the Tabletop Gaming group for the older children and adults, as well as playing the games, a big part of the group is teaching miniature painting skills and techniques. Library staff have enjoyed seeing how they improve and take great inspiration from their enthusiasm for the hobby.



Stockbridge Library

The library hosted Board Game afternoon and Big Bug hunt to celebrate National Play Day. There was chess, Snakes and Ladders, Labyrinth, Puzzles, Pictionary and building blocks on offer. Parents were so grateful that they had access to fun children’s activities whilst it was pouring outside. Feedback received from parents included, "Libraries are blessings to parents as keeping kids entertained and active during school holidays can be expensive!"

The Big Bug hunt took place, where families were provided with a bug hunt kit and a record sheet. A great time was had by all on Stockbridge Library’s first, ‘Big Bug Hunt’. No stone was left unturned, and no bush left unexplored by our intrepid band of young naturalists.

Craigmillar Library Summer Programme

In collaboration with Edinburgh Science Festival, they hosted four STEM activities.

Ella's Wobble, a science-based storytelling and musical instrument building craft for 0–3-year-olds.

Lego 'build the change' challenged young scientists aged 6+ to create solutions to modern problems such as climate change through Lego prototyping.

The vibrant performers from Edinburgh Science led 6 shows throughout the day in the garden, each exploring fun scientific principles with bells, whistles and plenty of soggy staff, which the kids thoroughly enjoyed. In the stacks of crates in the children's area, visitors found huge dinosaur bones, all ready to be constructed into giant skeletons as a collaborative effort.

To top it all off, visitors enjoyed multiple trolleys full of healthy food for growing minds!

595 people attended. Some attendees even took to social media to share their enjoyment!

'Beautiful event! It was FULL of unforgettable activities.....👍👍👍' '💚💚 It was a fantastic afternoon.

People's Know How have returned to Craigmillar library to offer customers weekly digital support drop-ins. They offer a range of support from navigating the Internet, becoming more informed around financial health to managing entering data on government gateway sites. The sessions promote digital and social inclusion, increase employability and empower library customers to access resources which improve their skills and wellbeing.

BookBug special – Craigmillar Library celebrated Gypsy, Roma and Traveller History Month with a themed Bookbug session. This special Bookbug session celebrated the GRT History Month with plenty of music, and a selection of beautiful stories by Richard O'Neill which celebrate life in the GRT community.

Summer Craft Club has continued with over 80 children taking part.

Sighthill Library

The library attended the Broomhouse Street Party. As part of the offering, attendees enjoyed: badge making; playing hook a duck, Library information including membership; concessionary bus pass applications; our online services; Bookbug and the Summer Reading Challenge.



This page is intentionally left blank

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

Amplification of Sound in Public Spaces

Executive/Routine
Wards

Routine
All, particularly Ward 11 – City Centre

1. Recommendations

- 1.1 Culture and Communities Committee is asked to:
 - 1.1.1 Note the findings of the recent survey on busking and amplification, including that the response is broadly positive about the benefits of busking in the city;
 - 1.1.2 Note that excessive amplification has a more significant impact on those living or working nearby and therefore monitoring in specific locations where local amenity is impacted is required;
 - 1.1.3 Note that the survey does not provide an evidence base for the creation of a byelaw to tackle the nuisance of noise in public spaces at this time;
 - 1.1.4 Agree that the Council should continue to monitor busking, particularly at 'hotspot' locations, engage with buskers to try to address identified issues, and, where appropriate, seek support from Police Scotland to address excessive noise;
 - 1.1.5 Request that the Convener writes to the appropriate Scottish Government Minister to seek an early discussion on this issue and on the potential to extend the powers to local authorities for section 54 of the Civic Government (Scotland) Act 1982.

Paul Lawrence

Executive Director of Place

Contact: Gavin Brown, E-mail: gavin.brown@edinburgh.gov.uk

Contact: Ian Buchanan, E-mail: ian.buchanan@edinburgh.gov.uk

Amplification of Sound in Public Spaces

2. Executive Summary

- 2.1 A survey with residents and businesses to seek evidence of the issues associated with the amplification of sound in public spaces was carried out between 9 May and 31 August 2023. Records held by Police Scotland for incidents reported under Section 54 of the Civic Government (Scotland) Act 1982 have also been obtained. This report summarises the information received and sets out proposed next steps.

3. Background

- 3.1 A [report](#) to Committee on 13 December 2022 referred to the ‘overamplification of sound by some buskers and street entertainers in public spaces’. The report set out the existing legislative framework governing noise in public spaces and a summary was provided of the legislative powers which could be considered to incorporate the amplification of sound in public spaces.
- 3.2 The Council does not have enforcement powers to deal with buskers where it may be considered that the noise they are creating is excessive. Those powers lie with Police Scotland.
- 3.3 Where an issue is covered by existing legislation, it is not permitted to introduce a byelaw to also deal with that issue. The submission of a proposed byelaw to tackle the nuisance of noise in public spaces must be objectively justified, with a clear evidence base.
- 3.4 Committee noted the information provided on the creation of a byelaw and that any decision for this would need to be on the basis of evidence presented.
- 3.5 Committee requested the Festivals and Events All Party Oversight Group (APOG) discuss, design and carry out a survey with residents and businesses to seek evidence of the issues associated with the amplification of sound in public spaces, in order to consider whether there would be sufficient justification to proceed with preparing a byelaw. The Festivals and Events APOG considered the proposed design of a survey for residents and businesses on 24 March 2023.

4. Main report

Amplification of Sound in Public Spaces – Busking Survey

- 4.1 The survey was launched on the Consultation Hub on 9 May 2023 and closed on 31 August 2023. The survey Summary Report is attached in Appendix 1.
- 4.2 The survey sought the views of Edinburgh residents and businesses who are directly affected by busking. There have been 1,095 responses received with over 2,425 map ‘pin drops’ identifying where people had heard buskers (Appendix 2).
- 4.3 2,480 comments have been received and analysed, with both comments and survey answers showing strong support for busking.
- 4.4 However, excessive noise from busking was highlighted as having a significant impact on residents and businesses nearby, especially where the busker has a limited repertoire.
- 4.5 There was also concern about crowds gathering around popular buskers and the volume of the crowd, particularly when encouraged by buskers. In addition, while there was support for increasing the hours where busking is acceptable (particularly later in the evenings, when some respondents felt it makes an area feel safer), there was also support for reducing the hours and for banning amplification.
- 4.6 Some respondents felt that there was not enough control of irresponsible busking and that response times when issues are reported discourages people from contacting the Council or the Police.

Engagement with Stakeholders

- 4.7 In addition to the consultation, discussions have been ongoing with the Fringe Busking Group, Equity, Musicians Union and Keep Streets Live, to explore ways in which busking could be managed in the city. The opportunity to set up a Street Performers Association (SPA) to help co-ordinate and inform buskers has been discussed, with the proposal that an SPA could engage with and work with residents’ groups, Police Scotland and the Council to support the management of busking in the city.

Police Scotland Records of Busking Incidents

- 4.8 The Council does not hold records of complaints about busking, as enforcement powers lie with Police Scotland. Police Scotland have provided the information attached in Appendix 3 which shows 148 incidents related to busking in 2019 and 23 in 2020. Information for 2021 and 2022 has not yet been received. Incidents occur throughout the year and peak in August (35% to 50%). Incidents for ‘loud or amplified’ busking account for about 50% of recorded incidents.

Conclusion

- 4.9 The survey highlights strong support for busking, but also that amplification can sometimes be excessive. Based on survey responses and the data from Police Scotland, it is considered that the existing legislation covers the issues which have

been identified and therefore, at this point, it is unlikely that the creation of a byelaw would be supported.

- 4.10 However, it is clear that amplification in specific locations can adversely impact nearby residents and businesses and can impact on the amenity of the area.
- 4.11 Within the current legislation, the power to enforce rests with Police Scotland but it is recognised that their resources are stretched.
- 4.12 Officers will therefore continue to promote the city's guidelines for busking and to engage with buskers to ask that they voluntarily cease or move on where it is clear that the noise is excessive. Where a request is refused, Council officers will, whenever necessary, call the Police for support.

5. Next Steps

Management of On-Street Activities

- 5.1 The Council could consider more active management of on-street activities, particularly in locations which are compromised due to lack of space.
- 5.2 While there is currently no funding available, if the Council decides to proceed with the introduction of an Edinburgh Visitor Levy, it may be possible to enhance capacity through this route. Improved city centre management could be responsible for managing on-street activities, working closely with the Council's Licensing team and also with Police Scotland (particularly where issues arise). It may also be possible to consider using Visitor Levy funding to meet the cost of a local Town Centre manager (or managers).

Other Actions

- 5.3 Continue to engage with Police Scotland and evaluate resources required to prioritise the enforcement of section 54 of the Civic Government (Scotland) Act 1982.
- 5.4 It is recommended that the Convener writes to the appropriate Scottish Government Minister to request a meeting to discuss this issue and to engage with them on the possibility of providing additional powers under the Civic Government (Scotland) Act 1982 to Councils.
- 5.5 Continue engagement with the Fringe Busking Group, Equity, Musicians Union and Keep Streets Live.

6. Financial impact

- 6.1 Costs to date have been met by existing Place department budgets.

7. Equality and Poverty Impact

- 7.1 Consideration of a full Integrated Impact Assessment (IIA) was made using the Council's IIA guidance checklist. The proposal to ensure buskers busk responsibly has little relevance to equality or socio-economic disadvantage, negligible impact on the economy and the delivery of economic outcomes, and no/minimal impact on the environment as defined in an IIA.

8. Climate and Nature Emergency Implications

- 8.1 The proposals in this report are neutral regarding the Council's Climate Emergency declaration and climate objectives. However, the proposals will help achieve a sustainable Edinburgh by reducing anti-social busking and primarily the impact that has on residents and workers.

9. Risk, policy, compliance, governance and community impact

- 9.1 A survey was launched on the Consultation Hub on 9 May; it closed on 31 August 2023. The survey Summary Report is at Appendix 1.
- 9.2 Discussions have been held with the Fringe Busking Group, Equity, Musicians Union and Keep Streets Live, to understand the 'buskers' perspective, seek views and advice to ensure responsible busking, and to explore the opportunity to set up a Street Performers Association (SPA).
- 9.3 Any new powers allowing the Council to respond to irresponsible busking will require resources, and the Council and Police Scotland will need to clearly communicate what those resources will enable it to enforce.

10. Background reading/external references

- 10.1 [Minute](#) of 13 December 2022 Culture and Communities Committee.

11. Appendices

- 11.1 Appendix 1 – Survey summary report.
- 11.2 Appendix 2 – Survey Question 3 - map locations where busking is heard.
- 11.3 Appendix 3 - Busking 2019/20 - Police Scotland data.

Appendix 1

Survey summary report

Amplification of Sound in Public Spaces – Busking

Amplification of Sound in Public Spaces – Busking

<https://consultationhub.edinburgh.gov.uk/sfc/amplification-of-sound-in-public-spaces>

This report was created on Monday 04 September 2023 at 09:26

The activity ran from 09/05/2023 to 31/08/2023

Responses to this survey: **1,095**

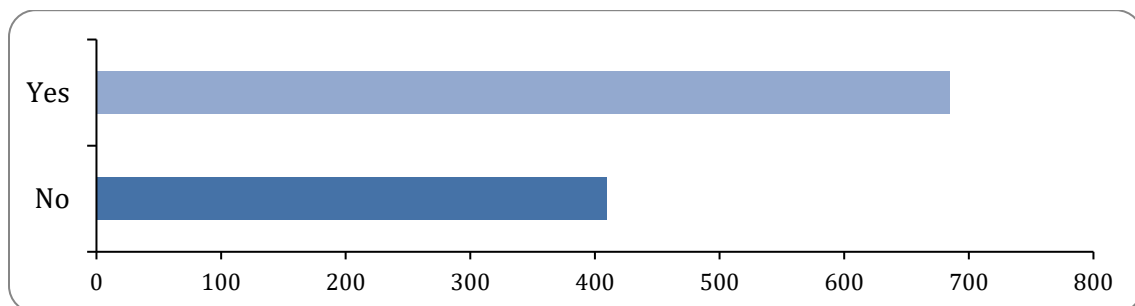
1: Your details

First name/Surname

There were 1,095 responses to this part of the question.

Yes, I consent to being contacted about this survey

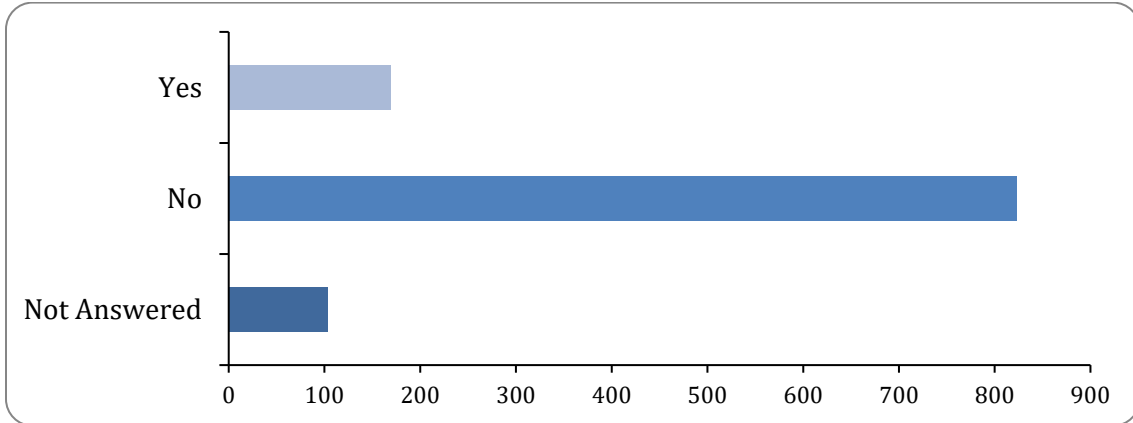
There were 685 positive responses to this part of the question.



Option	Total	Percent
Yes	685	62.56%
No	410	37.44%

**2: In the last year, have you heard buskers at any of the following locations:
locations - Home**

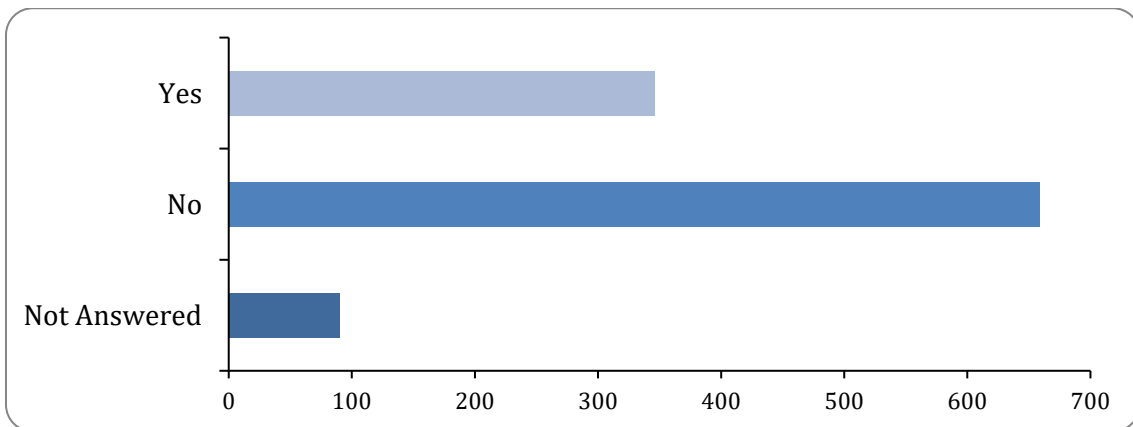
There were 992 responses to this part of the question.



Option	Total	Percent
Yes	169	15.43%
No	823	75.16%
Not Answered	103	9.41%

locations - Place of work

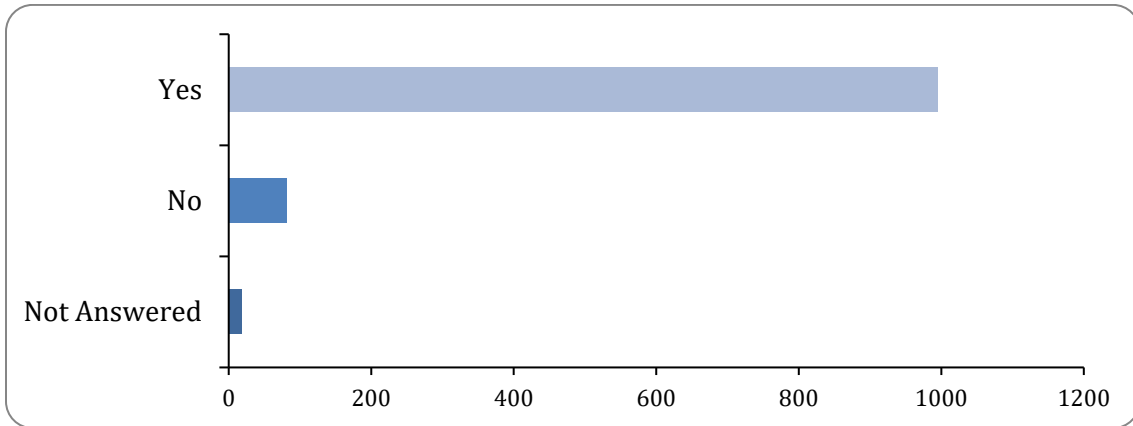
There were 1,005 responses to this part of the question.



Option	Total	Percent
Yes	346	31.60%
No	659	60.18%
Not Answered	90	8.22%

locations - Going about my normal business

There were 1,076 responses to this part of the question.



Option	Total	Percent
Yes	995	90.87%
No	81	7.40%
Not Answered	19	1.74%

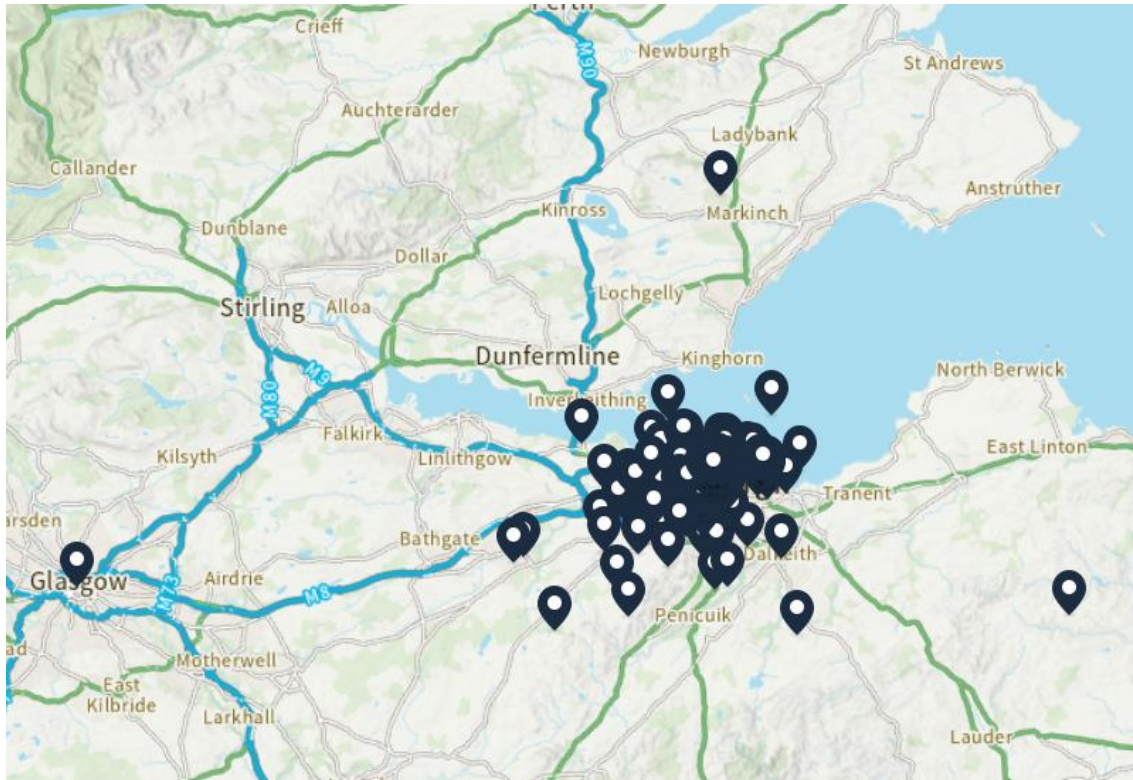
Please write any further comments in the box below.

There were 495 responses to this part of the question.

Comment review - over 60% of comments liked hearing buskers. Over 30% (including some who liked busking) disliked excessive amplification or wanted amplification banned. A small % of participants are residents or workers adjacent to buskers, and the impact on them is far greater than participants who pass through areas.

3: Please indicate the location/s where you have experienced busking by dropping the pin on the map. This could be a street name or postcode. You can mark a maximum of three locations on the map.

Please indicate the location/s (see appendix 2)



Contains OS data © Crown copyright and database right 2023. Cynnwys data OS © Hawlfraint y Goron a hawlliau cronfa ddata OS 2023.

There were 991 responses to this part of the question.

If you wish to pinpoint a location without using the map, please use the boxes below.

There were 55 responses to this part of the question.

Second location text box

There were 39 responses to this part of the question.

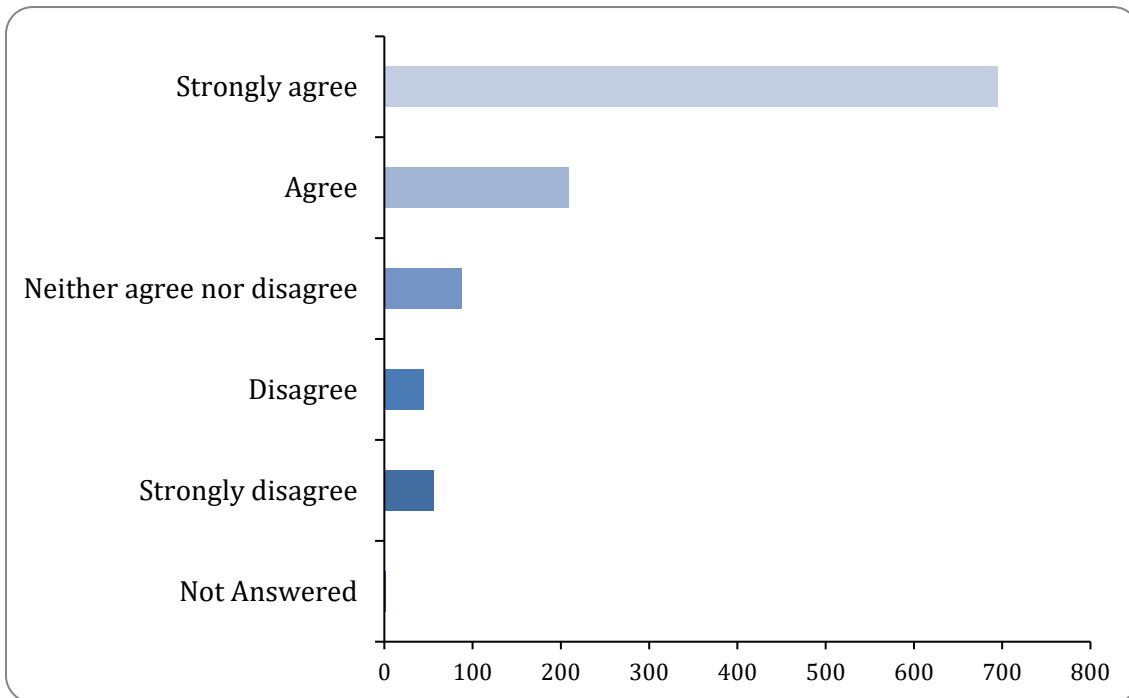
Second location text box

There were 29 responses to this part of the question.

4: To what extent do you agree or disagree that buskers liven up our City?

Buskers liven up our city?

There were 1,093 responses to this part of the question.

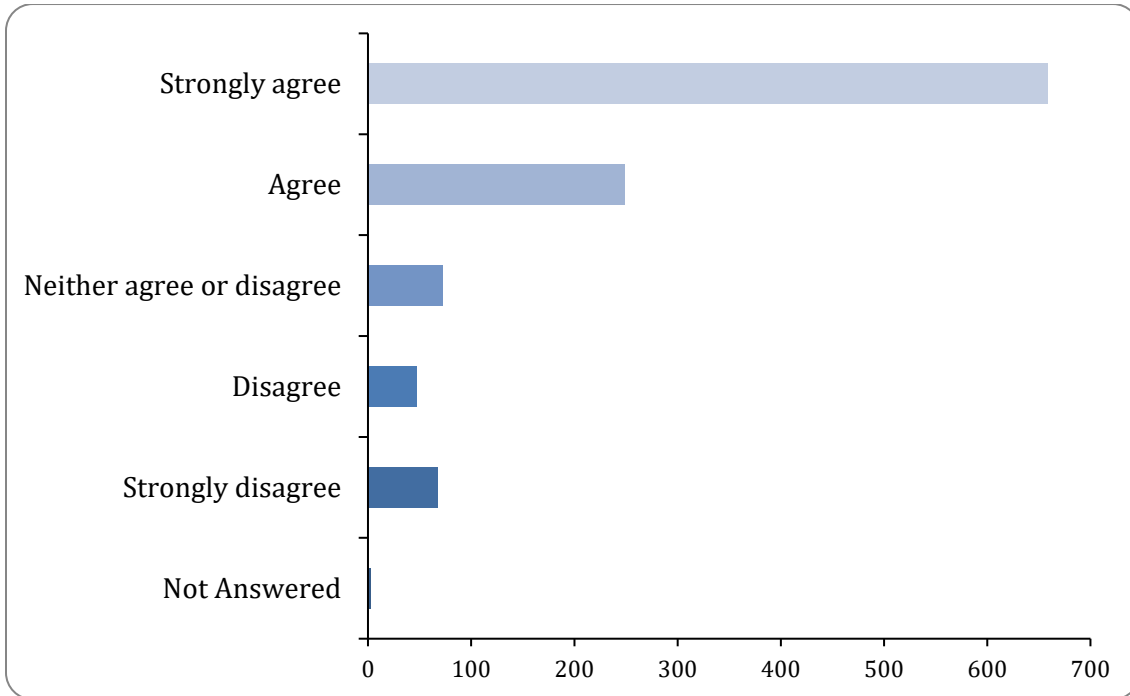


Option	Total	Percent
Strongly agree	695	63.47%
Agree	209	19.09%
Neither agree nor disagree	88	8.04%
Disagree	45	4.11%
Strongly disagree	56	5.11%
Not Answered	2	0.18%

5: Busking is an important part of many performers' lives. To what extent do you agree or disagree with the following statements:

Busking is an important part of many performers' lives - Buskers should be able to use Edinburgh's streets for fun

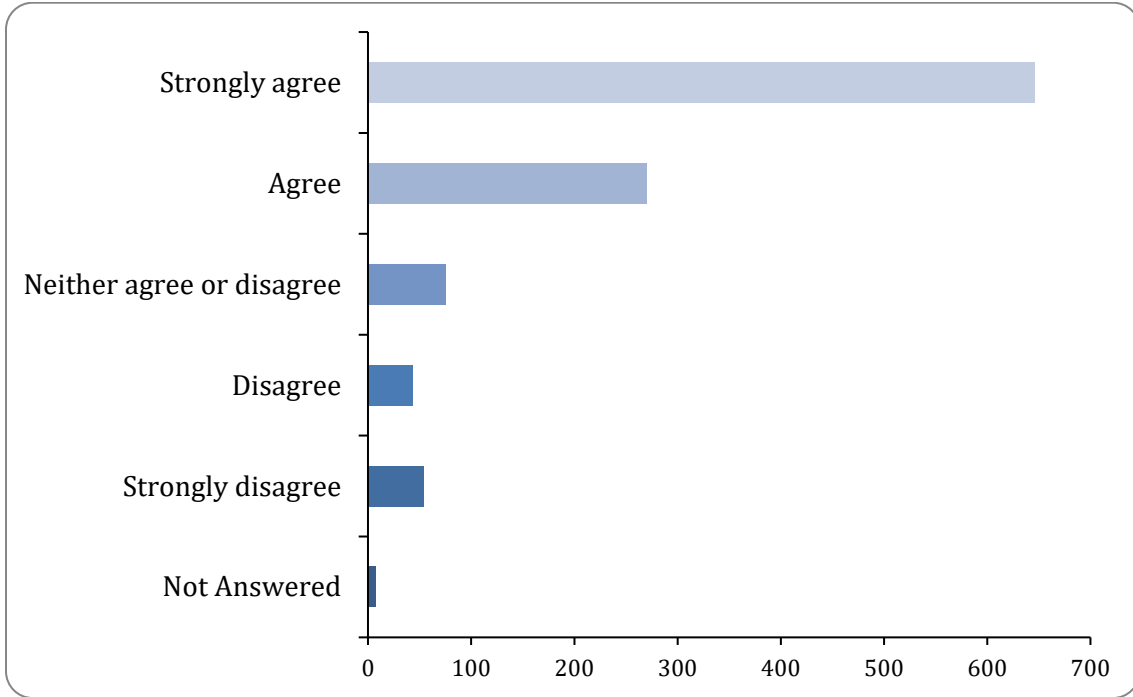
There were 1093 responses to this part of the question.



Option	Total	Percent
Strongly agree	658	60.09%
Agree	249	22.74%
Neither agree or disagree	72	6.58%
Disagree	47	4.29%
Strongly disagree	67	6.12%
Not Answered	2	0.18%

Busking is an important part of many performers' lives - Buskers should be able to use Edinburgh's streets to make money

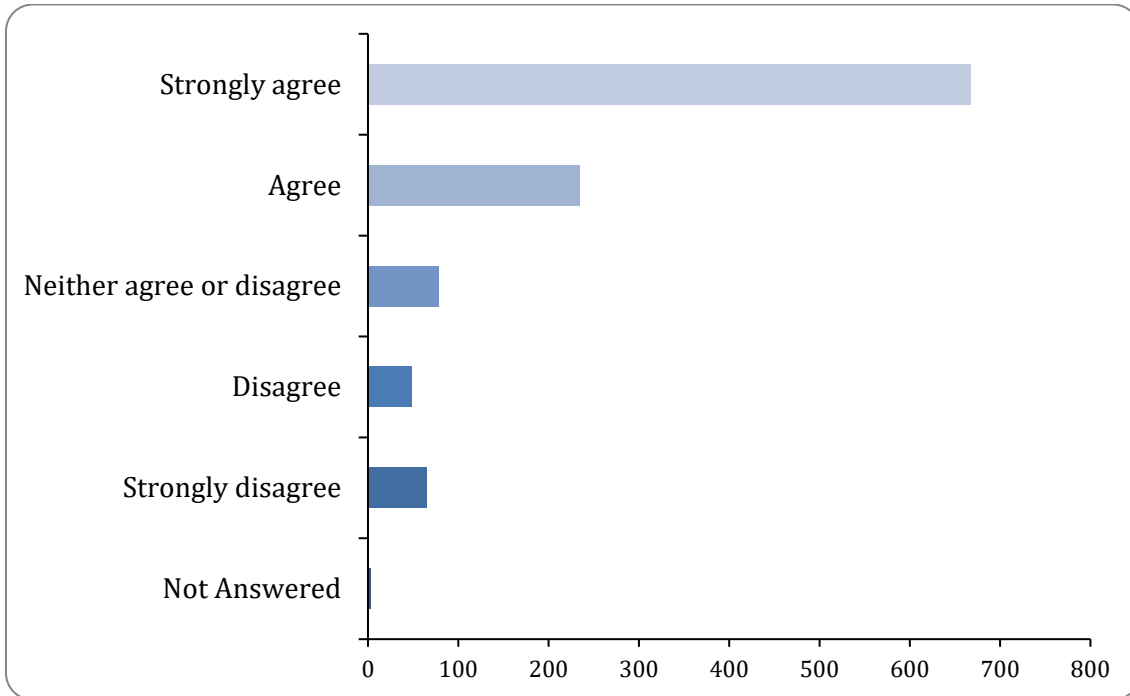
There were 1,088 responses to this part of the question.



Option	Total	Percent
Strongly agree	646	59.00%
Agree	270	24.66%
Neither agree or disagree	75	6.85%
Disagree	43	3.93%
Strongly disagree	54	4.93%
Not Answered	7	0.64%

Busking is an important part of many performers' lives - Buskers should be able to use Edinburgh's streets to develop audiences, hone skills and try out new material

There were 1,092 responses to this part of the question.



Option	Total	Percent
Strongly agree	667	60.91%
Agree	234	21.37%
Neither agree or disagree	78	7.12%
Disagree	48	4.38%
Strongly disagree	65	5.94%
Not Answered	3	0.27%

6: Please write any further comments regarding busking in the box below.

Please write any further comments regarding busking in the box below.

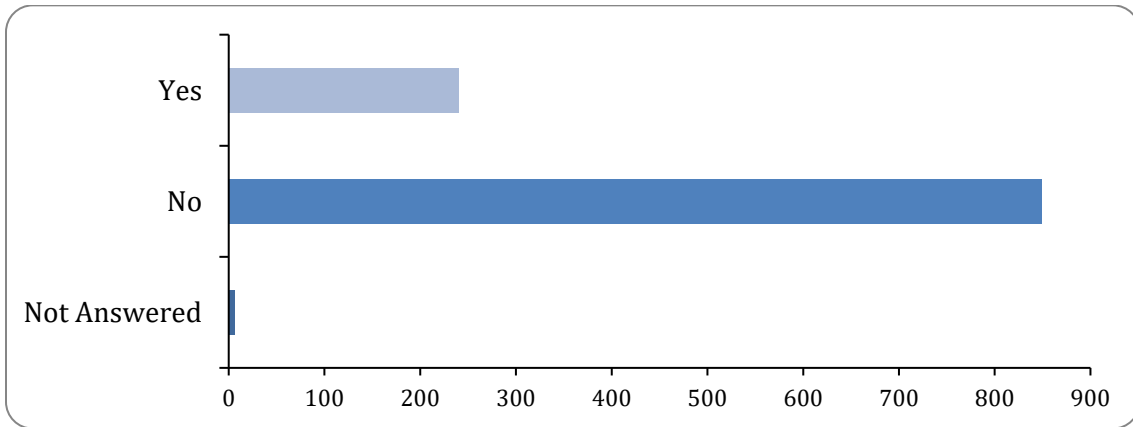
There were 581 responses to this part of the question.

Comment review - generally comments were supportive of buskers or OK with them but not with excessive amplification.

7: In the last year, have you heard buskers before 9am and/or after 9pm?

In the last year, have you heard buskers before 9am and/or after 9pm?

There were 1,089 responses to this part of the question.

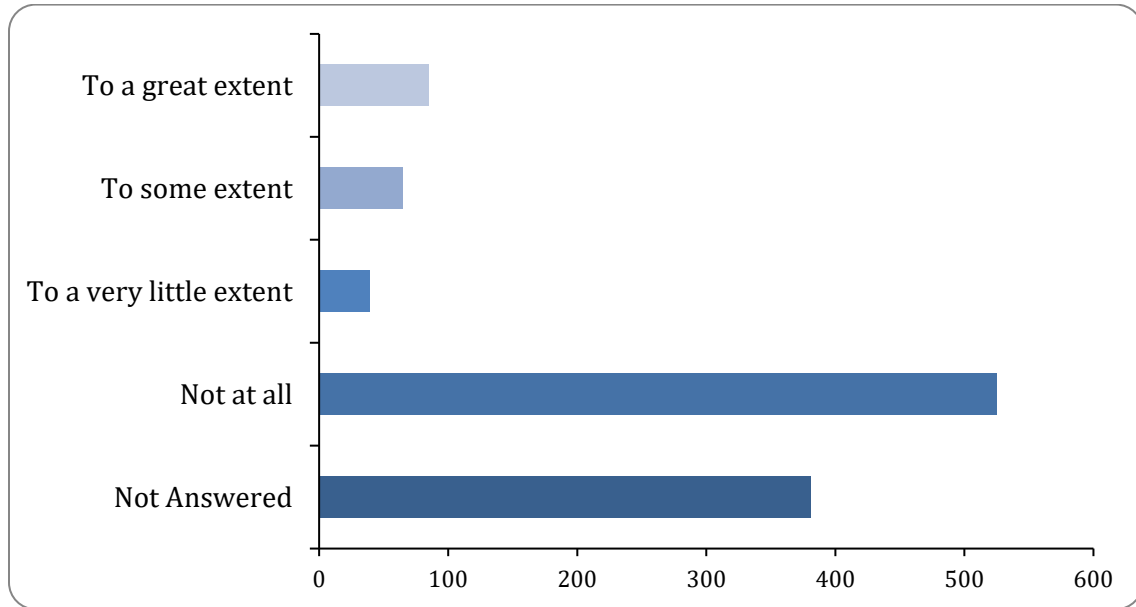


Option	Total	Percent
Yes	240	21.92%
No	849	77.53%
Not Answered	6	0.55%

8: If so, to what extent did it disturb you?

If so, to what extent did it disturb you?

There were 714 responses to this part of the question.



Option	Total	Percent
To a great extent	85	7.76%
To some extent	65	5.94%
To a very little extent	39	3.56%
Not at all	525	47.95%
Not Answered	381	34.79%

9: Please write any further comments regarding busking in the box below.

Please write any further comments regarding busking in the box below.

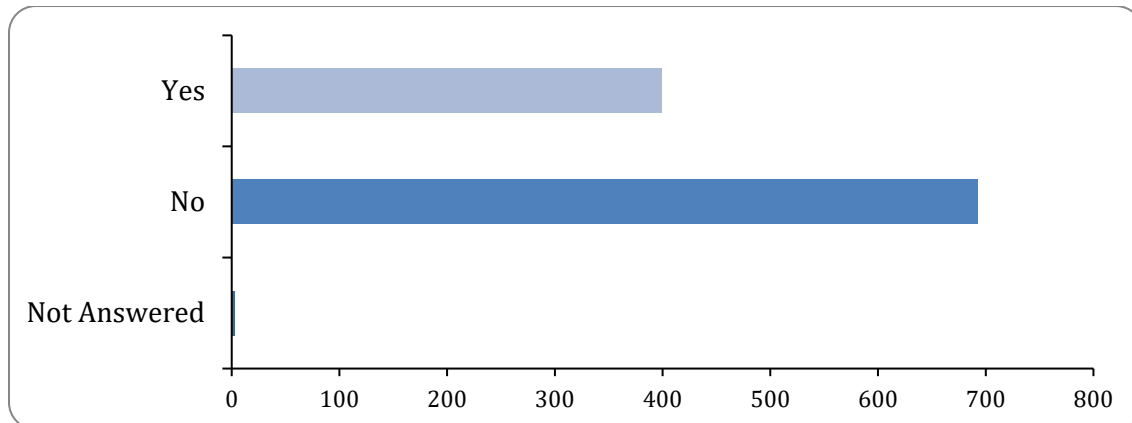
There were 311 responses to this part of the question.

Comment review - just under 30% of comments felt the 9am to 9pm time period was reasonable, and the same number felt the time could be extended beyond 9pm, especially around bars, venues etc with later night activity. 13% of comments wanted busking times to be reduced and 20% for amplification to be banned. It was mentioned that late night busking in some areas can be calming, increase people's sense of security, and reduce aggressive behaviour. Recognition that there is a difference between what is acceptable for commercial and for residential areas (note - commercial and residential areas co-exist in the City Centre).

10: In the last year, have you heard buskers playing at a volume that you felt was excessive?

In the last year, have you heard buskers playing at a volume that you felt was excessive?

There were 1,092 responses to this part of the question.



Option	Total	Percent
Yes	399	36.44%
No	693	63.29%
Not Answered	3	0.27%

11: If so, what do you feel the reason/s were for the busker/s playing at an excessive volume? Please write your answer in the box below.

If so, what do you feel the reason/s were for the busker/s playing at an excessive volume? Please write your answer in the box below.

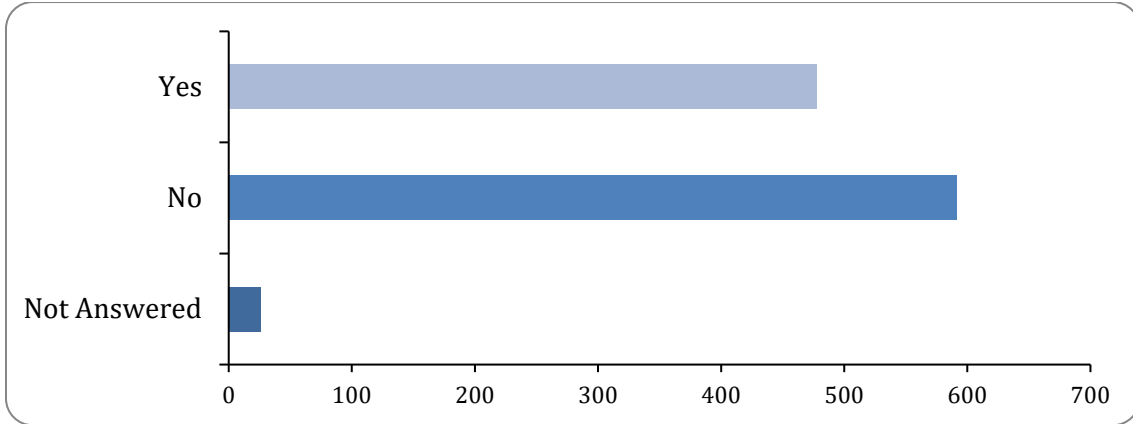
There were 455 responses to this part of the question.

Comment review - when respondents felt buskers were playing at an excessive volume, over 46% commented that this was due to excessive amplification, with a few commenting that it was due to the type of instrument. Around 30% felt buskers were doing this to attract a crowd, sometimes competing with others or the ambient sound levels. 15% commented that some buskers playing at what they felt was excessive volume was because they were unaware of the impact they had, or just didn't care. There were comments about the crowds a busker gathers and when they shout out to them to 'MAKE SOME NOISE' and encourage them to make more noise or use the crowd to challenge someone asking them to move on or reduce amplification.

12: In the last year, have you experienced buskers staying at a pitch for more than one hour?

1. In the last year, have you experienced buskers staying at a pitch for more than one hour?

There were 1,069 responses to this part of the question.

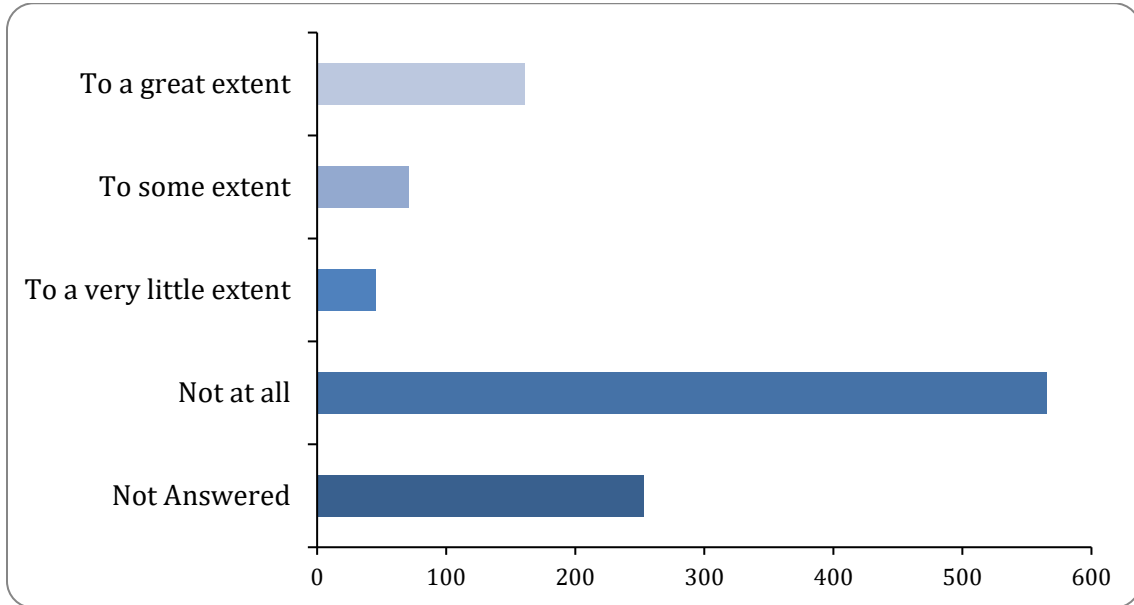


Option	Total	Percent
Yes	478	43.65%
No	591	53.97%
Not Answered	26	2.37%

13: If so, to what extent did this disturb you?

If so, to what extent did this disturb you?

There were 842 responses to this part of the question.



Option	Total	Percent
To a great extent	161	14.70%
To some extent	71	6.48%
To a very little extent	45	4.11%
Not at all	565	51.60%
Not Answered	253	23.11%

14: Please write any further comments in the box below

Please write any further comments in the box below

There were 311 responses to this part of the question.

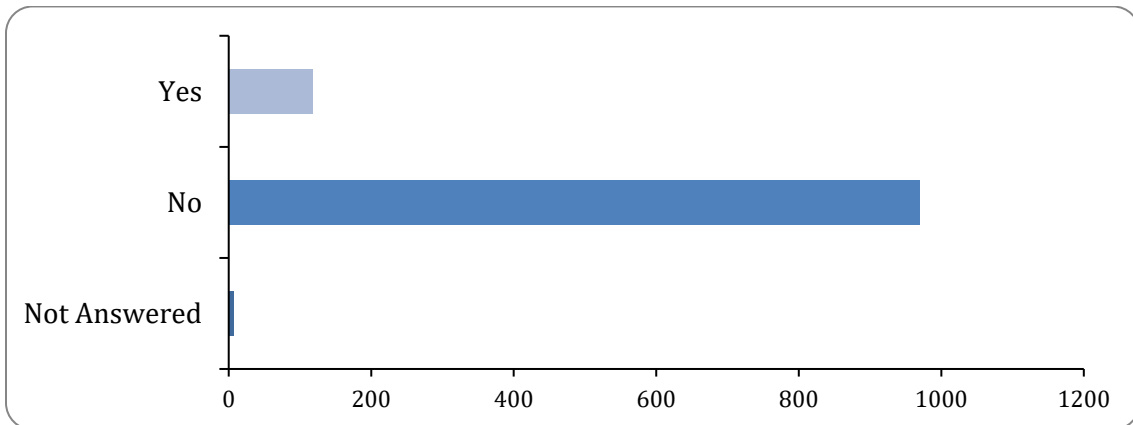
Comment review - Over 30% commented that long sessions had a negative impact, and this was greatest for residents and businesses adjacent to a pitch. A busker having a small repertoire also has a far greater impact on residents and businesses adjacent. Some comments, 23%, felt that staying at a pitch for more than 1 hour was reasonable, especially where a busker or group had a lot of equipment to move. One comment said "Staying more than 1 hour not a problem for people walking about. It is an issue for residents and people working nearby. Several buskers seem to miss this point, only focussing on the passing traffic that are potential 'punters'." and another "Once they

have found a (profitable) pitch, buskers are reluctant to move on, despite pleas from residents and Council guidelines."

15: Have you ever complained to a busker about their busking, or to a police or council officer?

Have you ever complained to a busker about their busking, or to a police or council officer? - Complained to the busker

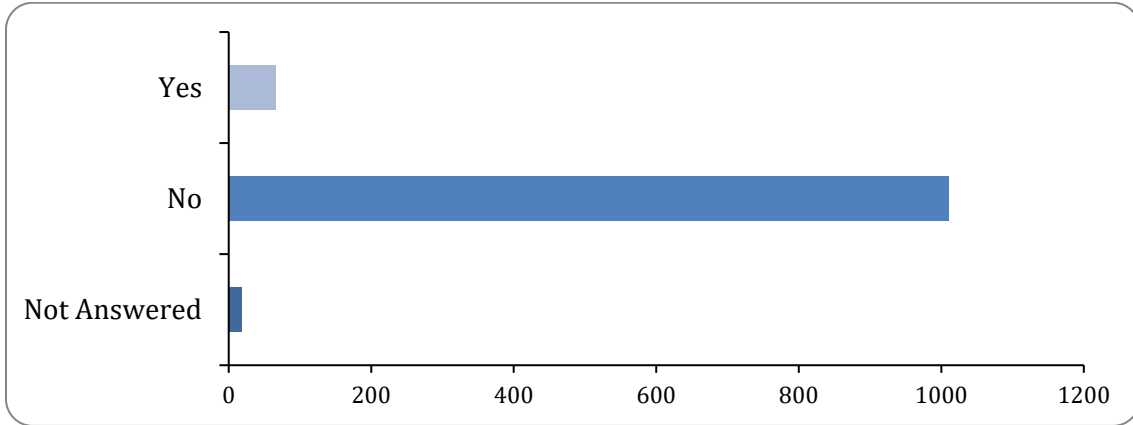
There were 1,088 responses to this part of the question.



Option	Total	Percent
Yes	118	10.78%
No	970	88.58%
Not Answered	7	0.64%

Have you ever complained to a busker about their busking, or to a police or council officer? - Complained to the Police

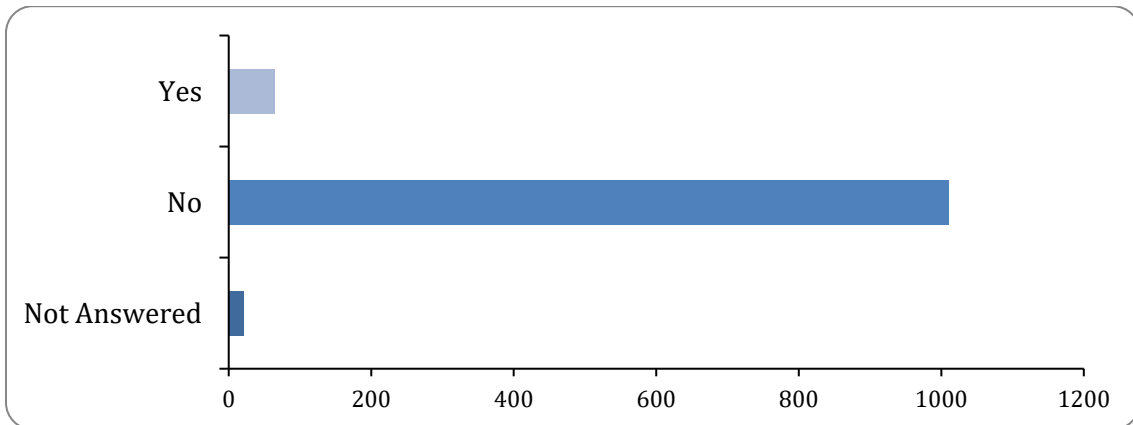
There were 1,077 responses to this part of the question.



Option	Total	Percent
Yes	66	6.03%
No	1011	92.33%
Not Answered	18	1.64%

Have you ever complained to a busker about their busking, or to a police or council officer? - Complained to the Council

There were 1,074 responses to this part of the question.

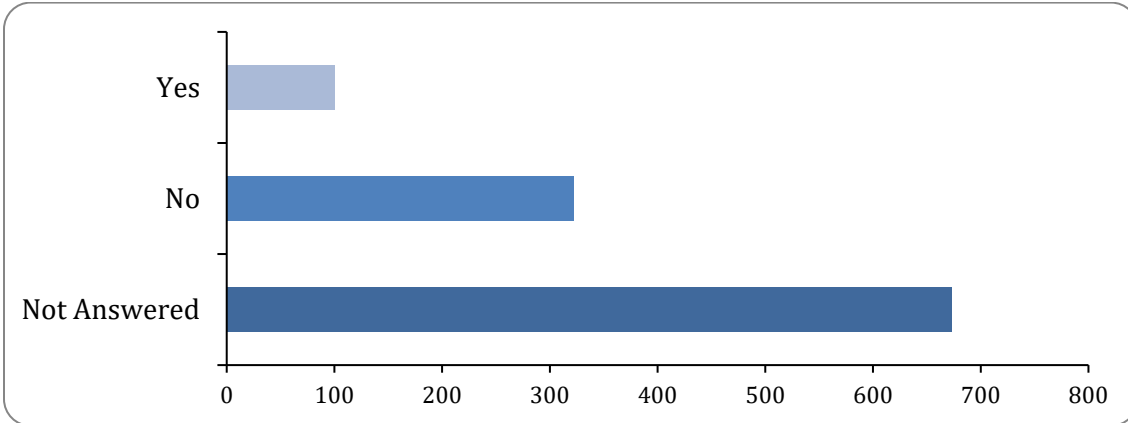


Option	Total	Percent
Yes	64	5.84%
No	1010	92.24%
Not Answered	21	1.92%

16: If you answered yes to any, have you had to do this in the last year?

If you answered yes to any, have you had to do this in the last year?

There were 422 responses to this part of the question.

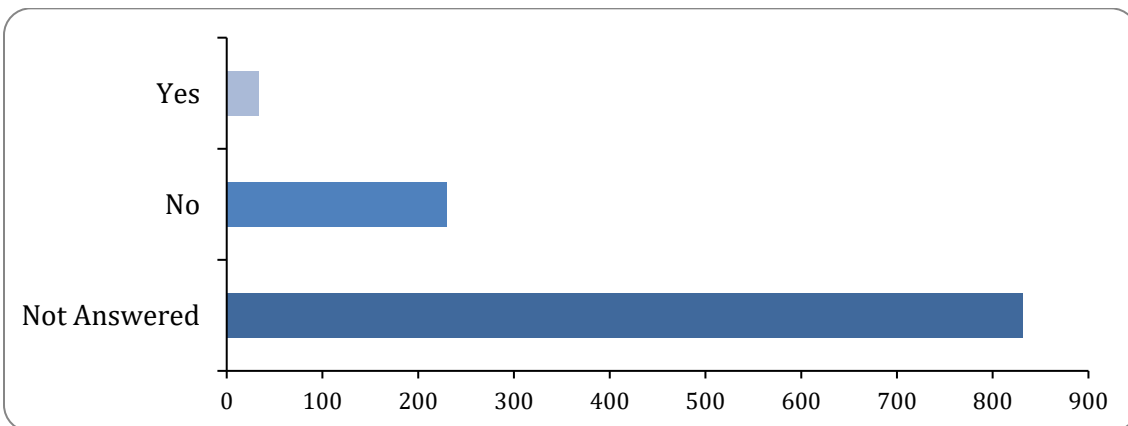


Option	Total	Percent
Yes	100	9.13%
No	322	29.41%
Not Answered	673	61.46%

17: If yes, was your complaint resolved?

3. If yes, was your complaint resolved?

There were 264 responses to this part of the question.



Option	Total	Percent
Yes	34	3.11%
No	230	21.00%
Not Answered	831	75.89%

18: Please write any further comments regarding busking in the box below.

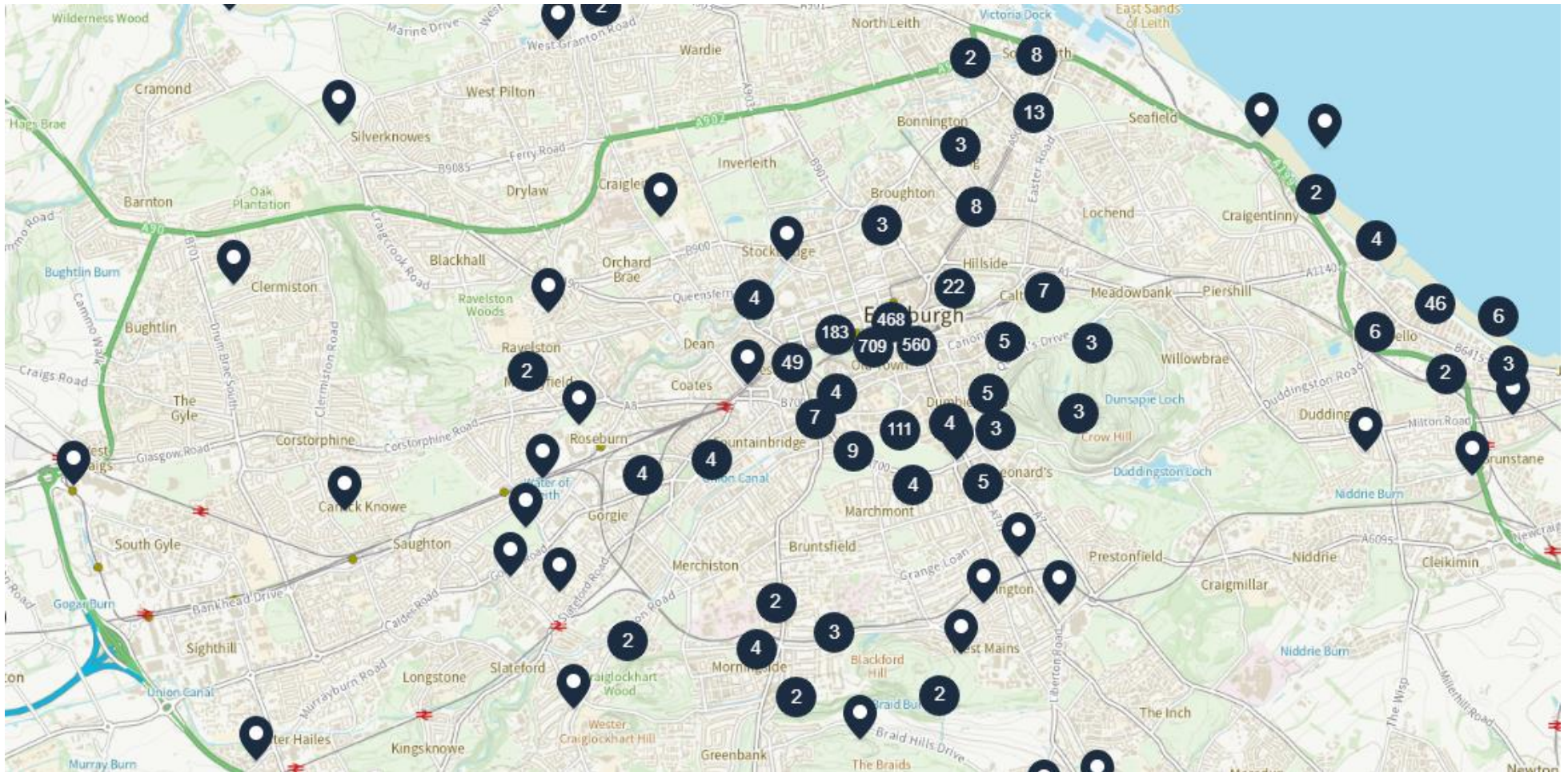
Please write any further comments regarding busking in the box below.

There were 245 responses to this part of the question.

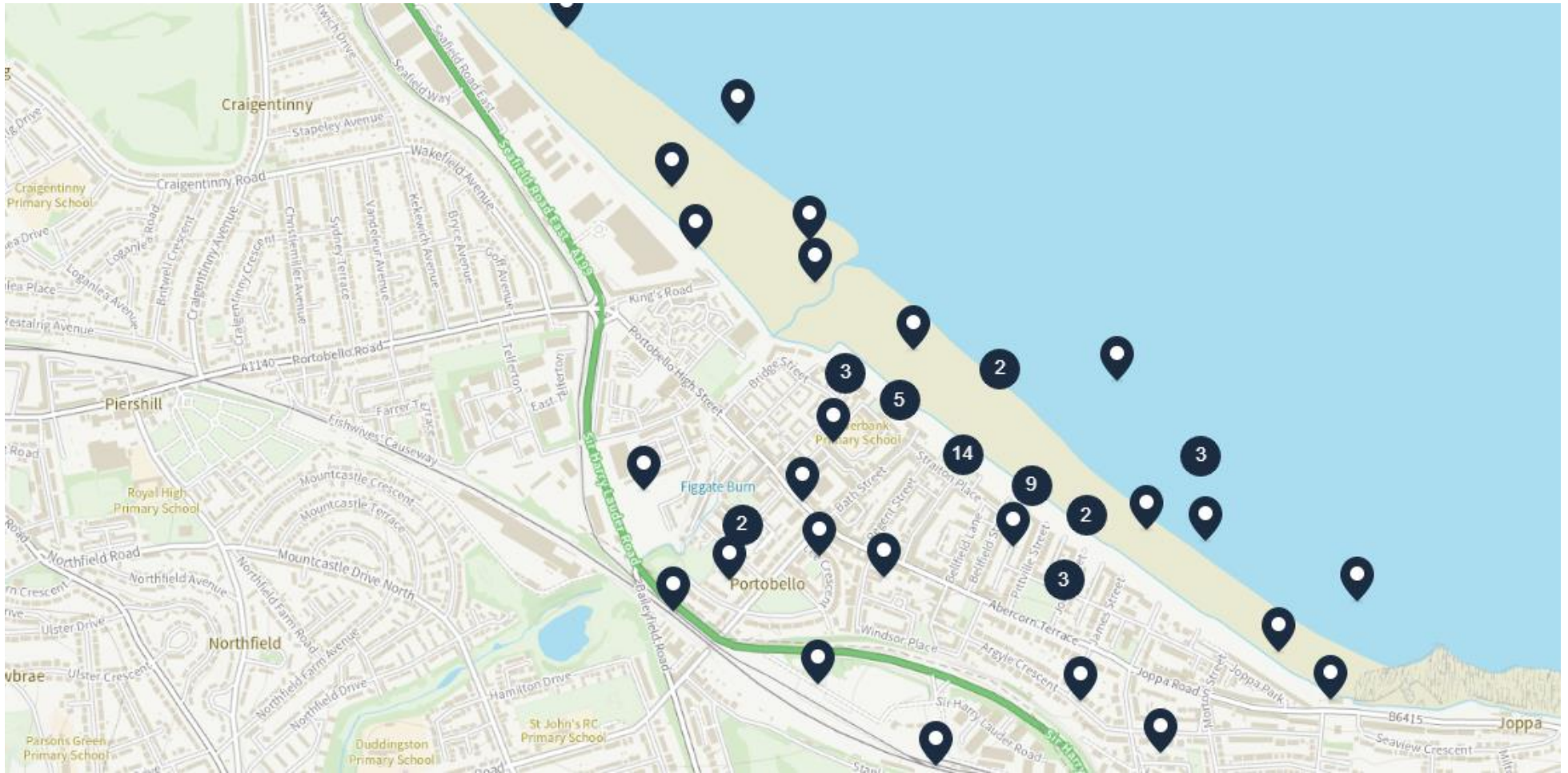
Comment review - there were a wide range of comments and although 35% support buskers, 56% felt there is not enough control of irresponsible busking. People commented that they underreport or don't report nuisance busking as they don't feel much if anything will be done about it. Several commented that they are not comfortable approaching a busker directly. Some frustration with the time it can take the Police to respond, as the offending busker may have moved on.

Appendix 2

Survey Question 3 – locations where buskers are heard.







Appendix 3

Busking 2019/2020 - Police Scotland (PS) data

Incidents recorded by PS	
2019	2020
148 recorded incidents	23 recorded incidents
71 (48%) recorded incidents mentioned use of an amplifier, speakers or loud	13 (57%) recorded incidents mentioned use of an amplifier, speakers or loud
28 (19%) recorded incidents were for before 9am or after 9pm	5 (22%) recorded incidents were for before 9am or after 9pm
15 (10%) of the recorded incidents that mentioned use of an amplifier, speakers or loud were also for before 9am or after 9pm	2 (9%) of the recorded incidents that mentioned use of an amplifier, speakers or loud were also for before 9am or after 9pm

Incidents recorded by PS per Month					
2019	Busking incidents	%	2020	Busking incidents	%
Jan	6	4%	Jan	4	17%
Feb	7	5%			
Mar	2	1%	Mar	3	13%
Apr	6	4%			
May	8	5%			
Jun	13	9%			
Jul	20	14%	Jul	2	9%
Aug	77	52%	Aug	8	35%
Sep	7	5%	Sep	4	17%
Oct	2	1%	Oct	2	9%
Grand Total	148			23	

2019			
Location (CEC author insert)	Busking with Amp or Loud	Busking before 9am after 9pm	All Incidents
BLAIR (street)	1	1	1
BRISTO (square/place)	2	2	2
CALTON (terrace)	1		1
CASTLE (hill)	1		2
COCKBURN (street)	1		1
COWGATE	1	2	2
FLESHMARKET (close)	6	3	8
GEORGE (street)			1
GRASSMARKET	1	1	2
GROSVENOR (street/cres)			1
HANOVER (street)			2
HIGH (street)	18	11	37
HUNTER (square)	9	1	20
HYNDFORDS (close)	1		4
JAMES (court)	2		2
KINGS STABLES (road)	1		1
LAWNMARKET	7		11
LOTHIAN (road/street)			1
MIDDLE MEADOW (walk)	3	1	4
MORNINGSIDE	1		3
NORTH (bridge)	4	1	9
PRINCES (street)	1		5
PROMENADE (terrace)	2		3
ROBERTSONS (close/court)			1
ROSE (street)	5	2	15
ROSE STREET NORTH	1		3
SOUTH ST ANDREW (street)	1		2
ST GILES (street/cathedral)		2	2
VICTORIA (street/terrace)	1		1
WARRISTONS (close)		1	1
Grand Total	71	28	148

2020			
Location (CEC author insert)	Busking with Amp or Loud	Busking Before 9am after 9pm	All Incidents
Not stated			2
GRASSMARKET	2		2
HIGH (street)	2		2
NICOLSON (square/street)		1	1
NORTH (bridge)	1		2
PRINCES (street)	1		1
PROMENADE (terrace)	1		1
ROSE (street)	3		7
TRON	1		1
VICTORIA (street/terrace)	2	3	3
WEST BOW		1	1
Grand Total	13	5	23

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

Trees in the City – Tree Management Policies

Executive/routine
Wards

Executive
All

1. Recommendations

- 1.1 It is recommended that Committee:
 - 1.1.1 Approves the updated Trees in the City document containing tree management policies relating to how the Council maintains and manages trees in the city (Appendix 1);
 - 1.1.2 Notes the update provided in response to the motion on Trees which was approved on 13 December 2022; and
 - 1.1.3 Notes that policies to protect trees during events have been incorporated into the revised policy document and updated Tree Protection plans for East and West Princes Street Gardens are included in Appendix 3.

Paul Lawrence

Executive Director of Place

Contact: Steven Cuthill, Parks, Openspace Development & Visitor Services Manager

E-mail: steven.cuthill@edinburgh.gov.uk | Tel: 0131 529 5043

Trees in the City – Tree Management Policies

2. Executive Summary

- 2.1 The report presents updated tree management policies for the Council and provides an update on the actions proposed to address the motion approved by Committee in December 2022 on Trees and also sets out the policies to support tree protection when hosting events (following a request by Committee in May 2023). A specific example relating to East and West Princes Street Gardens is included in Appendix 3.

3. Background

Trees in the city

- 3.1 Trees are of tremendous value to the natural environment within the city and contribute towards what makes Edinburgh such a desirable place to visit, live, and explore.
- 3.2 The virtues of trees in the urban environment are well versed - from providing health and social benefits for citizens, adding to heritage and place making, increasing property values, supporting social and amenity benefits, as well as health, economic, and wider environmental benefits, including climate change mitigation, reducing traffic noise, and reducing flooding.
- 3.3 For the most part, trees form an integral part of the cityscape. Often expected to live in hostile environments (such as busy streets, and in close proximity to property, roads, and in footways) trees can sometimes become problematic and give rise to complaints, become vandalised or damaged, grow close to property, drop branches or leaves, and lead to requests for a wide variety of tree work.

Trees in the city operational practice

- 3.4 A Tree Management internal audit (carried out in 2020) identified that the existing Trees in the City document was outdated and did not necessarily reflect current operational practice and strategic direction for the management of public trees within the city.
- 3.5 The action plan set out policies for how the Council manages trees and woodlands within its ownership; provided guidance to inform the public on tree-related matters

and on their rights and responsibilities; and set out the Council's plan to respond to the Edinburgh and Lothians Forestry and Woodland Strategy; and presented research evidence of the financial benefits that trees provide. The document did not create policies in relation to areas covered by Planning or Development Control.

- 3.6 As the Trees in the City action plan was first published in 2014, it is acknowledged that since 2014 new national and local policy existed; and public and political support had grown around the importance and significance of trees in the city. In addition, significant loss of trees had occurred in some areas, especially street trees; customer feedback to enquiries; best practice developed; and arboricultural expertise also supported revising the strategy and action plan for trees in the city.

4. Main report

- 4.1 The Council's Forestry Service has responsibility for the management and maintenance of trees across the city in a wide variety of settings including parks, open spaces, streets, housing areas, schools and education grounds. The service deals with customer enquiries, complaints, requests for tree work, tree removals, health and safety, and tree planting.
- 4.2 The new Trees in the City policy has the following general objectives:
- 4.2.1 To set out clearly existing and future tree-related policies that will inform how the Council manages trees and woodlands in its own ownership; and
 - 4.2.2 Provide guidance to inform the public on tree-related matters and on their rights and responsibilities.
- 4.3 The policy has also been updated to recognise changes in wider urban tree policy and best practice and reflects the Council's commitment to increasing tree numbers under initiatives such as Edinburgh Million Tree City and protecting the city's trees.
- 4.4 It is also important that the public are aware of what the Council's responsibility for tree management and maintenance will be, and what the Council is resourced to carry out in terms of tree work and the priority given to particular tree-related issues. This forms the basis for accepting or declining service requests made by customers and outlines the reasons for doing so.
- 4.5 In some instances, tree management policies have been updated and revised to match best arboricultural practice and to address shortcomings in the previous action plan. This has led to the original 43 policies being reviewed and an increase to the 54 policies contained in the current revision. The new policies are numbers 7, 14, 15, 24, 25, 30, 47, 48, 50, 52, and 53.
- 4.6 The revised Trees in the City policy aligns to the Edinburgh Million Tree City ambition to reach one million trees in the city by 2030.
- 4.7 The action plan which was contained in the 2014 version has been reviewed and any remaining actions will be carried forward under the strategic direction of Edinburgh Million Tree City.

Trees and Tree Protection

- 4.8 In the motion approved in December 2022, several actions were proposed. Progress has been made on some actions, including undertaking the first tree giveaway event aimed at encouraging residents to plant trees in their gardens, further tree planting events (as part of Edinburgh Million Tree City project) and reinforcing the Council's commitment to tree planting and aftercare within the Trees in the City Strategy.
- 4.9 Work is ongoing in other areas including how the service allocates resources (e.g., four seasonal staff for tree watering and maintenance), and in the development of the organisational structure for the Forestry Service (e.g., arborists to address Ash Dieback).
- 4.10 Where appropriate, actions suggested in the approved motion have been incorporated within the updated policies, e.g., affording trees protection from damage caused by events (policy 24) and improving tree care and maintenance, especially of young trees (policy 49).
- 4.11 The Trees in the City policy is overarching and applies to all Council-owned trees in the city.
- 4.12 Therefore, in response to Committee's request to see policies strengthened with respect to tree protection from damage caused by events, a new policy has been developed. Implementation and enforcement of this policy has been incorporated in specific site-based tree protection information (see Appendix 3).

5. Next Steps

- 5.1 If Committee approves the revised Trees in the City policy document, this will be published on the Council's website.
- 5.2 An annual review of the service policies will be undertaken and reported to Committee in accordance with the Council's policy assurance process.

6. Financial impact

- 6.1 Resources will be contained within available budgets. Investment and commitments previously agreed using additional revenue and capital expenditure such as the management of Ash Dieback, will continue to be developed and implemented.
- 6.2 To support the delivery of the policies, investment in appropriate vehicles and equipment will be progressed.

7. Equality and Poverty Impact

- 7.1 There is not considered to be any impacts on equality and poverty arising from the updated policy document.

8. Climate and Nature Emergency Implications

- 8.1 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.
- 8.2 Ensuring that all the city's trees are cared for and maintained according to best practice plays an important role in the city's commitment to addressing climate change and the nature emergency.

Environmental Impacts

- 8.3 There are policies set out in the Trees in the City document that help to reduce environmental impacts associated with tree removal and woodland habitat loss. Policy 12, for example, covers leaving logs, branches, standing deadwood, and chippings on site to enhance biodiversity and increase wildlife habitats for a range of invertebrates, flora, and fauna.
- 8.4 The tree management policies and works guided by Trees in the City support ambitions within several nature-related policy documents including, for example, the Edinburgh Biodiversity Action Plan 2022-2027 (contributing towards woodlands and urban greenspaces priority habitat types); Edinburgh Nature Network; and Thriving Greenspaces.
- 8.5 The Edinburgh Million Tree City strategic aim sets planting an additional 250,000 trees planted in the city by 2030. This will result in a net gain in tree numbers that will help mitigate against tree losses due to death, disease, and damage, etc.
- 8.6 Trees greatly enhance air quality, so protecting and enhancing the city's tree stock can help ensure our trees can remain healthy for as long as possible, especially along streets and in the city's parks and openspaces. Ensuring existing trees are looked after and supporting tree planting in streets and as part of plans such as 20-minute neighbourhoods, new housing developments, etc., will contribute to cleaner air in the city.
- 8.7 Choosing a range of trees to be planted in the city, including both native and ornamental species, will help to mitigate against climatic changes and build a more resilient tree population in the city. Avoiding the planting of areas with single species or being heavily reliant on a few species makes the city's trees vulnerable to the devastating threat posed by pests and diseases.
- 8.8 Where possible the Forestry Service will move towards using more environmentally friendly vehicles, tools and equipment for tree work to reduce carbon emissions.

9. Risk, policy, compliance, governance and community impact

- 9.1 Trees can have positive and negative impacts for residents living in close proximity to trees in their street, close to their property, or otherwise affecting their enjoyment of their home. While many people support the benefits that trees provide, others may be impacted by issues associated with trees. The updated policies set out the Council's approach to tree management and maintenance and provides many statements that aim to deal with the vast majority of tree-related matters. There may, from time to time, be circumstances that require additional consideration due to the exceptional nature of the public enquiry (for example, a house-bound, severely disabled person with concerns over trees blocking light into their room window).
- 9.2 Feedback from customers will be reviewed to ensure the appropriateness of the policies and will inform future amendments to policies to be approved by Committee during the annual review process.
- 9.3 Having clear tree management policies in place, and adhering to them, reduces the level of risk the Council might be exposed to in managing its tree stock.

10. Background reading/external references

- 10.1 Response to Cllr Osler's [motion](#) on tree management and maintenance – Culture and Communities Committee – 13 December 2022.
- 10.2 Trees in the City Action Plan (2014) – ([web link](#))

11. Appendices

- 11.1 Appendix 1 - Trees in the City – Tree Management Policies.
- 11.2 Appendix 2 - Policy Comparison
- 11.3 Appendix 3 - Tree Protection Zones for East and West Princes Street Gardens.

A low-angle photograph of a tree trunk and its canopy against a blue sky. The tree trunk is in the foreground, showing rough, textured bark. The canopy is filled with green leaves, and the sky is visible through the branches.

Trees in the City

Contents

1	Introduction	1
2	The Benefits of Trees in the City	5
3	The Status of Trees in Edinburgh	10
4	Private Land and Development	12
5	Management Policies	13
6	General Tree Management Policies	16
7	Routine Tree Management Policies	24
8	Policies for Common Issues	31
9	Tree Planting Policies	37
10	Tree Disease and Pathogen Policies	43
11	Heritage and Veteran Tree Policies	46
12	Summary of Policies	47
13	Contact Information	52
14	Appendix	53



1 Introduction

This second **Trees in the City** has been updated and builds upon its predecessor to set out the Council's policies relating to the management and maintenance of its trees within the city. It also considers the development of tree-related projects and initiatives. **Trees in the City** supports the strategic actions of Edinburgh's Million Tree City.

The document provides a framework under which the Council's Forestry Service operates and provides information to residents about what the service will and will not do with regards to managing and maintaining trees in the city. The implementation of these policies also relies on and refers to other sections of the Council that have tree assets or influence tree numbers in the city. The document also considers woodland creation, maintenance, and management. Information is provided on associated tree and woodland policies currently in place and highlights those planned for the future.

Trees are an integral part of the city contributing economic, social, and environmental benefits. Trees are also important for the city as it aims to become more sustainable and meet the challenges of climate change, as well as create critical habitats for wildlife and help tackle pollution and improve air quality.

Trees are living organisms that require management and maintenance to ensure they are kept healthy and safe throughout their life cycle. However, like humans, trees do suffer from pests, diseases, and pathogens. Likewise, some of health conditions cause little harm and form part of natural life and

trees can recover; however, other health conditions can cause severe harm and threaten a tree's viability and survival.

While an individual tree may be infected and suffer, there are increasing numbers of pests, diseases, and pathogens that can threaten entire species and tree pandemics have a massive impact on our native trees. Dutch Elm Disease has affected the city's Elm trees for many years. More recently, Ash Dieback will likely see most of our ash trees removed and will have a disastrous impact on the wildlife that rely upon this common tree species throughout the city. The loss of majestic trees to disease changes the city's landscape, and new trees will take many years to grow to maturity.

Trees are expected to grow in a variety of places and challenging environments throughout the city, sometimes in relatively hostile growing conditions. Trees may be subject to root compaction or other constraints in streets, grow in flood zones, receive damage from vehicles along road verges, or be subject to vandalism. Trees also need to be appropriately chosen to grow in a variety of environmental conditions and locations from the coastal areas to inner city and rural areas, in parks, greenspaces, and cemeteries to historic woodlands, hills, and within the regional park.

As a result of damage by people, vehicles, and storms; death from pests or diseases; development, or old age, many trees are removed from the cityscape each year. Therefore, planting trees must replace those lost. Therefore, the Council supports the ambitious goal of making Edinburgh a million-tree city



by 2030 through the planting of at least 250,000 more trees.

1.1 Objectives of the document

The policies set out in this document have the following general objectives:

1. To set out clearly existing and future tree-related policies that will inform how the Council manages trees and woodlands in its own ownership.
2. Provide guidance to inform the public on tree-related matters and on their rights and responsibilities.

1.2 Scope of the document

This document does not attempt to create policies on trees related to planning or development control as these policies and guidelines are set out elsewhere. Whilst the laws governing trees in Conservation Areas and those covered by Tree Preservation Orders are a part of Planning legislation, the content about them has been included in this document to help inform the reader.



1.3 Glossary of terms

Ash Dieback Action Plan – A Council strategy to actively manage the risks associated with Ash Dieback disease affecting Ash trees across the city.

BS 3998:2010 ‘Tree work – Recommendations’ – the latest British Standard applying to work carried out on trees.

BS 5837:2012 ‘Trees in relation to design, demolition and construction. Recommendations’ – the latest British Standard applying to tree protection in relation to works carried out close to trees.

CAVAT – Capital Asset Value for Amenity Trees is a method for valuing trees as public assets, taking in cultural, social and environmental factors as well as visual amenity contribution.

Conservation Area – a planning designation applied to parts of the city which confers a measure of protection over the trees located within it.

Ecosystem services – a wide range of processes and resources delivered by ecosystems that are of benefit to people, such as removal of atmospheric pollution, storm water storage etc.

Edinburgh Million Tree City – A project that aims to plant 250,000 more trees by 2030 to make Edinburgh a million-tree city.

Extra-heavy standard – a tree grown in a nursery usually 16 to 18 cm girth or more.

FCS – Forestry Commission Scotland, the government’s former forestry regulation body and land manager. Two executive agencies of the Scottish Government deliver forestry and land management functions (see Scottish Forestry and Forestry and Land Scotland that manage the National Forest Estate).

Helliwell valuation method – an aid to practical planning and management of woodlands and urban trees by evaluating their relative contribution to the visual quality of the landscape.

i-Tree eco valuation – a model developed by the US Forest Service to quantify a selection of ecosystem services delivered by trees at the city scale.

LFGNP – Lothians & Fife Green Network Partnership – made up of councils and governmental agencies to promote green network development.

Millennium woodlands – Woodlands that were planted in Edinburgh in the period 1997-2001 as a part of the Millennium Forest project.

PM₁₀ – Particulate matter of very small size (<10 µm [micrometres]). The principal source of airborne PM₁₀ matter is road traffic emissions, particularly from diesel vehicles.

Scottish Forestry is an executive agency of the Scottish Government responsible for regulatory, policy, support and grant-giving forestry functions.

Standard tree - a tree grown in a nursery usually 8-10 cm girth or more.

Transplant – a young tree 2 or 3 years old grown in a nursery usually 30 to 45 cm tall.

TPO – Tree Preservation Order, A designation made under planning legislation to protect trees either individually or in groups.

VTA – Visual Tree Assessment. This is a methodology for systematic assessment of tree condition developed by Claus Mattheck.



Whip – a young tree, 3 years old or more, usually 60 to 120 cm tall.

2 The Benefits of Trees in the City

2.1 Introduction

Trees make a vital contribution to quality of life in Edinburgh, both as street trees and as a component of parks, gardens and woodlands. They provide sensory stimulation, visual relief and aesthetic pleasure that changes with the seasons, help to provide the setting for buildings and screen unwanted views, and reduce the impact of noise.

They provide ecosystem services and act as reservoirs for biodiversity. For many citizens, trees are the most obvious and readily available form of contact with nature. Surveys indicate that Edinburgh citizens value daily contact with nature very highly.

Trees remove pollution from the atmosphere and perform a service in removing particulates (known as PM₁₀) thereby improving air quality. Tree roots may help to store storm water thereby alleviating localised flooding. Trees provide shade in summer and shelter in winter. As trees grow they convert atmospheric carbon dioxide into wood-storing carbon, lessening the rate of climate change.

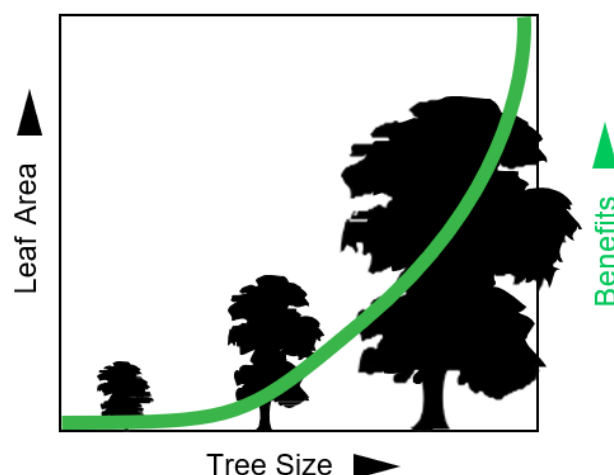
The benefits of trees may be summarised as follows:

- Improving biodiversity and providing a range of ecosystem services
- Storing carbon dioxide from the atmosphere
- Providing shelter in winter and shade on hot days
- Health benefits – including removing harmful particulates from the air
- Relieving localised flooding

- A range of other benefits.

2.2 Which tree is most valuable?

As trees increase in age and size, their benefits increase exponentially.



This means that it is of key importance to conserve and maintain existing trees, especially where they are old and large. Replacing old trees with newly planted ones is of course essential, but for new trees to replicate the benefits provided by older, larger trees they would need to be replaced at a rate of 40 to 1, or alternatively wait for 30 – 50 years for their value to increase naturally. Older and larger trees in the city are currently undervalued and should not be removed unless there are compelling reasons to do so.



2.3 Benefits of trees

Trees provide benefits both to the environment, promote people's wellbeing, and create healthy, liveable, and sustainable communities. Some of the benefits are outlined below:

Contribution to landscape quality, screening eyesores and enhancing buildings

Most people enjoy seeing and being amongst trees. The inclusion of trees in residential developments can transform the appearance of sites for the better and create a more diverse and pleasing environment. The positive impact of broadleaved woodland on property prices is well documented, with increases in property values ranging from 5% – 18%¹. The larger the trees are, the greater their proportional value.

Industrial and commercial areas and employment sites with access to natural greenspace can have more productive and satisfied employees. Retail areas with trees perform better than shopping centres without them. The tourist attraction of wooded areas is widely acknowledged, with many local economies benefiting significantly. As a consequence of all of these contributions, commercial, and urban areas with good tree cover tend to attract higher levels of inward investment.

Countering climate change

"Trees are a key part of our armoury to combat climate change"². Trees naturally absorb carbon dioxide (CO₂), a major

greenhouse gas, through the process of photosynthesis. Thus, trees help to create a significant carbon sink, sequestering carbon to benefit everyone through a natural process. The UK's forests and woodlands contain around 150 million tonnes of carbon and act as an ongoing carbon sink by removing a further 10 million tonnes of carbon from the atmosphere every year³. It has been calculated that a 33% increase in UK woodland cover would deliver an emissions abatement equivalent to 10% of greenhouse gas emissions by the 2050s⁴.

The adoption of low-carbon options, such as timber in construction, is also beneficial. Every cubic metre of wood that is used as a substitute for other building materials saves around 1.1 tonnes of CO₂⁵. More extensive use of timber in this way could store 10 million tonnes of UK carbon (equivalent to 37 million tonnes of CO₂) by 2020.

Tempering the effects of severe weather

The capacity of trees to attenuate water flow reduces the impact of heavy rain and floods and can improve the effectiveness of Sustainable Urban Drainage Systems (SUDS). By moderating temperatures through a combination of reflecting sunlight, providing shade, and evaporating water through transpiration, trees serve to limit the 'urban heat island' effect. Trees moderate local microclimates, as urban areas with trees are cooler in summer and warmer in winter. Trees also help to alleviate fuel poverty. Well-positioned

¹ 'The Case for Trees', Forestry Commission, 2010. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718033/eng-casefortrees.pdf

² Ibid.

³ https://www.forestresearch.gov.uk/documents/7738/FCMS022_6_-_Mitigation_-_planting_more_trees.pdf

⁴ 'The Case for Trees', Forestry Commission, 2010. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718033/eng-casefortrees.pdf

⁵ https://wpif.org.uk/uploads/publications/Climate%20Change%20Use%20Wood_%20English%20Text.pdf



trees help to improve the environmental performance of buildings by acting as a buffer or 'overcoat', reducing thermal gain in summer.

Improving air quality

Local air quality is improved as trees cut the level of airborne particulates and absorb nitrogen dioxide, sulphur dioxide, and ozone.

Monitoring for PM₁₀ (any particulate matter in the air with a diameter of 10 micrometres or less) is carried out at automatic Air Quality Monitoring Stations (AQMS) strategically located across the city. All monitoring locations reported concentrations below the annual mean Air Quality Strategy objective for PM₁₀ (18µg/m³) in 2020⁶.

Whilst monitoring data demonstrates that the UK Standard for PM₁₀ (40 µg/m³) is not being exceeded and PM₁₀ levels across the city are well below this standard, the Scottish Government has specified a more stringent Air Quality Standard for PM₁₀ (18 µg/m³) in Scotland.

Monitoring data suggests that the majority of heavily trafficked routes within the city centre area are likely to exceed the Scottish Government's annual objective for PM₁₀. Therefore, the Council must continue working towards containing and reducing levels of PM₁₀, wherever practicable. The evidence is that appropriately sited and designed tree planting will assist in reducing PM₁₀ and other pollutants.

⁶ <https://www.edinburgh.gov.uk/downloads/file/30443/laqm-annual-progress-report-2021>

⁷ <https://forestry.gov.scot/images/corporate/pdf/wia-urban-forest.pdf>

⁸ [https://assets.publishing.service.gov.uk/government/upl](https://assets.publishing.service.gov.uk/government/uploads)

Trees and woodlands in Edinburgh remove around 100 tonnes of airborne pollutants a year⁷.

Biodiversity

Trees host up to 5,000 different species of invertebrate⁸ that, in turn, form crucial links in a healthy food chain that benefits birds and mammals.

Lines of trees can form the basis for biodiversity networks or links between habitats; and woodlands provide pockets of wildlife that become more biodiverse over time, as well as providing opportunities for people to be closer to nature.

Reducing openspace management costs

Openspaces with good levels of tree cover may be less costly to maintain than grassed areas. Cutting grass by gang mower is amongst the cheapest form of active maintenance, with annual costs of around £2,100 per hectare⁹. However, gang mowing is only possible on larger areas.

Woodland is cheaper to maintain, ranging from £325 per hectare per year to £1,880 per hectare per year for the more complex type of woodland planting¹⁰. It is the diversity and other benefits described elsewhere in this section that tip the balance towards tree planting. This is not a recipe for the wholesale blanketing of parks and openspaces with woodland, rather an indication that modest increases in tree cover of the sort advocated in the

https://www.edinburgh.gov.uk/system/uploads/attachment_data/file/718033/eng-casefortrees.pdf

⁹ Figures from 2011 contained within <https://www.woodlandtrust.org.uk/media/1828/trees-or-turf-for-urban-green-space.pdf> have been adjusted for 2022 to account for inflation.

¹⁰ Ibid.



adoption of initiatives, projects such as the Edinburgh Living Landscape or Edinburgh Million Tree City, will bring some cost savings whilst at the same time creating additional benefits.

Health benefits

The presence of trees often encourages people to exercise, thereby reducing the incidence of heart attacks and Type 2 Diabetes¹¹. Trees absorb considerable quantities of airborne pollutants and the resulting cleaner air cuts asthma rates. Asthma rates reduce among children aged four and five years old by 25% for every additional 343 trees per square kilometre¹².

Wooded environments are known to calm people, relieve stress, and provide a spiritual value that supports improved mental health and wellbeing. When they can see trees from their beds, patients' recovery times are faster as well¹³.

The general health dividend provided by trees has been scientifically proven – Dutch research shows neighbourhoods with good tree cover are, statistically speaking, significantly healthier than less green urban areas. The positive benefits of trees do not stop there. Because they provide increased shade, the risk of skin cancer in tree-covered areas should be lower.¹⁴

¹¹ 'The Case for Trees', Forestry Commission, 2010. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718033/eng-casefortrees.pdf

¹² Doick, K.J., Handley, P., Ashwood, F., Vaz Monteiro, M., Frediani, K. and Rogers, K. (2017). Valuing Edinburgh's Urban Trees. An update to the 2011 i-Tree Eco survey – a report of Edinburgh City Council and Forestry Commission Scotland. Forest Research, Farnham. 86pp.

¹³ Ulrich RS. View through a window may influence recovery from surgery. *Science*. 1984 Apr 27;224(4647):420-1. doi: 10.1126/science.6143402. PMID: 6143402.

¹⁴ 'The Case for Trees', Forestry Commission, 2010. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718033/eng-casefortrees.pdf

Food growing

The growing of fruit trees in urban areas is increasingly popular and in line with the greater interest in local food production. Apples, pears, plums, and other fruiting species can all be grown successfully in Edinburgh, and whilst they do require management, they do not require particularly specialised conditions or care. Fruit trees can be an important part of community orchards, community gardens, and allotments.

Providing useful by-products

Urban trees provide a range of different by-products – from small amounts of timber to mulch, and as mentioned above, fruit.

Creating community spirit

More than 80% of people live in urban areas in Scotland¹⁵. Our home and community environments are much more harmonious and closely knit where the urban setting includes trees¹⁶. Trees create a sense of place and our feelings of pride in our surroundings are also heightened.

Urban areas with good tree cover tend to attract higher levels of inward investment¹⁷ and also contribute indirectly to local economies.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718033/eng-casefortrees.pdf

¹⁵ <https://forestry.gov.scot/images/corporate/pdf/wiat-urban-forest.pdf>

¹⁶ 'People, parks and the urban green: a study of popular meanings and values for open spaces in the city', Burgess M, Harrison CM, Limb M, *Urban Studies*. 25, 455-473, 1988; 'The power of trees', Tina Prow, University of Illinois, Human Environmental Research Library.

¹⁷ 'Managing Urban Spaces in Town Centres – Good Practice Guide', DoE and The Association of Town Centre Management, 1997.



Trees make positive contributions to urban living conditions. Crime can be reduced where streets are planted with trees¹⁸ and noise levels from traffic can be reduced¹⁹.

2.4 Problems posed by trees in urban areas

Most trees are not a problem but in certain situations trees at any stage of growth from sapling to fully grown may present problems varying in severity from nuisance, such as saplings growing out of masonry; unwanted shading and blocking views; to danger to life, limb and property due to defective limbs, roots, the effects of disease; or following extreme weather. In most cases, these issues can be effectively managed. There are variations between species and varieties in the probability and severity of problems occurring, and it is of key importance to select the right tree for the right place. However, trees grow naturally from seed or by suckers and in some locations the growth of trees in unsuitable locations may lead to significant problems.

In order to manage tree-related problems, a comprehensive range of tree management policies have been drafted, which are intended to provide a reliable and sensible framework for the management of the Council's tree stock.

18

'Environment and Crime in the Inner City. Does Vegetation Reduce Crime?' Kuo FE & Sullivan WC, Environment and Behaviour 33 (3), pp 343-367, 2001; 'Aggression and Violence in the inner city: Effects of Environment via Mental Fatigue', Prof. Kuo FE & Sullivan WC, Environment and Behaviour 33 (4) July, pp 543-571, 2001.

19

'Assessing the Benefits and Costs of the Urban Forest, Dwyer JF, McPherson EG, Schroeder HW & Rowntree R, Journal of Arboriculture 18 (5), pp227-234, 1992; 'Identified Benefits of Community Trees and Forests', Coder KD, University of Georgia Cooperative Extension Service – Forest Resources Publication FOR96-39, 1996.

3 The Status of Trees in Edinburgh

3.1 Overview

Survey work carried out by Forest Research estimates that there are 712,000 trees in Edinburgh²⁰. The Council has been undertaking tree counts over the last few years and is planning an updated i-Tree Eco survey in 2024. The Council owns a large amount of land in Edinburgh, the largest parts of which are woodlands and parks and open land with varying amounts of trees.

It is difficult to know reliably whether the total number of trees in the city has been increasing or decreasing, as accurate population counts have never been carried out. Some data does exist however – Scottish Forestry carries out survey work and estimates that 17% of Edinburgh’s land area is covered by tree canopies. For comparison, Scotland as a whole currently has 17.6% tree cover. For cities and towns, the mean figure for England and Wales is 11.8%, which would suggest that Edinburgh is relatively well covered by trees. However, much of Edinburgh’s tree canopy cover is concentrated in large woodlands, such as Corstorphine Hill (76 hectares) and the Hermitage of Braid (58 hectares). The number of trees in streets is relatively small (around 1.4% of the total). In London and the South West of England, street trees comprise between 2 and 14% of canopy cover.

The contribution of privately-owned trees to canopy cover in the city is significant.

For example, districts such as the Grange, which have virtually no public openspace, but many mature trees located in domestic gardens provide tree canopy cover.

There are a number of reasons for the previous reduction in street trees, but essentially the problem is that they are not always replaced when they die or are felled or are affected due to proximity of utility and other works damaging roots. It can be expensive to excavate tree pits at the roadside, and regulations affecting road occupation may have made it more difficult to carry out planting operations. There is increasingly a risk-averse culture, which tends to reject the planting of trees near utilities and may also mean that tree pits on footways, which are not promptly replanted, may be infilled or tarred over. However, with the ambitions of becoming a million-tree city, as well as climate and nature emergencies having been declared, it is expected that more street trees will be planted.

Trees in streets are most effective in delivering the types of benefits we increasingly need to obtain from our tree population. Through concerted efforts to plant more street trees will their numbers increase across the city.

3.2 Tree pests and diseases

One of the biggest threats to the status of trees in the city comes from tree pests and diseases.

²⁰ Doick, K.J., Handley, P., Ashwood, F., Vaz Monteiro, M., Frediani, K. and Rogers, K. (2017). Valuing Edinburgh’s Urban Trees. An update to the 2011 i-Tree

Eco survey – a report of Edinburgh City Council and Forestry Commission Scotland. Forest Research, Farnham. 86pp.

Most people will be aware of the arrival in the UK of a potentially disastrous disease affecting ash trees, which was first detected in 2012. Three names have been in use for the causal agent of this disease, initially *Chalara fraxinea*, then *Hymenoscyphus pseudoalbidus*, but the name *Hymenoscyphus fraxineus* is now being used widely²¹. The immediate future for *Hymenoscyphus fraxineus* and ash is simply not known at this stage, and Edinburgh will follow best practice advice in dealing with the threat.

Dutch elm disease, which arrived in Edinburgh in 1976, is a significant disease, resulting in around 1,000 trees infected and felled every year in the city at its peak. Edinburgh continues to rely on elms planted in Victorian times for a significant amount of its tree cover, and many of the larger and more valuable trees are therefore vulnerable to the disease. Whereas many cities abandoned disease control many years ago, Edinburgh's disease control campaign, running continuously since 1976, has limited the losses and ensured a greatly longer life for most elms.

Phytophthora lateralis affects Lawson's Cypress (and its many cultivars) and has already been confirmed at a number of sites in the West of Scotland. It could yet become a significant cause of death in urban populations of this species as its distribution and prevalence is not yet fully known.

Currently, the main threat to our native oaks in the UK is from Acute Oak Decline. In southern Britain, the Oak

Processionary Moth has also become a serious pest due to its potential impact on public health (caused by its highly irritant hairs). The Scottish Government have confirmed six interception cases of Oak Processionary Moth in Angus, East Lothian, Fife, Inverness, and two in Lanarkshire²².

Horse Chestnut is affected by Bleeding Canker (caused by *Pseudomonas syringae* pv. *aesculi*) and Horse Chestnut Leaf Miner, both of which have been highly significant in southern parts of the UK, but only Bleeding Canker is currently a significant issue in Scotland, where 50% of urban horse chestnut trees were found to have been infected in 2007. There is no known cure.

Other insect pests, such as Emerald Ash Borer, Asian Longhorned Beetle, Citrus Longhorned Beetle, and Pine Processionary Moth have not so far taken a hold in the UK, but in mainland Europe and North America these have caused the death of trees on a massive scale, which has had a significant economic impact. An outbreak of the Asian Longhorned Beetle occurred in 2012 in southern England. Control measures designed to eradicate the beetle were immediately put in place and are thought to have been successful. An outbreak of the Asian Longhorned Beetle in Edinburgh, for example, would pose a significant threat to 59.3% of the city's trees²³. International trade and warming climates increase the risk of the Pine Processionary Moth, as well as other species, establishing breeding populations in the UK.²⁴

²¹

<https://www.forestresearch.gov.uk/research/chalara-research/>

²²

https://www.planthealthcentre.scot/sites/www.planthealthcentre.scot/files/2019-11/phc_pest_review_opm.pdf

²³ Doick, K.J., Handley, P., Ashwood, F., Vaz Monteiro, M., Frediani, K. and Rogers, K. (2017). Valuing

Edinburgh's Urban Trees. An update to the 2011 i-Tree Eco survey – a report of Edinburgh City Council and Forestry Commission Scotland. Forest Research, Farnham. 86pp.

²⁴ <https://www.forestresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/pine-processionary-moth-thaumetopoea-pityocampa/>

4 Private Land and Development

4.1 Overview

Trees and woodland make an enormous contribution to the unique urban landscape of Edinburgh and play a major role in the international importance of its setting. In addition, trees and woodlands provide a wide range of environmental, social and economic benefits. In response to this, the Council aims to protect and enhance trees and woodlands through a range of statutory and policy measures. These measures relate to trees on private and public land, and trees which are affected by development.

Key planning documents and policies that concern trees are available on the Council's website. This document does not set out to create or review planning or development control policies, which have their legislative basis in planning legislation and are subject to a separate consultation and approval process.

5 Management Policies

5.1 Introduction

Edinburgh’s residents, visitors and businesses benefit from the many economic, social and environmental functions and values that the city’s trees and woodlands provide. It is therefore in the interests of all that trees and woodlands are managed to the highest standard to maximise their benefits and minimise the risks and difficulties that they may present to the public.

The policies set out in this document are intended to cover the majority of tree-related concerns, and to provide guidance on how the Council will deal with these in relation to its own land holding. Whilst there are 54 policies, there may still be eventualities arising not covered by a policy. The Council does not have unlimited resources to respond to tree problems and work requests, and therefore has to prioritise which works are most important. The policies are intended to make the decision-making process around tree work more transparent.

5.2 Aims of tree management policies

The aims of the tree management policies are:

- To set out how the Council will manage, protect, and enhance its tree stock;
- To set out the criteria for decisions taken by the Council in respect of

the management of trees and woodlands, and how work will be prioritised;

- To set out how the Council intends to fulfil its duty of care in respect of health and safety and public liability;
- To promote positive management of Edinburgh’s trees through adoption of good practice;
- To highlight tree protection legislation in the form of Tree Preservation Orders and Conservation Areas;
- To support Edinburgh’s Biodiversity Action Plan²⁵ and other landscape, ecological, placemaking, and sustainability strategies where appropriate.

5.3 Legal Obligations

The Council has a duty of care to maintain its trees in a safe condition where that is “reasonably practicable”. Proactive management ensures that it is able to meet its Health & Safety liability relating to public trees, allowing people to safely enjoy the amenity, conservation and health benefits that Edinburgh’s trees provide.

Duty of care is defined by several different Acts, including the Occupiers Liability (Scotland) Act 1960 and the Health & Safety at Work Act etc 1974, section 3 (1); Land Reform (Scotland) Act 2003; Roads (Scotland) Act 1984; Town and Country Planning (Scotland)

²⁵

<https://www.edinburgh.gov.uk/downloads/file/26216/edinburgh-biodiversity-action-plan-2019-2021>

Act 1997; Wildlife & Countryside Act 1981; and Nature Conservation (Scotland) Act 2004. The management of trees is informed by Health & Safety Executive guidance “Management of Risk from Falling Trees” (SIM 01/2007/05) 2007.

The above legislation, together with established case law, means that the City of Edinburgh Council must:

- Survey its trees.
- Have this done by a competent person.
- Take reasonable action to ensure that they are reasonably safe.
- Create individual tree reports to instigate works orders to deal with potentially serious structural faults posing a potentially serious risk to public safety and show that such works have been completed and issues resolved. All trees are to be retained by default but following an inspection it will be determined either that works will be carried out or tree will be removed.

The Council manages its own trees via the City of Edinburgh Council’s Forestry Service (within Neighbourhood Environmental Services in Place directorate), which utilises a specialised tree management database called Ezytreev. There are plans to move towards using another asset management system, Confirm, to allow for better integration across service areas, allow sharing of information, for improving customer contact, and managing enquiries.

This allows the Council to keep accurate records of all the city’s trees under active management and allows it to prioritise and programme tree work.

5.4 Common Law Rights

Householders have a Common Law right to remove (abate) the nuisance associated with trees encroaching onto their property. The following advice is given in relation to the exercise of Common Law rights with respect to encroaching trees:

- You can only consider removing those parts of the tree from where they cross the boundary of your property. You have no legal right to cut or remove any part of a tree that does not overhang your property (i.e. cutting the top to reduce the height) or is not beneath your property (i.e. the roots).
- You must not carry out any tree works on branches or roots that foreseeably may result in the tree becoming unsafe or results in the decline or death of the tree. It is advised that you seek appropriate competent advice before carrying out any pruning, especially when severing tree roots.
- You do not necessarily have the right to enter on to land not belonging to you in order to carry out the removal of branches etc. You do have the right to carry out these works from your own land.
- For your own safety you are strongly advised to consult a professional tree surgeon for guidance on how best to prune back encroaching trees, unless the works are very minor, meaning you could do the works with hand secateurs, loppers or similar.
- Before you consider doing any works to a tree or trees you should find out if they are protected by a Tree

Preservation Order or are within a Conservation Area. If the trees are protected you will need to gain consent by making an application or giving notice to the Council. To find out if the trees are protected and guidance on how to apply for works if they are protected contact the Council's Planning section.

- You are advised to discuss with your neighbour your intention to prune encroaching branches. Legally you do not own the encroaching branches and you should offer these to your neighbour. But in all likelihood, you should consider disposing of the arisings yourself. If the encroachment relates to a Council owned tree, any cuttings must be disposed of appropriately and not returned to Council land.

5.5 Trees and subsidence

The subsidence of buildings in Edinburgh due to the presence of tree roots is very uncommon. Trees cause subsidence in some other parts of the UK when, in dry periods, the roots extract water from within the structure of shrinkable clay soil. It is the subsequent contraction of the clay which causes the settlement of buildings in these cases. Edinburgh has only very small, localised pockets of this type of soil and due to typical weather conditions it is unlikely that trees will be associated with subsidence in the city. If you have any concerns in relation to trees and subsidence within Edinburgh it is advisable to obtain professional advice from a competent consultant. Ground investigation and soil analysis will normally be required to establish if a tree is contributing to building subsidence before any remedial action can be carried out.

5.6 Council powers in relation to privately owned trees

The main powers Council has in relation specifically to privately owned trees are:

- Power to create Tree Preservation Orders: Town and Country Planning (Scotland) Act 1997 (as amended); Town and Country Planning (TPO and Trees in Conservation Areas) (Scotland) Regulations 2011.
- Power to designate Conservation Areas: The Planning (Listed Building and Conservation Areas) (Scotland) Act 1997.
- Power to enforce necessary works to trees in relation to roads and footpaths. The Roads (Scotland) Act 1984.
- Power to control the spread of Dutch elm disease: Dutch Elm Disease (Local Authorities) Order 1984, as amended 1988. The Council position on use of these powers is set out in the report "Dutch elm disease – legislative review", Council Executive 8 November 2005.

These powers are limited. The Council does not have the power to compel a private owner to remove a dangerous tree unless it threatens a public (adopted) road or footway, nor does it have powers to compel owners to carry out tree work on the basis of light deprivation, encroachment, or damage to property. These are matters that need to be resolved through negotiation or, failing that, by resort to civil legal action at your own expense consulting with a solicitor if necessary.

6 General Tree Management Policies

6.1 General approach to tree management

POLICY 1

Trees in Council ownership will be inspected for safety on a cycle between one and five years according to size, targets, condition, and survey recommendations for each tree. This information will be recorded on the Council's tree asset database.

POLICY 2

Tree inspections and arboricultural work will only be undertaken by qualified, experienced, and competent people.

POLICY 3

The Council will take steps to bring all its trees under active, appropriate and informed management.

The approach to managing the Council's tree stock is based on good management practice, and in particular on the guidance produced for the owners and managers of trees by the Health & Safety Executive. Good management practice is not set out in any one text, but the Council the right balance between the risks and the benefits of trees by the document "Common Sense Risk Management of Trees"²⁶, produced in 2012 by the National Tree Safety Group and endorsed by many bodies, including

the Health & Safety Executive.

Tree inspections will be carried using the Visual Tree Assessment (VTA) method of survey.

Trees are inspected periodically to check their condition and identify any works to make them reasonably safe, which may include pruning or, if required, removal of the whole tree. Following a tree survey, and where appropriate, trees in council ownership may be tagged with a coloured plastic numbered tree tag to help identify the tree for future tree inspections or when responding to tree related enquiries. Visual tree inspections carried out on a 5-year cycle, or sooner if required, may suggest more detailed inspections or more regular monitoring of individual trees.

The process of gathering the necessary data on each tree to allow informed management decisions to be made is resource intensive and is therefore a gradual one, in which the trees presenting the probable greatest hazard (i.e., streets, etc.) are surveyed first. Whilst the Council's first tree asset database was set up in 2008 and is now extensive, it is not a complete record of all trees, and further efforts are required to ensure that the whole tree population is recorded.

The Council accepts that historically there may be instances of poor species selection and particularly where trees, upon reaching maturity, have been identified as causing considerable damage to property, footways, and

²⁶ <https://ntsgroup.org.uk/wp-content/uploads/2016/06/FCMS025.pdf>

surfacing. However, the presumption will be to not fell a tree. Each case will be considered on its merits, and the Council will follow appropriate arboricultural standards and only seek to remove individual trees where they cannot be maintained in a sustainable manner considering evidence such as excessive damage and reparation costs that may be attributed to leaving a tree.

It is of key importance that all tree inspections and arboricultural work to Council-owned trees will be undertaken by qualified, experienced, and competent arborists. This is one of the key issues to emerge from related case law involving public liability.

These policies will be supported by the creation of a Tree Safety Inspection Guidance document, which will provide an operational guide for tree safety inspections and a Tree Risk Management Framework.

A Tree Risk Management Framework should be developed to incorporate a reasonable and balanced risk-based approach to tree management that ensures the Forestry Service complies with legal and regulatory requirements and best practice. The framework should complement the Forestry Service Workforce and Resources Plan to ensure that adequate resources are allocated that are proportionate to the risk of harm trees pose to the public and property. The framework should outline decision making with regards to risk zoning, inspection regime, health and safety, etc., to inform decision making and management of the city's trees and woodlands. Additionally, the framework should help maintain, conserve, and enhance the city's tree stock and canopy cover and support the outcomes of Edinburgh Million Tree City.

6.2 Prioritisation of tree works

POLICY 4

The Council prioritises tree work according to the individual tree's health and safety risk and considering current available resources. Tree works will normally be completed in safety priority order.

POLICY 5

The Council accepts the right of householders to remove overhanging branches, (subject to compliance with Tree Preservation Orders and/or Conservation Area status) and where required will assist householders to identify a suitable arboricultural contractor who can carry out works to the appropriate standard.

POLICY 6

The Council will consider applications from private owners to alleviate amenity reduction or nuisance problems on the basis that they will fund the works, that the works will be agreed with the Council beforehand, that a suitable arboricultural contractor is appointed, and that each case will be considered on its individual merits.

As set out above, the Council has a legal and moral duty to ensure that the public can go about their daily business with a reasonable expectation of safety in relation to trees. The Council has limited resources to carry out tree works, so all work has to be prioritised in a rational and defensible way. This means that safety works – addressing trees that present a known safety risk – will always

take priority. High priority works are typically those required on trees displaying defects that unless remedied could foreseeably fail, resulting in injury to the public or damage to property.

Priority will further be given to premises, such as schools, or other public buildings and locations with high footfall (e.g., Princes Street Gardens, Meadows and Bruntsfield Links, Leith Links, etc.) to ensure public safety as far as is reasonably practicable, especially following storms. Site managers and the public can alert the Council to:

- Snapped or hanging branches large enough to cause injury if they fall.
- Cracks or splits in the main branches or stem that open with wind movement of the tree.
- Tree leaning at an angle more than before the storm event.
- Movement of the main stem of the tree at ground level. This is usually seen by the ground heaving as the tree sways. Trees sway in the wind normally but should not be moving at its base.

The ranking of priorities is inevitably an imperfect business as trees are living organisms and failure rates cannot be predicted with the same accuracy as engineering structures. The availability of appropriately qualified and experienced staff to make judgements is therefore key.

The Council may therefore simply not have the resources to carry out certain types of work. Details and examples of the types of common tree related issues that result in service requests and complaints that are regarded as amenity or nuisance requests are provided in part

9.

It is recognised that members of the public may have a legitimate complaint regarding a tree in Council ownership, where works are required to alleviate the nuisance. An example of this is a tree standing on Council land which has grown to overhang a neighbouring garden. Currently the Council may well be unable to undertake the required works as resources are prioritised towards essential safety works as detailed above. However, in the circumstances previously detailed, a householder has Common Law rights to abate a nuisance caused by overhanging branches or roots.

There are however cases in which Council-owned trees cause a nuisance, for example by blocking light or views, but are not overhanging the householder's property. Again, the Council may be unable to prioritise these works, leaving the householder currently with no remedy. In such cases the Council may consider as its discretion to agree to tree works to be carried out at the householder's expense, although each enquiry will have to be dealt with on its individual merits. Authorisation may be refused if the tree is otherwise in good health or whether the Trees and Woodlands Officer feels any proposed tree work is likely to be detrimental to the tree (i.e., increase risk of infection, creates an imbalanced crown, etc.).

If the works are agreed with a Trees and Woodlands Officer, an experienced arboricultural contractor will have to be appointed and a copy of their insurance certificate and qualifications must be provided to the Forestry Service before any work can be carried out. All tree works must be carried out to approved industry standards in accordance with BS 3998: 2010 'Tree work –

Recommendations’.

6.3 Service standards and performance measures

POLICY 7

The Forestry Service will develop appropriate services standards and performance measures to manage trees for other Council service areas and establish the desired resource levels required to meet their needs.

The Forestry Service undertakes works to other parts of the Council, and to ensure that sufficient resources are employed to manage trees for their clients, service level agreements were in place. With organisational changes and service areas moving into Place directorate, developing service level agreements (SLA) between some sections are no longer deemed appropriate. Therefore, there is a move towards developing service standards and performance measures with other Council service areas. These service standards (i.e. what service will be provided) and performance measures (i.e. how well the service is provided) define the standards these service areas can expect from the Forestry Service and set out the key performance metrics by which arboricultural services are measured. This still assures accountability and allows assessment of the level of resources required.

6.4 Responding to tree enquiries

POLICY 8

For non-emergency tree-related safety issues a Trees & Woodlands Officer will aim to acknowledge receipt of an enquiry within 5 days, carry out a tree inspection within 20 working days following receipt of the enquiry, and notify the customer thereafter of what action the Council intends to take.

POLICY 9

Claims made in writing to the Council in relation to alleged damage caused by a Council owned tree will be acknowledged within 10 working days of receipt.

The Council is endeavouring to adopt a proactive approach to tree management. Work planned in advance can be implemented more efficiently so, as far as possible, it is the intention to generate work programmes from the results of systematic survey work and routine inspection programmes.

The Council receives many enquiries relating to trees, the majority of which are perfectly legitimate, and which require an inspection to be made.

From time-to-time damage may be caused to private property by trees. In the event that an owner considers that their property has been damaged by a Council tree (for example, a fallen tree or branch) they should contact the Council. It is advisable that they contact their insurance provider for advice. In addition, if they wish to make a formal claim for damages or to formally notify the Council with concerns about future damage, it

should be done in writing, supplying full details of the circumstances.

An appropriate Council Officer will write a report on the condition of the tree relating to the claim. This may require a site visit. This report will be passed to the Council's Insurance Services who will process the claim for any damages. The Council does not determine the claim. Claims are managed by a claims handler who will decide whether any damages or compensation is awarded.

6.5 About the work we do to trees and in woodlands

POLICY 10

The Council will not carry out works to trees, or fell them, unless it is necessary to do so. When works are carried out, the reasons for the work will be documented and recorded.

POLICY 11

Management of ivy and trees. The Council will control ivy on trees where it is having a significantly negative effect.

POLICY 12

Where practicable, all arisings (logs, branches etc.) from tree works in high amenity areas will be removed and used in an environmentally sustainable manner. In woodland situations, however, standing dead wood, logs and chippings may often be left on site, where this can be done safely, to enhance biodiversity and increase wildlife habitats.

The Council aims to carry out works to

trees to the appropriate industry standards. In most cases the relevant standard is British Standard 3998: 2010 'Tree work - Recommendations'. Generally, the Council's approach is only to carry out works where necessary, either for safety reasons, disease control, for the health of the tree or woodland or for amenity reasons. Occasionally trees may have to be removed to allow certain works to be carried out, such as road re-alignment or construction projects. Often these latter types of work are subject to Planning legislation, and there is an opportunity for public debate about proposals before they are approved.

Trees in parks and openspaces are managed to reflect the circumstances of the individual site and the type, age, and condition of the current or historic trees.

Trees in parks and openspaces generally have more room to grow compared to street trees and typically achieve their full height and spread. Ongoing maintenance includes the dealing with health and safety tree works and the removal of low branches from pathways only where they pose a risk to public safety.

Street trees in Edinburgh include a high number of large 'landscape' type trees growing in architecturally significant street spaces. Given this, street trees need to be regularly monitored to keep them in a safe condition for residents and the public. Only trees that are deemed unsafe are removed or felled. It is the Council's intention to retain street trees in a safe condition as a public amenity.

Replacing street trees is complicated by the nature of the tree locations. Many factors hinder the replacement of lost street trees such as underground utilities, space available for the tree to grow above or below ground and the

increased costs associated with the establishment of street trees.

Woodlands require a slightly different approach to management and are generally managed as a whole rather than as individual trees. In most woodlands the risk presented by defective trees is far less than if the tree was located next to a busy road, so the type of work done will reflect this.

Thinning of young woodlands is often required to reduce density and to allow maturing trees room to grow. This involves the removal of a proportion of the trees and is a normal part of woodland management. If it is not done, trees within young woodland may become spindly and unstable, leading to the woodland becoming unviable in later years. Typically, this would be carried out in woodland where the trees are between 10 and 30 years old.

Tree removal is regrettable, but necessary under a number of circumstances. The decision to remove a tree is not taken lightly and, apart from when a dangerous tree needs urgent attention, we will endeavour to inform local residents when and why we believe that tree felling is necessary.

Trees may be pruned for a variety of reasons, including the removal of damaged, poorly formed or crossing branches, to reduce the likelihood of failure by taking 'weight' out of the tree and generally to keep a tree in a healthy safe condition.

When trees are pruned or felled, arisings (i.e., logs, branches leaves, etc.) need to be dealt with appropriately. How arisings are disposed of will vary from site to site and according to practical constraints. Generally, all arisings from tree work in parks, gardens, streets, and cemeteries

will be removed from site. Normally branchwood is chipped, which creates a by-product that can be used for mulching or surfacing paths, and timber may be removed from site and sold by auction. Sometimes timber may be stacked until it can be collected by a suitable vehicle.

In woodlands it may be appropriate to leave chipped material on site to compost naturally, and it may also be useful to leave logs on site to rot down thereby providing habitat. Where logs are left on site it is imperative that they are left reasonably safe so that they do not roll down slopes where they could cause injury or damage to property.

When safe to do so, dead trees will be left standing in woodlands, sometimes referred to as standing deadwood or monoliths, although branches may need to be removed. This practice is used to completely mitigate against any risks of failure, whilst creating a valuable habitat resource; it is usually not expected that the tree will remain alive, although some species may regenerate. The Council will adopt the Woodland Trust's guideline of 20 cubic metres of deadwood per hectare of woodland wherever practicable to help support biodiversity.

The public is not permitted to remove wood (or other parts of a tree) from Council owned or managed land.

Unauthorised persons are not allowed to use a chainsaw of any type on Council owned or managed sites.

In some areas, ivy growth on trees is common. Often it poses no risk in itself and may provide a valuable wildlife habitat. However, in some circumstances it can threaten the stability of trees, either through an increased sail effect in high winds, or by increasing risk of failure because snow accumulates in it. This

can be a hazard where there is public access or property. Ivy can be associated with woodlands that are in decline, and although there are differing views on cause and effect, the control of ivy in declining woodlands can have a positive effect.

When severing or removing ivy, consideration must be given to the potential presence of bird nests and bat roosts. These factors alone should not negate ivy control but may delay the process until a full assessment has been carried out.

6.6 Tree stumps

POLICY 13

The Council will not remove tree stumps except where there are compelling reasons to do so, and then only if it is practicable and appropriate. In woodland locations, stumps will generally be left to decay in-situ.

Ideally when a tree is felled, the stump is removed; however, it is usually not possible to remove the stump at the same time. Stumps in parks, openspaces, gardens, and streets may be unsightly and can be a trip hazard. Stump removal requires appropriate machinery and consideration of the surrounding environment.

Stumps may be retained long-term, but where stumps are to be retained they should be cut at a height and left in a safe condition. Most broadleaved tree species and a few coniferous species (e.g., Yew) will produce new shoots when stumps are retained after felling²⁷. Such regrowth might be acceptable, or even desirable in some situations.

Alternatively, stumps may be drilled, treated with herbicide, and plugged to prevent any regrowth. Stumps may take many years to decay naturally.

Where resources allow, and wherever practicable, stumps are removed. Stumps from street trees are not removed routinely. Tree stumps in woodlands, parks, openspaces, and public gardens are typically removed as part of the felling of the tree.

Stump removal requires the use of special equipment, usually a stump grinder, which reduces the above-ground parts of the stump into small chips. It is often possible to grind away the stump down to between 300 and 450 mm below ground depending on the machine. This process is time-consuming and energy intensive.

Removal of stumps from footway and roadside locations can be difficult and complicated as there may be underground utilities present and works may involve temporary road closures. For these reasons removal of stumps in footways cannot always be achieved or carried out quickly. In woodland sites, it is usually appropriate to leave stumps to decay in-situ.

A tree stump may be retained to provide a habitat or be sculpted or carved to create a feature. However, such stumps will naturally decompose because of the development of decay-causing organisms via the roots.²⁸

Where stumps have been removed, where removal has meant it is difficult, or due to disease, any replacement tree may not be planted in the same spot. The Council will try to replant as close to the original tree location as possible

²⁷ BS 3998 (2010).

²⁸ BS 3998 (2010).

where it is appropriate to do so.

Currently, the Council has a backlog of stumps that need to be removed and this is being dealt with on a prioritised basis as and when resources allow. In future, improvements to service standards, performance standards, and resources would allow more stumps to be removed.

6.7 Damage to Council Trees

POLICY 14

The Council will prosecute any unauthorised person found to be damaging or pruning its trees or allows another person to carry out works on their behalf without our permission, or disposes of tree waste illegally, and where appropriate apply the maximum penalty.

The Council will value its trees using the CAVAT system and use this information to assist in the management of its tree stock. Any private individual or external organisation that undertakes actions that result in tree damage or if they remove Council-owned or protected tree(s) will be pursued for compensation for the full amenity value of the tree as calculated using the CAVAT system. The same applies to any unauthorised person who instructs or allows another person or external organisation to carry out works on their behalf to Council-owned trees without prior permission in writing from

the Council.

Any person(s) who disposes of tree waste illegally onto Council property will also be prosecuted.

7 Routine Tree Management Policies

7.1 General approach to management of roadside trees

POLICY 15

The Council will develop a specific policy relating to the management of roadside trees.

*'Well-managed Highway Infrastructure'*²⁹, is a UK government guidance document that specifies local authorities “should develop a policy for the installation, subsequent condition inspection and maintenance of highway trees”.

Trees are important to the environment but can present risks to road users and adjoining land users if trees become unstable or cause obstruction or create visibility issues. In Scotland, Sections 88 and 92 of the Roads (Scotland) Act 1984 give roads authorities the responsibility to remove projections that impede or endanger road users and provide restrictions on planting of trees near carriageways.

This policy should establish an appropriate methodological approach for safety inspections, including those outside but within falling distance of a road. The inspection process will be documented and reviewed on a regular basis.

7.2 Roads - Sight line obstruction

POLICY 16

The Council will undertake work to a tree in its ownership to maintain clear sight lines (where reasonably feasible) at junctions and access points (associated with a street, footway, or road).

Standards for visibility vary according to the class of the road and the speed limit in force. If a privately-owned tree is causing an obstruction to the visibility at a road junction or footway (sight line), then powers exist under the Roads (Scotland) Act 1984 to make the owner of the tree remove the obstruction. Such work will be identified by Transport Inspectors during inspections or following an enquiry and only passed to the Forestry Service if the owner fails to take appropriate action within 28 days of receiving notification to complete remediation work.

A site inspection will be undertaken within 20 working days of receipt of a service request and the customer notified of what action is considered appropriate.

²⁹ https://www.ciht.org.uk/media/11915/well-managed-highway-infrastructure-combined-28-october-2016-amended-15-march-2017_.pdf

7.3 Footways - Trip hazard

POLICY 17

The Council will undertake measures to make safe an unacceptable trip hazard in streets, footways, roads caused by the growth of a Council owned tree.

In response to a reported tree trip hazard on a public footway, a joint inspection will be carried out between a Tree and Woodlands Officer and Transport Inspector to assess potential solutions.

If a privately-owned tree is causing damage to the footway leading to a trip-hazard, powers exist under the Roads (Scotland) Act 1984 to make the owner remove the obstruction. Such work will be identified by Transport Inspectors during inspections or following an enquiry and only passed to the Forestry Service if the owner fails to take appropriate action within 28 days of receiving notification to complete remediation work. There are a number of ways the Council can repair a footway damaged by tree roots.

Simply, the footway surface can be 'built-up', or isolated roots can be pruned (if these do not affect the stability of the tree) and the footway surface repaired. In some circumstances it may be appropriate to consider the installation of a root barrier which can prevent problems re-occurring. Removal of the tree is usually the last resort (accepting that in some circumstances where the tree is low value or can be replaced, removal may be the most appropriate solution).

7.4 Trees obstructing an adopted road

POLICY 18

The Council will undertake measures to make safe any unacceptable carriageway obstruction due to trees in streets, affecting roads caused by the growth of a Council owned tree.

POLICY 19

The Council will undertake work to a tree in Council ownership to maintain a minimum 5.5 metre height clearance over the carriageway - where reasonably feasible.

Where trees and large shrubs are interfering with the passage of vehicles or pedestrians along an adopted road or footway, the owner of the tree is responsible for their maintenance. The Council has the power under the Roads (Scotland) Act 1984 to order a landowner to carry out such clearance, and in some instances will carry out pruning work itself, reclaiming incurred costs from the owner of the tree in question.

A Trees and Woodlands Officer will carry out a site inspection and if required will create a work order to maintain a 5.5 metre minimum height clearance. If a privately-owned tree is causing an obstruction to a road, powers exist under the Roads (Scotland) Act 1984 to make the owner of the tree remove the obstruction.

7.5 Danger to public road (private tree)

POLICY 20

The Council will undertake measures to make safe any unacceptable carriageway risk due to private trees in a dangerous condition, within falling distance of the public road.

If a tree in private ownership is shown to be a danger to the public road it will be identified for work to make it reasonably safe. The landowner will be contacted and instructed to make the tree safe under the Roads (Scotland) Act 1984. Such work will be identified by Transport Inspectors during inspections or following an enquiry and only passed to the Forestry Service if the owner fails to take appropriate action within 28 days of receiving notification to complete remediation work. If it is necessary that the Council undertakes this work, then the owner will be charged in full for the Council's costs.

7.6 Footway – obstruction by tree

POLICY 21

The Council will undertake work to a Council owned tree to maintain a minimum (where reasonably feasible) 2.5 metre height clearance over an adopted footpath associated with a street, designated cycleway, or road.

Any works necessary to prevent an obstruction in the width of an adopted footway associated with a road due to the presence of a Council-owned tree would be considered on a case-by-case basis. If a privately-owned tree is causing an obstruction to an adopted footway

associated with a road, powers exist under the Roads (Scotland) Act 1984 to make the owner of the tree remove the obstruction.

7.7 Public light – obstruction by tree

POLICY 22

The Council will undertake work to a tree in its ownership to ensure that it does not unduly obstruct the streetlight zone of illumination.

The Forestry Service will prune branches if the branches affect the zone of illumination. A Trees & Woodlands Officer will carry out a site visit and create a work order if appropriate. If a privately-owned tree is causing an obstruction to a public light in a street, powers exist under the Roads (Scotland) Act 1984 to remove the obstruction. Such work will be identified by Transport Inspectors during inspections or following an enquiry and only passed to the Forestry Service if the owner fails to take appropriate action within 28 days of receiving notification to complete remediation work. If the owner does not, the Council will do the work and recharge the owner. When the Council puts in new public lighting or wishes to move a public lighting column, consideration is made of the impact on existing trees. Similarly, when new trees are being planted, these are to be placed so they do not cause problems to existing public lights in the street.

7.8 Protection of trees during construction

POLICY 23

The Council will ensure that all construction and development, including temporary installations and placement of movable equipment, near to trees follows BS:5837 (2012) "Trees in relation to design, demolition and construction - Recommendations" and that the most recent National Joint Utilities Group "Guidelines for the planning, installation and maintenance of utility apparatus in proximity to trees" are followed where carrying out works in root protection areas cannot be avoided.

Trees in parks and streets and other areas may be in close proximity to sites for construction and development. Examples are the creation of paths, the installation of public lighting in parks, or the erection of temporary structures. Trees may be affected by physical damage to branches and stems, the severing of structural or fine roots, or the compaction of soil, which reduces the amount of air and water available to the tree. It is of key importance that trees are protected. This policy simply brings the protection afforded the Council's own trees into line with the expectation placed on private owners in relation to development.

7.9 Protection of trees during events and activities

POLICY 24

The Council will ensure that trees are protected as part of events and activities, including mitigation and enforcement to protect tree root zone and tree canopies from damage.

Trees in parks and streets and other areas may be in close proximity to sites used for filming, events, and activities by event organisers.

Damage to trees can be accumulative, for example due to continued compaction of the surrounding soil or immediate, for example due to striking a branch with a vehicle. Both types of damage can be detrimental to the health and safety of the affected tree. As damage can become evident some time after an event has taken place, it is important that all trees are afforded protection.

Professional advice will be provided to event organisers for particular parks and openspaces frequently used for events on the best protection standards to be applied by event organisers to ensure that trees are protected from damage above and below ground. Compaction of tree roots and physical damage to trees should always be avoided. Events organisers will need to adapt their event to fit into available space highlighted in the tree protection zone map.

The most effective way to prevent damage to trees is to provide sufficient protection during the set up and de-rig of event infrastructure, not placing items close to trees, and avoid driving across root zones. Fencing, barriers, and changing access and egress routes can

minimise the opportunity for tree damage. Trees and Woodlands Officers will inspect the event space and access and egress locations before, during, and after events to monitor activities around trees. Immediate remediation may be required if the mitigations fail to ensure the tree remains viable, safe, and risk potential is managed.

Event organisers have to take complete responsibility for the protection of trees when putting on events in the city's parks and openspaces where their set up, event, and take down may cause damage or come into conflict with trees. For events that require the bringing in of vehicles, setting up infrastructure, such as staging, fairgrounds, involve large and concentrated gatherings of people, such as concerts, then a tree protection plan will be required.

The Council will prepare information or provide guidance on the tree-related constraints within the space of the planned event. The event organiser must create a tree protection plan that contains mitigations that will be implemented to protect all trees (both above and below ground). A detailed tree protection plan shall set out, for example, those areas of the site with trees to show those trees that are vulnerable to damage, where root or canopy cover needs to be protected, and areas where no vehicles or other event infrastructure are permitted. The Council would then expect the event organiser to demonstrate how they will adhere to these arrangements. Compliance with a tree protection plan is mandatory for all event organisers.

The Council will reserve the right to stop events taking place if the risk of damage to parks and greenspaces, including trees, is deemed serious enough. The arrangements for this will be set out in the guidance for event organisers and within

the terms and conditions for using a park or greenspace.

The event lease or agreement will be strengthened to include tree protection as a condition.

Appropriate enforcement is essential if tree protection within the city's parks and openspaces is to be taken seriously by event organisers. Financial sanctions may comprise of retention of some or all of the reinstatement bond or imposed contribution to the Million Tree City project or a sink fund for tree replacement. Non-financial sanctions may include refusing permission to use one or more parks and openspaces for a period. Enforcement and compliance with an agreed tree protection plan will be monitored and undertaken by Council officers (e.g., Planning enforcement, Trees and Woodlands Officers, for example, as appropriate) and adequately supported by the Council's event planning process. Evaluation of the performance of the event organiser with regards to adherence to tree protection requirements should also be reported during the event debriefing process.

7.10 Damage to trees caused by utility work

POLICY 25

The Council will seek restitution for damage to trees caused by excavations or other works associated with the installation, maintenance, or removal of public utilities.

The Council expects all public utilities and their contractors to protect the city's trees from damage. Utility works should use appropriate methods when working in proximity to trees (including root zones

and canopies) taking all necessary and specific precautions necessary.

Precautions are necessary within the protected root zone (generally bounded by the extent of the tree canopy). Advice must be sought from the Council's Trees and Woodlands Officers prior to any works commencing, being undertaken, when maintaining or altering utilities, and when backfilling trenches. The effects of work around trees may not be evident for some time after utility work is complete.

The Council reserves the right to consider undertaking assessment of the damage or likely damage caused and use the CAVAT calculation as a basis on which to quantify the damage. The Council will then seek restitution to mitigate any future tree loss or additional work that may be required to trees affected by utility work.

7.11 Traffic signal or street sign obstructed by tree

POLICY 26

The Council will undertake work to a tree in its ownership to ensure that not unduly obstruct traffic signals or street signs.

The Council will undertake work to a tree in its ownership to maintain clear sight lines (where reasonably feasible) for traffic signals and street signs (associated with a street or road). If a privately-owned tree is causing an obstruction to a traffic signal or street sign, powers exist under the Roads (Scotland) Act 1984 to make the owner remove the obstruction.

7.12 Crime and anti-social behaviour

POLICY 27

Where a Council owned tree or woodland is associated with criminal activity and/or anti-social behaviour, measures to alleviate the problem will be implemented on a site-by-site basis in consultation with the Police and local communities.

The Forestry Service may remove trees considered to be exacerbating crime and/or anti-social behaviour, but generally will remove only lower branches to allow sight lines through the trees so people cannot use them for cover. Where a tree is associated with criminal activity and/or anti-social behaviour, steps to reduce the problem will typically require the coordination of a number of agencies, including the police. Just pruning or felling a tree is not always the answer to the problem. Some research shows that areas with lots of trees actually help to make places safer. But, neglected spaces with overgrown trees and untidy areas can encourage criminal activity and/or anti-social behaviour. The Council's tree and grounds maintenance programme seeks to improve these areas by making the local environment cleaner, greener, and safer.



7.13 Vandalism

POLICY 28

The Council will investigate reports of vandalism to a Council owned tree or woodland and try to correct any damage where appropriate and within available resources.

The Council generally plants large trees that are more difficult to vandalise, including metal guarding, which is removed once the tree has become established, usually three years after planting. We actively promote tree planting and encourage local residents, including young people, to take part and care for the trees in their neighbourhood. These combined measures have reduced problems of vandalism to generally low levels.

8 Policies for Common Issues

8.1 Tree too big or too tall

POLICY 29

The Council will not prune or fell a Council-owned tree simply because it is considered to be 'too big' or 'too tall'.

A tree is not dangerous just because it may be considered too big for its surroundings. Other problems would need to be identified for the Council to consider it to be dangerous. Generally, a site inspection will not be required.

8.2 High hedges

POLICY 30

The Council, as a last resort, will investigate complaints associated with High Hedges once a resident has exhausted all other avenues, has applied for a High Hedge Notice and paid the appropriate fee. The Council will serve notice on the hedge owner if appropriate. Failure to comply with a notice will result in the Council undertaking the work and recovering costs from the hedge owner.

The High Hedges (Scotland) Act 2013 came into force on 1 April 2014 (revised guidance 2019). A 'high hedge' is defined as a hedge that is (a) formed wholly or mainly by a row of 2 or more trees or shrubs; (b) rises to a height of more than

2 metres above ground level; and (c) forms a barrier to light³⁰.

It helps when neighbours cannot resolve problems relating to high hedges by providing an independent assessment of a high hedge that may interfere with the reasonable enjoyment of domestic property. Guidance is available on the Council's website or through the Council's Planning service. A resident can apply for a high hedge notice (fees apply per property to be assessed and if they hedge has more than 6 owners). Groups of trees or woodlands do not constitute a high hedge and are not covered by the High Hedges (Scotland) Act 2013.

The Council has hedges on its land; and some may be considered 'high hedges' as defined by the High Hedges (Scotland) Act 2013.

8.3 Leaves

POLICY 31

The Council will not prune or fell a Council-owned tree to remove or reduce leaf fall or remove fallen leaves deposited upon private property.

The Council does not carry out a public leaf collection service. Although complaints are sometimes received about the problems caused by leaves falling from trees, the loss of leaves from trees in the autumn is part of the natural cycle and cannot be avoided by pruning. The maintenance of rhones, gutters, and

30

https://www.legislation.gov.uk/asp/2013/6/content_s

drains are the responsibility of the landowner, and the Council is not obliged to remove leaves that may have fallen from Council-owned trees. Where rhones, gutters, and drains are regularly blocked by fallen leaves gutter guards may be fitted to provide a low maintenance solution.

For roads, streets and parks, the Council carries out leaf collection in the autumn to clear fallen leaves from certain sites. In parks and openspaces, paths or areas of hard standing are regularly cleared of fallen leaves. Leaves on shrub, rose, or herbaceous beds are generally left. Leaves on grass areas are left until the majority of leaves have fallen before they are removed (unless leaving them would damage the grass in which case the accumulated leaves would be removed sooner). Collected leaves are usually sent for composting.

8.4 Light

POLICY 32

The Council will generally not prune or remove trees in cases where they cause a reduced amount of light to fall on a property, other than in exceptional circumstances.

In law there is no general right to light, except under specific provisions of the High Hedges (Scotland) Act 2013, and there is no right to light in connection with open land, such as a garden. Owners can exercise their Common Law right to remove (abate) the nuisance associated with encroaching trees, see section 5.4 - Common Law Right.

8.5 Bird droppings

POLICY 33

The Council will not prune or fell a Council tree to remove or reduce bird droppings caused by roosting birds in trees or remove bird droppings from private land.

Bird droppings may be a nuisance, but the problem is not considered a sufficient reason to prune or remove a tree. Nesting birds are protected under the Wildlife and Countryside Act 1981 (and other related wildlife law). Warm soapy water will usually be sufficient to remove the bird droppings.

8.6 Fruit, berries, and nuts

POLICY 34

The Council will not prune or fell a Council-owned tree to remove or reduce the nuisance of fruit, berries, or nuts or remove such fallen fruit from private land. However, where fallen fruit is leading to significant anti-social behaviour issues the Council will consider measures to reduce the problem, including whether a phased removal and replacement with alternative species is reasonable.

Fruit trees such as apple, cherry and pear have the double benefit of spring blossom and autumn fruit. This makes fruit trees good for wildlife and a source of free food. But, there are some locations where fruit trees are less desirable, for example where soft fruit would make the footway slippery or where anti-social behaviour could encourage fruit being thrown at houses or cars. When considering what tree to

plant the Council takes account of the likelihood of such problems. Equally, where fruit trees are established but where there is a significant anti-social behaviour problem the Council will consider phased removal and replacement.

8.7 Sap and Honeydew

POLICY 35

The Council will not prune or fell a Council owned tree to remove or reduce honeydew or other sticky residue from trees.

Honeydew is caused by greenfly (also known aphids) feeding on the tree, which excrete a sugary sap. Often the honeydew is colonised by a mould, which causes it to go black. The mould can make some surfaces slippery if wet.

Unfortunately, there is little that can be done to remove greenfly, which cause the problem, and pruning the tree may only offer temporary relief. Any re-growth is often more likely to be colonised by greenfly thereby potentially increasing the problem.

Some trees, such as limes, are more prone to attack by greenfly and in some years these insects are more common, especially following a mild winter. Honeydew is a natural and seasonal problem. Where new trees are planted we try to choose trees that are less likely to cause this problem. Where honeydew affects your car, warm soapy water will remove the substance, especially if you wash your car and re-apply wax as soon as possible.

8.8 Pollen

POLICY 36

The Council will not prune or fell a Council owned tree to remove or reduce the release of pollen.

Whilst some kinds of tree pollen are known to bring on in sufferers the symptoms of hay fever this is not considered justification for either the pruning of Council trees, or their removal.

8.9 Telephone wires

POLICY 37

The Council will generally not prune or fell a Council owned tree to remove or reduce interference with telephone wires.

It is the telephone service provider's responsibility to maintain your service. Several options are available to the utility company that do not require pruning of a tree to maintain the service. Often pruning is a temporary solution and the problem may reoccur when branches grow back.

For example, the cable can be sheathed at points of high friction; the line can also be redirected through the tree canopy. It may be that the telephone service provider is able to suggest an alternative solution to the problem of trees affecting telephone wires.

8.10 Television or Satellite Reception

POLICY 38

The Council will generally not prune or fell a Council owned tree to prevent perceived interference with television or satellite installation or reception.

It may be that a satellite or television aerial installer or service provider will be able to suggest an alternative solution to the problem, for example relocating the aerial/dish or means to boost the signal.

8.11 Wild animal or insect pests

POLICY 39

The Council will not prune or fell a Council owned tree to remove or reduce incidence of perceived pests such as bees, wasps, or wild animals.

Bees, some animals, and many birds are protected species and advice should be taken before considering their removal. Advice on dealing with animal pests such as wasps can be obtained from the Council by calling 0131 608 1100.

8.12 Drains & invasive roots

POLICY 40

The Council will not prune, fell or cut the roots of a Council owned tree to prevent roots entering a drain that is already broken or damaged.

Tree roots typically invade drains that are already broken or damaged. Trees themselves very rarely break or damage the drain in the first place. Tree roots found in a drain are usually symptomatic

of an underlying problem requiring repair of the broken pipe.

Tree roots can cause damage to paving areas, lawns, and the foundations of buildings or walls. Again, where a neighbour's tree is causing problems, an owner is within their rights to cut back roots to the boundary of their property, unless it is protected by a TPO or is within a Conservation Area. However, it is always worth remembering that undermining the future stability of the tree can lead to future liability for any future damage caused.

8.13 Tree touching buildings

POLICY 41

In the event that a Council tree is causing damage to property, a Trees & Woodlands Officer will aim to respond within 10 working days and, if appropriate, remedial works will be undertaken.

In many cases the solution will be for the Council to prune the tree, but in exceptional circumstances it may be more appropriate to fell the tree. If pruning is appropriate we will endeavour to undertake works to stop the problem re-occurring within three years.

8.14 Tree overhanging property

POLICY 42

The Council will generally not prune or fell a tree in Council ownership to alleviate the nuisance of overhanging branches.

Householders have the right to prune overhanging branches back to their

boundary as long as the pruning does not result in the demise of the tree. For any works on trees protected by Tree Preservation Orders (TPOs) or that stand within Conservation Areas, permission must be granted by the Arboricultural Officers within the Council's Planning service. All works should be carried out in accordance with BS3998:2010 Tree work – Recommendations. It is advised that this work is carried out by a fully insured and experienced arborist. Tree works should also be undertaken outside of the bird nesting season, which typically falls between the months of March and September.

8.15 Tree obstructing views

POLICY 43

The Council will not prune or fell a Council owned tree to improve the view from a private property.

There is no legal right to a 'view' and this issue is treated in much the same way as section 8.4.

8.16 Dangerous trees and tree-related emergencies

POLICY 44

The Forestry Service will aim to attend emergency tree incidents within 1 hour of its report to assess the situation and start the process of making the site safe.

The Council operates an emergency call-out system in the event of dangerous trees, and a duty officer is on call 24 hours a day, every day of the year. A stand-by squad of arborists is normally

available should this be required, and the Council retains a number of private contractors who can stand by or attend in emergency situations.

If a Council-owned tree is in such a condition that it poses a very high risk to people or property and is considered to be an emergency situation, instruction will be given to start the process of making the tree safe. An emergency is defined as a tree that is in immediate danger of collapse or a tree that is causing an obstruction requiring urgent attention. Emergency tree works are defined as the minimum amount of work that requires to be done in order to remove the immediate risk to life, limb and property.

The number of tree-related emergency incidents is usually small, but in severe weather events there may be a large number created in a very short space of time. For example, the storm of 3 January 2012 caused over 450 incidents, which were reported as emergencies. When the wind blows, trees move and may look as if they are going to fall over. Trees have evolved to move in the wind to limit breakage and the movement of stem and branches is not in itself a dangerous sign. It is however not possible to guarantee that any tree will not fail, as even the healthiest may succumb in the most extreme conditions.

Trees at the highest risk of complete failure are ones displaying movement at the base of the tree (e.g., roots lifting and/or cracks in the ground opening and closing). Other typical situations that will usually require immediate attention are:

- Tree snapped or blown over;
- Tree rocking at its base – roots are likely to be damaged;
- Uprooted but held up by another

- tree or building (hung-up);
- Large branch has broken off or is hanging off the tree;
- Fallen tree or branches blocking a road, footpath, or access to property; or
- Tree or branches fallen on to a house or car.

falling. Typically, the Council would employ the most cost-effective approach. For certain high value trees, the Council will consider other options to reduce risk to an acceptable level including those that reduce the likelihood of the tree failing or the likelihood of persons being close to the tree if it did fail.

8.17 Dangerous trees not posing an imminent public danger

POLICY 45

Tree works will be limited and proportionate to the extent of risk posed by a tree that is dangerous or level of risk found at the time of inspection by a Trees & Woodlands Officer.

If not an emergency situation, a Trees & Woodlands Officer will acknowledge an enquiry within 5 working days of receipt and the customer notified of what action is considered appropriate within 20 working days.

Signs to look out for which may mean that a tree is a risk to people or property, but the risk does not require an emergency response include a tree which is:

- Dying - few leaves in summer or dieback in the crown;
- Bark is loose and falling off;
- Old splits and cracks in the trunk or large branches; or
- Smaller branches falling from the tree.

Trees can be made safe by pruning or

9 Tree Planting Policies

9.1 Tree planting programmes

POLICY 46

The Council will endeavour to maintain its tree stock and increase current tree numbers through additional and replacement tree planting. The Council will seek to diversity its tree planting across a wider range of native and where appropriate non-native species. The Council will look to increase and improve its tree cover within available resources as part of its annual tree planting programme, paying particular attention to historic street tree and parks and green space planting.

New tree planting should complement the local landscape character and the immediate environment should be enhanced. This can be achieved through considering planting density and species selection relative to the available space.

To maintain the number of trees in the city, it is necessary to plant trees. Trees naturally regenerate from seed and by suckering, and this is a significant factor in woodland sites, where no planting may be necessary to maintain long-term woodland cover. But in parks, streets, openspaces, public gardens, and cemeteries, planting is necessary to sustain tree cover and is undertaken routinely by the Forestry Service.

When considering planting, there are several factors to consider, including:

- What space will be available for the tree to grow into (both above and below ground)?

- What stature or form of tree is best?
- What species or variety to choose?
- What type of tree stock and planting method to be used?

The Council endeavours to follow a right tree, right place policy. The principle of this approach is to consider the constraints and opportunities of any proposed planting site and the desired features (or not) of proposed trees. This approach also considers the merits of both native and non-native tree species in order to support wildlife and safeguard against potential pests, diseases and the effects of climate change.

Any population of trees or woodland areas, regardless of character and size, should be managed in a sustainable way to enhance and conserve their status. At a minimum, the standard should ensure that any losses are matched by the replacement of new trees on at least a one for one basis; otherwise, over time, this will result in a deterioration and decline of the city's tree population. Without proactive management to conserve, protect, or regenerate our city's trees and woodlands, the environmental impact would be catastrophic.

It is generally recognised that large trees in a city bring considerably more benefits than smaller trees. Finding room for large trees is a problem in many locations, especially streets. The right tree, right place approach is intended to allow any trees planted to reach full height and maturity and remove the requirement for regular pruning programmes, which are very resource intensive, and also to

minimise any later nuisance impact. Studies recommend that for urban forests to be resilient to pests and diseases, no species should exceed 10% of the population, no genus 20% and no family 30%³¹. The i-Tree survey of 2017 of the city's trees found two species exceeded the 10% guideline (sycamore and common holly), no genus exceeded 20% frequency, and no family exceeded 30%³².

Having a mix of native and non-native tree varieties within Edinburgh is an important measure in order to safeguard against the increased risk of a devastating loss of one or more tree species due to a new pest or disease becoming established. Introducing appropriate native and non-native tree varieties within Edinburgh will also help maintain the city's historic tree cover in the face of environmental factors related to climate change. We can increase the resilience of the city's trees by keeping them as healthy, and hence as robust, as possible.

Clearly other factors should also be considered, such as site character and design considerations, especially as part of historic planting schemes, but there should be a presumption against single-tree, single-variety mixes that make trees vulnerable en masse to pests and diseases.

Planting native trees is generally preferred, especially if the intent is primarily to attract wildlife. But non-native trees such as sycamore make a major contribution to Edinburgh's greenspace, and in some locations the desirable

variety of colour, texture, scent and form is only available by choosing non-native species and varieties. The large number of species and varieties that will grow successfully in Edinburgh can easily be observed on a visit to the Royal Botanic Garden Edinburgh.

Where native trees are selected we will endeavour to purchase trees that are of local provenance - this being especially important if replanting trees in long established or ancient woodland.

As climate change increasingly becomes a reality, planting and caring for trees in cities will become even more important. We will also need to consider which types of trees will themselves be able to cope with hotter, drier summers and warmer, wetter and windier winters. There is still uncertainty about the degree and timing of such climate changes, and therefore no clear recipe for which trees to plant or not to plant. However, it is clear that reliance on single species or variety is risky and that planting a range instead is more desirable.

When the decision is taken to remove a Council-owned tree, the Council will determine whether it is appropriate to replant a tree in the same place (for example a street tree) or very close by (for example in a park or green space).

Any decision is made in consultation with the Roads Authority and relevant Neighbourhood. Wherever possible the site will be considered as a whole, reflecting its history, character, available space, use and local interests.

³¹ Santamour Jr, F.S., 2004. Trees for urban planting: diversity uniformity, and common sense. *C. Elevation, The Overstory Book: Cultivating connections with trees*, pp.396-399.

³² Doick, K.J., Handley, P., Ashwood, F., Vaz Monteiro, M., Frediani, K. and Rogers, K. (2017). Valuing

Edinburgh's Urban Trees. An update to the 2011 i-Tree Eco survey – a report of Edinburgh City Council and Forestry Commission Scotland. Forest Research, Farnham. 86pp.

Consultation will not be required in respect of replacement planting (e.g., to replace a dead tree); however, community engagement may be undertaken at the discretion of the Trees and Woodlands Officer for other projects and where new planting is considered.

Currently, the Council plants on average around 300 standard trees (typically trees ranging from 10-18 cm girth and 3-5 m in height) per year in parks and openspaces. This type of planting stock has proven to be much more resilient to vandalism and survival. Planting in woodlands and other more natural sites is more likely to use whips (trees 2 to 4 years old and ranging from 300mm to 900mm in height).

9.2 Tree planting initiatives

POLICY 47

The Council will support tree planting initiatives and projects to maximise available funding and resource opportunities to increase the numbers of trees and areas of woodlands in the city.

While tree planting programmes are undertaken directly by the Council, the Council supports tree planting initiatives and develops projects that benefit the city through the accepting of donations or through application of grants and other funding and resource opportunities. Such tree planting initiatives may be overseen by the Council or undertaken by partners or other organisations with the Council's support and are often funded by donations, grants, or other external funds, for example:

Tree Time

Tree Time has been set up in partnership with the Edinburgh and Lothian Greenspace Trust and the Woodland Trust. This aims to raise support as well as public and corporate donations to assist with the care and planting of trees along the city's streets and roadsides, recognising the relative expense of street tree planting and the fact that the city saw an estimated 22% decline since the 1990s of the number of street trees.

A range of packages are available for people to adopt an existing tree or plant a new tree.

Trees can be donated as a gift, in memory of a loved one, or in your own name, or sponsored by businesses to help the present and future generations enjoy the benefits of trees in the city.

See <https://www.tree-time.com/> for more information on donating trees to benefit the city.

Edinburgh Million Tree City

An ambition of the 2050 Edinburgh City Vision³³ is for the city to attain million-tree status. The Edinburgh Million Tree City project aims to plant a minimum of 250,000 trees (accounting for tree losses in the city) to bring the city's current tree count to 1 million by 2030.

The project brings together principal stakeholders so that the city can better communicate its tree values, plant trees more quickly, and collectively look after those trees already in its care.

The project officially launched in October 2021 and has received grant funding from the Woodland Trust.

³³ <https://www.edinburgh2050.com/>

For more information see:
<https://www.edinburgh.gov.uk/parks-greenspaces/one-million-tree-city/1>
 or email:
edinburghmilliontrees@edinburgh.gov.uk

Wee Forests

Wee Forests are part of the global family of ‘Miyawaki Forests’ or ‘Tiny Forests’. Following the method - with its emphasis on community engagement, co-design, and careful soil preparation - means that Wee Forests meet a consistent global standard, and their benefits can be measured and shared. A Wee Forest is a tennis court-sized, densely planted, and fast growing, native species rich woodland in urban Scotland, which combines the specific Tiny Forest planting method with long term citizen science. Wee Forests can incorporate an outdoor classroom and are opportunities for school and community engagement. Young people can help to tackle the ecological and climate emergency by planting and looking after their own forest in their own neighbourhood. Wee Forests provide places to play in a natural setting and opportunities to enjoy nature, with benefits for mental and physical health. As well as local schools and communities being involved in design and planting, each Wee Forest will have a “Tree Keeper Team” of local volunteers to look after the planting and measure its benefits for nature and people.

Sites are assessed to meet various social and environmental targets and needs where possible, e.g., proximity to schools or areas with high levels of multiple deprivation; areas requiring increased habitat creation.

Sites are developed with support from NatureScot and earthwatch. The first four sites were planted at the end of 2021 and include: Peacocktail Close in Craigmillar;

West Pilton Park, East Pilton Park; and an open space at Mount Vernon.

More information can be found at:

NatureScot:
<https://www.nature.scot/climate-change/nature-based-solutions/wee-forests-part-tinyforest-global-family>

earthwatch:
<https://earthwatch.org.uk/get-involved/tiny-forest>

Queen’s Green Canopy

The Queen's Green Canopy was a tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 and afterwards commemorate her life and remarkable service following her death. The initiative encouraged everyone to enhance their local environment by planting trees as a living legacy in honour of The Queen's remarkable reign and leadership of the nation and commonwealth.

The city was pleased to play its part in The Queen's Green Canopy initiative as a 'Champion City'.

See <https://queensgreencanopy.org/> for more information.

9.3 Community involvement

POLICY 48

The Council will provide support where resources allow to support community groups, resident’s associations, friends of parks groups, etc., and other volunteers with tree planting projects and involve the community in planting initiatives.

Community tree planting provides an opportunity for empowerment and involvement that brings together people of all cultures, ages, and genders together to achieve a common purpose. It can provide physical and mental health benefits far beyond the initial tree planting event.

A four percent square metre increase in the treed area for every square metre of neighbourhood (equal to the addition of about 200 average trees (with 40m² crown area) on the streets) predicts increased health perception for individuals living in that area³⁴. Trees planted in a neighbourhood decrease cardiometabolic conditions in ways comparable to an increase in annual personal income of £7,000 (allowing for inflation) or being 1 to 4 years younger³⁵.

The community can play an important part in the design, planting, and maintenance of tree planting programmes in their neighbourhood. The Council recognises that local communities, schools, resident's associations, friends of parks groups, etc., want to get involved in tree planting initiatives and planting projects in their neighbourhood. The Council will support community groups particularly in areas with high levels of multiple deprivation.

Volunteering to plant trees provides health benefits as well as supports community engagement and provides important socialising opportunities.

Tree planting initiatives such as Wee Forests and Edinburgh Million Tree City help to promote the development of outdoor learning opportunities and increase awareness of the role of

woodlands as an outdoor learning resource and a resource for education, training and lifelong learning.

9.4 Maintenance of newly planted trees

POLICY 49

The Council will endeavour to maintain newly planted trees appropriately to ensure they have the best chance of establishing.

Any new tree that is planted will only reach its potential and achieve maturity if adequate resources are available to ensure the tree is maintained throughout its lifecycle.

Newly planted trees require monitoring and usually a maintenance input to ensure that they successfully establish. Additional maintenance is required, which could include weeding (either by herbicide or by the use of mulch), watering or fertilising, according to conditions, and adjustment or removal of tree ties or guards. The Council generally specifies the use of standard trees or occasionally extra-heavy standard trees for streets, parks and gardens, and smaller trees, such as whips or transplants, for woodland areas.

All standard trees and larger are protected from potential damage by a weldmesh guard supported by three stakes as not to suppress the tree's branch structure or cause damage due to rubbing. This guard is left in-situ for as long as possible to provide bark protection and deter vandalism.

³⁴ Kardan, O. et al. (2015) 'Neighborhood Greenspace and Health in a Large Urban Center', *Scientific Reports*, <https://www.nature.com/articles/srep11610.pdf>

³⁵ Ibid.

Trees (whips) planted as part of a woodland establishment programme are not usually watered but may need protection using a tree shelter.

Watering of newly planted standard and extra-heavy standard trees has generally been inadequate and can result in tree losses. Watering has generally only taken place during the first spring or summer after planting; however, the frequency of watering and quantity of water required varies depending on local conditions. Watering is especially important in Edinburgh as it ranks as one of the driest cities in Scotland with around 28.7 inches of rainfall per annum (compared to 49 inches in Glasgow and 34.1 inches in Aberdeen)³⁶.

Ideally, newly planted standard and extra-heavy standard trees should be watered twice weekly during the growing season for the first 3 to 5 years. While the British Standard (BS8545:2014: Trees – from Nursery to Independence in the Landscape: Recommendations) does not recommend any particular frequency or duration of watering but recommends that this should consider the local conditions. Watering newly planted trees during the initial establishment period is not optional and should form part of proactive aftercare. It is appreciated that there are significant costs associated with adequately watering newly planted trees during the establishment period, but this would likely result in higher total numbers of trees reaching maturity compared with planting as many trees as possible and then not adequately following up on aftercare. Consideration should be given to resources to ensure higher numbers of established trees in the streetscape rather than achieving high numbers of tree planting.

Perforated watering pipes should be installed around the root zone of tree planting pits to facilitate watering and provide aeration.

Newly planted trees suffer competition for moisture when planted in grass areas, so control of weeds around the base of trees is crucially important. The preferred solution is to apply mulch (e.g., wood chips) at least 1-metre diameter around the base of the tree to a depth of 100mm. Mulch will need topped up from time to time.

³⁶ <https://www.scottishfield.co.uk/homes-gardens/property-2/four-of-the-rainiest-uk-cities-revealed-to-be-in-scotland/>

10 Tree Disease and Pathogen Policies

10.1 Impact of tree diseases and pathogens

POLICY 50

The Council will remain vigilant to the spread of tree diseases and pathogens and their potential impact on the city's trees. The Council will take appropriate action to mitigate an outbreak or damage caused to trees and seek to obtain the necessary resources to achieve any actions.

Some tree diseases and pathogens are species-specific, while others affect multiple host species³⁷. Tree disease may be incited by pathogens such as fungi, bacteria, viruses, nematodes, and other microorganisms³⁸. Insects serve as vectors and play a major role in disease development by providing wounds that allow pathogens to penetrate the tree and other functions³⁹. Non-infectious tree diseases are caused by abiotic factors that directly damage tree health, such as freezing temperatures or air pollutants⁴⁰.

The prevalence and severity of tree diseases and spread of vectors is likely to align with anticipated changes in climatic conditions⁴¹. Of major concern are tree diseases that damage affected trees that ultimately lead to tree mortality, which presents a health and safety risk to people and property.

³⁷ Frankel, S.; Juzwik, J.; Koch, F. (October, 2012). Forest Tree Diseases and Climate Change. U.S. Department of Agriculture, Forest Service, Climate Change Resource Center.

www.fs.usda.gov/ccrc/topics/forest-disease

³⁸ Ibid.

Where it is deemed appropriate the use of biocontrol agents or other methods, including chemical treatment, may be deployed to help prevent, reduce, or eradicate pests.

10.2 Dutch Elm Disease

POLICY 51

The Council will monitor the continued spread of Dutch elm disease by undertaking an annual survey of the city's elm trees, starting each June. The Council will carry out a sanitation felling programme designed to reduce the spread of the disease and will advise private owners of what action needs to be taken by them.

Dutch elm disease was first identified in Edinburgh in 1976, and spread rapidly until, by 1987, over 1,500 elms per year were becoming infected⁴². The disease, a fungus, is invariably fatal. The beetle which spreads the fungus from tree-to-tree breeds in dying or dead elms, so it is imperative to remove infected elms promptly. This approach to controlling the disease, which has been in place for over 45 years⁴³, means that whilst elms have all but disappeared from most towns and cities, there are in excess of 35,000 elm trees remaining in Edinburgh.

Any public trees showing signs of the disease are felled and removed by the

³⁹ Ibid.

⁴⁰ Ibid.

⁴¹ Ibid.

⁴² <https://treecare.org.uk/2101/dutch-elm-disease-management-in-edinburgh/>

⁴³ Ibid.

Council. Owners of private trees showing signs of the disease are written to and advice on the safe removal and disposal of the infected tree is provided. Dutch elm disease tree work is given high priority because although trees dying of the disease may only become dangerous after a year or two, failure to remove affected trees promptly allows the disease to spread rapidly, thereby increasing the overall workload.

The Council's approach to Dutch elm disease is set out in the Council's Executive report, "Dutch Elm Disease – Legislative Review" 2005⁴⁴.

10.3 Ash Dieback

POLICY 52

The Council will monitor the continued spread and impact of Ash Dieback by undertaking an annual survey of the city's ash trees. The Council will carry out a programme designed to remove diseased trees taking a risk-based approach and will advise private owners of what action needs to be taken by them.

Ash dieback is a serious tree disease epidemic caused by a fungal pathogen that will kill around 80% of ash trees across the United Kingdom (UK), change the British landscape forever and threaten many species that rely on ash trees for their existence.

The European (or Common) ash tree, *Fraxinus excelsior*, is a native deciduous tree found abundant throughout Edinburgh, Scotland and the wider UK. It is a very prolific species and tends to self-

seed widely. Ash is therefore present on every type of site managed by the Council, including parks, cemeteries, woodlands, schools, care facilities, civic building and depot grounds, Council housing gardens, active travel routes, walkways and roadside verges.

Ash dieback is a serious tree disease epidemic caused by a fungal pathogen, *Hymenoscyphus fraxineus*, also known as *Chalara fraxinea* or *Hymenoscyphus pseudoalbidus*, which causes dieback and death of ash trees. Symptoms include dieback of shoots and branches, and withered, browned leaves that fall early. The dieback progresses through the crown and can kill a mature tree in two years. The wood of affected trees often become brittle and may drop branches or fall over, which increases the risk of injury, property damage, road traffic accidents and, potentially, fatality, and makes tree removal more difficult and dangerous than usual.

The fungus overwinters in leaf litter on the ground, particularly on ash leaf stalks. It produces small white fruiting bodies between July and October that release spores into the surrounding atmosphere. These spores can blow tens of miles away. They land on leaves, stick to and then penetrate into the leaf and beyond. The fungus then grows inside the tree, eventually blocking its water transport systems, causing it to come under extreme physiological stress and ultimately die. The tree can fight back, but year-on-year infections will probably eventually kill it.

The fungus originated in Asia, where it is a fairly harmless component of indigenous woodland ecology, causing only minor damage to its host, *Fraxinus*

44

https://democracy.edinburgh.gov.uk/Data/Executive/20051108/Agenda/dutch_elm_disease_-_legislative_review.pdf

mandschurica. It was transported to Poland in the mid-1990s, where it gained proximity to *Fraxinus excelsior* and became extremely destructive. It spread rapidly throughout Europe, was confirmed in England in 2012, and first recorded in Edinburgh in 2015. Over the next five to 10 years, 95 - 98% of British ash trees are expected to become infected with ash dieback. Although a small proportion have some natural resistance to the disease, 75 - 90% of these are expected to die.

It is estimated that almost 44,000 ash trees exist within Edinburgh and, of these, some 11,000 are owned and managed by the Council. In addition, there are many more unrecorded trees in the wider local authority area, and therefore an even larger number of ash trees across Edinburgh. The majority of these trees will need to be felled in the next five to 10 years, having a direct impact on local wildlife and the city's ambition to become a Million Tree City, and at significant additional resource cost to the Council.

An Ash Dieback Action Plan⁴⁵ has been drafted to manage this process in a coordinated and programmed manner to ensure the safe removal and disposal of infected trees. Significant resources will be expended in managing Ash Dieback in the city over the next few years.

There are increased biosecurity risks associated with trade in plant materials and climate change is altering the geographical range of tree pests and diseases. Protecting our city's trees from biosecurity risks is necessary to ensure our trees and woodlands remain healthy. It is therefore imperative that trees are obtained from reputable growers and suppliers who maintain the highest standards of plant health and achieve appropriate accreditations and certifications.

10.4 Biosecurity risks

POLICY 53

The Council will procure trees from reputable growers and suppliers who maintain the highest standards of plant health.

45

<https://democracy.edinburgh.gov.uk/documents/s41986/9.1%20-%20Ash%20Dieback%20Action%20Plan%20FINAL.pdf>

11 Heritage and Veteran Tree Policies

11.1 Heritage and Veteran trees in the city

POLICY 54

The Council will manage veteran trees sympathetically according to good arboricultural practice, striking a balance between public safety and biodiversity.

Heritage (or veteran) trees are important for both their historic and cultural value at the local level and conservation value in the creation of habitats for fungi and insects. Many trees have important cultural or historical significance, whereas others have been the source of traditions or folk tales.

The Council has compiled a list of heritage trees in Edinburgh. This involved a lengthy process of background research and public consultation, which provided a list of nearly 100 potential candidates.

From this original list an inventory of 52 trees were identified as notable and exceptional due to great age, size, or historical and cultural significance. An information leaflet has been published identifying their value and location. In general, they are located in designed landscapes, former estates and parkland.

Trees can be made safe by pruning or felling. Typically, the Council will employ the most cost-effective approach but, for certain high value trees will consider

other options to reduce risk to an acceptable level, including those that reduce the likelihood of the tree failing or the likelihood of people being close to the tree if it did fail.

This policy extends to where there are suitable opportunities to enhance ancient woodland.

12 Summary of Policies

POLICY 1

Trees in Council ownership will be inspected for safety on a cycle between one and five years according to size, targets, condition, and survey recommendations for each tree. This information will be recorded on the Council's tree asset database.

POLICY 2

Tree inspections and arboricultural work will only be undertaken by qualified, experienced, and competent people.

POLICY 3

The Council will take steps to bring all its trees under active, appropriate and informed management.

POLICY 4

The Council prioritises tree work according to the individual tree's health and safety risk and considering current available resources. Tree works will normally be completed in safety priority order.

POLICY 5

The Council accepts the right of householders to remove overhanging branches, (subject to compliance with Tree Preservation Orders and/or Conservation Area status) and where required will assist householders to identify a suitable arboricultural contractor who can carry out works to the appropriate standard.

POLICY 6

The Council will consider applications from private owners to alleviate amenity reduction or nuisance problems on the basis that they will fund the works, that the works will be agreed with the Council beforehand, that a suitable arboricultural

contractor is appointed, and that each case will be considered on its individual merits.

POLICY 7

The Forestry Service will develop appropriate services standards and performance measures to manage trees for other Council service areas and establish the desired resource levels required to meet their needs.

POLICY 8

For non-emergency tree-related safety issues a Trees & Woodlands Officer will aim to acknowledge receipt of an enquiry within 5 days, carry out a tree inspection within 20 working days following receipt of the enquiry, and notify the customer thereafter of what action the Council intends to take.

POLICY 9

Claims made in writing to the Council in relation to alleged damage caused by a Council owned tree will be acknowledged within 10 working days of receipt.

POLICY 10

The Council will not carry out works to trees, or fell them, unless it is necessary to do so. When works are carried out, the reasons for the work will be documented and recorded.

POLICY 11

Management of ivy and trees. The Council will control ivy on trees where it is having a significantly negative effect.

POLICY 12

Where practicable, all arisings (logs, branches etc.) from tree works in high amenity areas will be removed and used in an environmentally sustainable

manner. In woodland situations, however, standing dead wood, logs and chippings may often be left on site, where this can be done safely, to enhance biodiversity and increase wildlife habitats.

POLICY 13

The Council will not remove tree stumps except where there are compelling reasons to do so, and then only if it is practicable and appropriate. In woodland locations, stumps will generally be left to decay in-situ.

POLICY 14

The Council will prosecute any unauthorised person found to be damaging or pruning its trees or allows another person to carry out works on their behalf without our permission, or disposes of tree waste illegally, and where appropriate apply the maximum penalty.

POLICY 15

The Council will develop a specific policy relating to the management of roadside trees.

POLICY 16

The Council will undertake work to a tree in its ownership to maintain clear sight lines (where reasonably feasible) at junctions and access points (associated with a street, footway, or road).

POLICY 17

The Council will undertake measures to make safe an unacceptable trip hazard in streets, footways, roads caused by the growth of a Council owned tree.

POLICY 18

The Council will undertake measures to make safe any unacceptable carriageway obstruction due to trees in streets, affecting roads caused by the growth of a Council owned tree.

POLICY 19

The Council will undertake work to a tree in Council ownership to maintain a minimum 5.5 metre height clearance over the carriageway - where reasonably feasible.

POLICY 20

The Council will undertake measures to make safe any unacceptable carriageway risk due to private trees in a dangerous condition, within falling distance of the public road.

POLICY 21

The Council will undertake work to a Council owned tree to maintain a minimum (where reasonably feasible) 2.5 metre height clearance over an adopted footpath associated with a street, designated cycleway, or road.

POLICY 22

The Council will undertake work to a tree in its ownership to ensure that it does not unduly obstruct the streetlight zone of illumination.

POLICY 23

The Council will ensure that all construction and development, including temporary installations and placement of movable equipment, near to trees follows BS:5837 (2012) "Trees in relation to design, demolition and construction - Recommendations" and that the most recent National Joint Utilities Group "Guidelines for the planning, installation and maintenance of utility apparatus in proximity to trees" are followed where carrying out works in root protection areas cannot be avoided.

POLICY 24

The Council will ensure that trees are protected as part of events and activities, including mitigation and enforcement to protect tree root zone and tree canopies from damage.

POLICY 25

The Council will seek restitution for damage to trees caused by excavations or other works associated with the installation, maintenance, or removal of public utilities.

POLICY 26

The Council will undertake work to a tree in its ownership to ensure that not unduly obstruct traffic signals or street signs.

POLICY 27

Where a Council owned tree or woodland is associated with criminal activity and/or anti-social behaviour, measures to alleviate the problem will be implemented on a site-by-site basis in consultation with the Police and local communities.

POLICY 28

The Council will investigate reports of vandalism to a Council owned tree or woodland and try to correct any damage where appropriate and within available resources.

POLICY 29

The Council will not prune or fell a Council-owned tree simply because it is considered to be 'too big' or 'too tall'.

POLICY 30

The Council, as a last resort, will investigate complaints associated with High Hedges once a resident has exhausted all other avenues, has applied for a High Hedge Notice and paid the appropriate fee. The Council will serve notice on the hedge owner if appropriate. Failure to comply with a notice will result in the Council undertaking the work and recovering costs from the hedge owner.

POLICY 31

The Council will not prune or fell a Council-owned tree to remove or reduce

leaf fall or remove fallen leaves deposited upon private property.

POLICY 32

The Council will generally not prune or remove trees in cases where they cause a reduced amount of light to fall on a property, other than in exceptional circumstances.

POLICY 33

The Council will not prune or fell a Council tree to remove or reduce bird droppings caused by roosting birds in trees or remove bird droppings from private land.

POLICY 34

The Council will not prune or fell a Council-owned tree to remove or reduce the nuisance of fruit, berries, or nuts or remove such fallen fruit from private land. However, where fallen fruit is leading to significant anti-social behaviour issues the Council will consider measures to reduce the problem, including whether a phased removal and replacement with alternative species is reasonable.

POLICY 35

The Council will not prune or fell a Council owned tree to remove or reduce honeydew or other sticky residue from trees.

POLICY 36

The Council will not prune or fell a Council owned tree to remove or reduce the release of pollen.

POLICY 37

The Council will generally not prune or fell a Council owned tree to remove or reduce interference with telephone wires.

POLICY 38

The Council will generally not prune or fell a Council owned tree to prevent

perceived interference with television or satellite installation or reception.

POLICY 39

The Council will not prune or fell a Council owned tree to remove or reduce incidence of perceived pests such as bees, wasps, or wild animals.

POLICY 40

The Council will not prune, fell or cut the roots of a Council owned tree to prevent roots entering a drain that is already broken or damaged.

POLICY 41

In the event that a Council tree is causing damage to property, a Trees & Woodlands Officer will aim to respond within 10 working days and, if appropriate, remedial works will be undertaken.

POLICY 42

The Council will generally not prune or fell a tree in Council ownership to alleviate the nuisance of overhanging branches.

POLICY 43

The Council will not prune or fell a Council owned tree to improve the view from a private property.

POLICY 44

The Forestry Service will aim to attend emergency tree incidents within 1 hour of its report to assess the situation and start the process of making the site safe.

POLICY 45

Tree works will be limited and proportionate to the extent of risk posed by a tree that is dangerous or level of risk found at the time of inspection by a Trees & Woodlands Officer.

POLICY 46

The Council will endeavour to maintain its tree stock and increase current tree numbers through additional and replacement tree planting. The Council will seek to diversity its tree planting across a wider range of native and where appropriate non-native species. The Council will look to increase and improve its tree cover within available resources as part of its annual tree planting programme, paying particular attention to historic street tree and parks and green space planting.

POLICY 47

The Council will support tree planting initiatives and projects to maximise available funding and resource opportunities to increase the numbers of trees and areas of woodlands in the city.

POLICY 48

The Council will provide support where resources allow to support community groups, resident's associations, friends of parks groups, etc., and other volunteers with tree planting projects and involve the community in planting initiatives.

POLICY 49

The Council will endeavour to maintain newly planted trees appropriately to ensure they have the best chance of establishing.

POLICY 50

The Council will remain vigilant to the spread of tree diseases and pathogens and their potential impact on the city's trees. The Council will take appropriate action to mitigate an outbreak or damage caused to trees and seek to obtain the necessary resources to achieve any actions.

POLICY 51

The Council will monitor the continued spread of Dutch elm disease by undertaking an annual survey of the city's elm trees, starting each June. The Council will carry out a sanitation felling programme designed to reduce the spread of the disease and will advise private owners of what action needs to be taken by them.

POLICY 52

The Council will monitor the continued spread and impact of Ash Dieback by undertaking an annual survey of the city's ash trees. The Council will carry out a programme designed to remove diseased trees taking a risk-based approach and will advise private owners of what action needs to be taken by them.

POLICY 53

The Council will procure trees from reputable growers and suppliers who maintain the highest standards of plant health.

POLICY 54

The Council will manage veteran trees sympathetically according to good arboricultural practice, striking a balance between public safety and biodiversity.

13 Contact Information

13.1 Trees on Council land

For enquiries regarding trees in parks, streets, public gardens; openspaces, woodlands, cemeteries, and walkways or cycleways, you should contact the Forestry Service.

13.2 Forestry Service

The Forestry Service forms part of a collection of neighbourhood environmental services within Operational Services in Place Directorate:

Neighbourhood Environmental Services
– Forestry Service
Waverley Court, 4 East Market Street,
Edinburgh, EH8 8BG.
Telephone: 0131 311 7074
Email:
forestry.service@edinburgh.gov.uk

13.3 Housing

If you are a Council tenant or have enquiries regarding trees in Council house gardens, you should contact your Housing Officer. If you do not know which local office you should contact, please see:
<https://www.edinburgh.gov.uk/homepage/10344/our-main-locality-offices>.

13.4 Schools and Health and Social Care

For enquiries regarding trees in schools, Children & Families centres, or Health & Social Care properties, you should contact the Corporate Property Helpdesk.
Telephone: 0131 529 7878.

13.5 Trees on Private land

If you have an enquiry relating to trees and woodlands on private land, then you should contact the Arboricultural Officers in Sustainable Development, Place, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG.
Telephone: 0131 529 3919/3531
E-mail: planningtrees@edinburgh.gov.uk

13.6 General information

Information on the Council's management of trees and woodlands can be found on the Council's website:
<https://www.edinburgh.gov.uk/parks-greenspaces/trees-woodlands>

Clarification of why a tree is to be or was pruned or felled can be obtained by contacting the Forestry Service.

13.7 Out of Hours emergencies

For **out-of-hours emergencies** please contact 0131 200 2000.

14 Appendix

14.1 Summary of current planning policy framework relating to trees and woodlands

This appendix provides a summary of current planning policy framework relating to trees and woodlands in the city.

14.2 City Plan 2030

As proposed within the **City Plan 2030**, trees and woodland make an important contribution to the character and quality of the urban area and countryside providing biodiversity, landscape, water attenuation and cultural benefits including mental health benefits. Specific legislation protects trees in conservation areas and those covered by a Tree Preservation Order.

The Edinburgh and Lothians Forestry and Woodland Strategy provides a long-term vision for woodland creation and management to increase woodland cover and create better links.

Opportunities will be taken to deliver the Strategy through greenspace proposals and management of the woodland resource throughout the city.

The City Plan 2030 will play an important role in achieving Edinburgh’s target to become a ‘Million Tree City’ by 2030 by encouraging new tree planting as well as protecting existing trees.

14.2 Environment and Design Policies

Environment and Design policies form part of the City Plan 2030.

Policy **Env 20 – Protection of Trees and Woodlands** provides information on

the protection of trees and woodlands.

There is a presumption against development that risks having a damaging impact on any tree, groups of trees or woodland unless the Council accepts this is necessary for good arboricultural reasons and also accounting for the value of the tree(s) in terms of amenity, health benefits, biodiversity, townscape and landscape character, local amenity or climate change adaptation and mitigation. Any proposal which may adversely affect tree(s) will require a tree survey that is accepted as competent by the Council. If the Council considers there may be adverse impacts on trees of value then the proposal must be supported by a competent Tree Protection and Mitigation Plan (including tree survey). Where permission is granted and there would be loss of trees, replacement planting of appropriate species and numbers will be required to offset the loss.

A Tree Protection and Management Plan required under this policy should demonstrate how it has informed the proposal itself so that both permanent buildings and services as well as temporary construction structures are sited so as to minimise adverse impacts on existing and future trees. The Protection and Mitigation Plan should include temporary earth works and any site preparation as well as full details of compensatory planting proportionate to the value of trees lost in each of the above respects. Where applicable, root protection areas, canopy extents should be established. Details should be submitted of protective barriers to be erected prior to any work commencing.

This policy applies to all trees, including those outwith a tree protection order or conservation area. This policy recognises the important contribution made by trees to character, biodiversity, amenity and green/blue networks. In assessing proposals affecting trees, the Council will consider their value, taking into consideration their status, such as Tree Preservation Order, heritage tree, Ancient Woodland, or Millennium Woodland. This will be considered alongside information from tree surveys, current Scottish Government guidance (presently contained in its Policy on Control of Woodland Removal) and the UK Forest Standard. Where necessary to protect trees, the Council will use its powers to make and enforce Tree Preservation Orders.

Existing trees retained as part of proposals will contribute towards the minimum level of tree planting required under policy Env 27. Edinburgh Design Guidance and associated appendices and appropriate British Standards are also applicable, as the Forest and Woodland Strategy is adopted during the lifetime of this Plan.

Policy Env 27 - Public Realm, New Planting and Landscape Design sets out that Planning permission will be supported by this policy where all external spaces and features have had their design and position considered as a fundamental part of the scheme as a whole, and it has been demonstrated that among other in relation to trees that a tree canopy coverage of appropriate species shall be achieved in line with Council guidance, as well as hedge, shrub and wildflower planting to provide a setting for buildings, boundaries and roadsides and create a robust landscape structure.

This policy applies to all development with new public and semi-private

external space. High-quality, well-designed public spaces are crucial elements of the urban environment and in making successful places. The Council encourages the preparation of public realm strategies to coordinate design and provide information on future maintenance in other major development schemes.

In terms of landscaping and maintenance arrangements, details of these should be submitted at the application stage so they can be considered as a central part of the proposal alongside the built form and overall layout. These schemes shall cover landscape, including both existing and new tree planting both during and after construction. It is expected that, if acceptable, compliance with these landscape plans and maintenance arrangements shall be secured by condition.

The retention and planting of trees as well as other planting has many benefits, including to sequester carbon as well as assisting with climate change adaptation through urban heat regulation and reducing surface water run-off from sites.

Consideration should be given to positioning of planting and buildings as well as the species used so as to avoid detrimental effects of overshadowing.

Designs should follow the principles in the Edinburgh Design Guidance and associated appendices (including in respect of the Green and Blue Network) and guidance from Edinburgh Biodiversity Action Plan, Forest and Woodland Strategy, NatureScot, SEPA, Construction Industry Research and Information Association guidance and guidance from other appropriate agencies.

14.3 Edinburgh Design Guidance

The Edinburgh Design Guidance explains how to comply with local plan policies on urban design. The document is available on the Council's website at: <https://www.edinburgh.gov.uk/downloads/file/27602/edinburgh-design-guidance-january-2020>.

The requirements for trees and woodlands in relation to development remain broadly the same:

- Compliance with the approach and principles in the British Standard (BS 5837:2012).
- Assessment of the existing trees and woodlands and their retention in the final layout where appropriate.
- Contributions to an improved habitat network through woodland creation and tree planting.

A summary of the process is included in the document and sets out:

1. Carry out a tree survey and categorisation to identify trees worthy of retention.
2. Prepare a Tree Constraints Plan showing physical and spatial requirements for retaining those trees. This includes a Root Protection Area for each tree and an indication of the ultimate spread of canopy. Include any proposed tree work to retained trees (e.g., crown reduction, pruning etc.).
3. Use Tree Constraints Plan to design an initial site layout and identify areas for new planting.

⁴⁶ <https://www.gov.scot/publications/scottish-planning-policy/pages/7/>

4. Achieve finalised site layout.
5. Prepare a Tree Protection Plan, plot the Root Protection Area of retained trees, including the location of protective barrier fencing with specification, ground protection and provision of onsite supervision, showing the Construction Exclusion Zone.
6. Submit with Planning Application.
7. Planning approval with tree protection conditions relating to the approved Tree Protection Plan.
8. Prior to start of construction, erect tree protection fencing and other identified measures to form a Construction Exclusion Zone.
9. Ensure site supervision to maintain tree protection fencing and measures until removal agreed.

14.4 Trees and development

The Scottish Planning Policy outlines the protection which should be given by Planning Authorities to trees and woodlands in relation to development. Paragraphs 216-218 cover woodlands⁴⁶.

- Ancient semi-natural woodland is an irreplaceable resource and, along with other woodlands, hedgerows and individual trees, especially veteran trees of high nature conservation and landscape value, should be protected from adverse impacts resulting from development. Tree Preservation Orders⁴⁷ can be used to protect individual trees and groups of trees considered important for amenity or their cultural or historic interest.

⁴⁷ <http://www.scotland.gov.uk/Publications/2011/01/28152314/0>

- Where appropriate, planning authorities should seek opportunities to create new woodland and plant native trees in association with development. If a development would result in the severing or impairment of connectivity between important woodland habitats, workable mitigation measures should be identified and implemented, preferably linked to a wider green network (see also the section on green infrastructure).
- The Scottish Government's Control of Woodland Removal Policy⁴⁸ includes a presumption in favour of protecting woodland. Removal should only be permitted where it would achieve significant and clearly defined additional public benefits. Where woodland is removed in association with development, developers will generally be expected to provide compensatory planting. The criteria for determining the acceptability of woodland removal and further information on the implementation of the policy is explained in the Control of Woodland Removal Policy, and this should be taken into account when preparing development plans and determining planning applications.

The Scottish Forestry Advice Note 'The right tree in the right place'⁴⁹ also forms part of the national policy framework for local authorities.

Where trees are affected by development, the Council promotes the protection of existing trees and requires the planting of new trees as appropriate.

48

[http://www.forestry.gov.uk/pdf/fcfc125.pdf/\\$FILE/fcfc125.pdf](http://www.forestry.gov.uk/pdf/fcfc125.pdf/$FILE/fcfc125.pdf)

Through planning policies, the Council aims to:

- Retain trees of landscape, biodiversity, or amenity significance;
- Encourage new tree planting wherever appropriate within new development to strengthen woodland habitat networks;
- Promote a substantial renewal of the city's woodland resource; and
- Effectively manage existing trees and woodlands.

14.5 Tree Preservation Orders and Conservation Areas

The Council is committed to the protection of trees and woodland within the City of Edinburgh. This is achieved by the making of Tree Preservation Orders (TPO) and by the protection of trees within Conservation Areas.

Where trees are affected by development, the Council promotes the protection of existing trees and requires the planting of new trees as appropriate.

TPOs are made by a Planning Authority under Section 160 of the Town and Country Planning (Scotland) Act 1997 (as amended) and within the procedures set out in the Town and Country Planning (TPO and Trees in Conservation Areas) (Scotland) Regulations 2011.

The process relating to TPOs is outlined below:

- Notice of a Tree Preservation Order is served on the owner and advertised by the Council's Planning

49

<https://forestry.gov.scot/publications/96-the-right-tree-in-the-right-place-planning-for-forestry-and-woodlands>

service. Anyone may comment or object within 28 days.

Acknowledgement and notification of decisions will be sent to all who submit comments. Anonymous comments will not be considered.

- Following the consultation period, and within six months, the Council Planning Committee will confirm, modify or not confirm a TPO, taking into account the comments received.
- If confirmed, the TPO is again served on the tree(s) owner(s). It is also recorded in the Register of Sasine and imposes a legal burden attached to the title of the land.
- Where a TPO is in place, prior consent in writing is required from the Council's Planning service to carry out any work on the trees. An owner wishing to carry out work must apply in writing. If consent is given the work must be carried out within two years.
- If the applicant objects to the decision or conditions imposed, an appeal can be made to Scottish Ministers within 28 days.
- Contravention of a TPO is an offence, liable to prosecution, subject to a fine of up to £20,000.

The process relating to Conservation Areas is:

- Before carrying out any tree work within a Conservation Area, the owner of the tree must give notice to the Council, detailing the work and identifying the trees. This is done online via the ePlanning Portal, which can be found at: <https://www.eplanning.scot/ePlanningClient/>. More information is

available from the Applying for tree works guide, which is available from the Council's website:

<https://www.edinburgh.gov.uk/downloads/file/30424/applying-for-works-to-trees-quick-guide>

- An officer will then carry out a site inspection to assess the impact of the proposals on the local amenity. Advice and recommendations will be offered.
- If the trees are deemed to be of significant public amenity value and are considered to be at risk, a TPO may be served to prevent adverse work being carried out. This is the only way the Planning Authority can protect the trees; it cannot otherwise refuse consent.
- If after 42 days, the Planning Authority has not responded, and if a TPO has not been served, the specified work may proceed. The work must be carried out within two years of the notification.
- If work takes place without notification, similar penalties apply as for TPOs.
- Unauthorised work on protected trees will be investigated as a matter of urgency.

A guidance note on protected trees in Edinburgh is available from the Council's website at:

<https://www.edinburgh.gov.uk/downloads/file/30063/protected-trees-in-edinburgh-a-guidance-note>.

If a landowner plans to remove more than five cubic metres of timber in one calendar quarter, they may be required to obtain felling permission from Scottish Forestry (previously known as the Forestry Commission). This is

approximately equivalent to two mature trees. Felling permission is not required if the trees are in a domestic garden, a public open space, a churchyard, or an orchard.

Trees are important habitats and sources of food for all sorts of wildlife in the city, and some are afforded legal protection, for example, it is an offence to disturb nesting birds and roosting bats.

All bat species found in Scotland use trees as roosts⁵⁰. Roost sites are usually difficult to see and may not be used throughout the year; therefore, the absence of bats near a tree does not necessarily mean that there is no roost present⁵¹.

It is crucial to be sure that there are no bat roosts in a tree that is to be felled, cut or lopped as roosts are so important for bats that they are protected year-round, even when not in use⁵².

It is recommended before considering or planning any tree work that you have a bat survey carried out and there is a chance that bats might use the tree.

Advice on these issues is available from NatureScot at:

<https://www.nature.scot/professional-advice/protected-areas-and-species/licensing/species-licensing-z-guide/bats/bats-licences-tree-works> or

Telephone: 01463 725 364

Email: licensing@nature.scot

14.6 Edinburgh Biodiversity Action Plan

Woodlands within the Edinburgh area represent a valuable resource for people

and wildlife alike. Green Networks, part of the Edinburgh Biodiversity Action Plan (2019-2021)⁵³, details key objectives and actions to protect, enhance and expand woodlands in the city.

⁵⁰

<https://www.nature.scot/professional-advice/protected-areas-and-species/licensing/species-licensing-z-guide/bats/bats-licences-tree-works>

⁵¹ Ibid.

⁵² Ibid.

⁵³

<https://www.edinburgh.gov.uk/downloads/file/26216/edinburgh-biodiversity-action-plan-2019-2021>

This second edition prepared and updated by:
Neighbourhood Environmental Services - Forestry Service
Version 3

The City of Edinburgh Council © 2023
forestry.service@edinburgh.gov.uk
www.edinburgh.gov.uk

Appendix 2

POLICY 1

Trees in Council ownership will be inspected for safety on a cycle between one and five years according to size, targets, condition, and survey recommendations for each tree. This information will be recorded on the Council's tree asset database.

Same

POLICY 2

Tree inspections and arboricultural work will only be undertaken by qualified, experienced, and competent people.

Slight amendment

POLICY 3

The Council will take steps to bring all its trees under active, appropriate and informed management.

Same

POLICY 4

The Council prioritises tree work according to the individual tree's health and safety risk and considering current available resources. Tree works will normally be completed in safety priority order.

Slight amendment

POLICY 5

The Council accepts the right of householders to remove overhanging branches, (subject to compliance with Tree Preservation Orders and/or Conservation Area status) and where required will assist householders to identify a suitable arboricultural contractor who can carry out works to the appropriate standard.

Same.

POLICY 6

The Council will consider applications from private owners to alleviate amenity reduction or nuisance problems on the basis that they will fund the works, that the works will be agreed with the Council beforehand, that a suitable arboricultural contractor is appointed, and that each case will be considered on its individual merits.

Same.

POLICY 7

The Forestry Service will develop appropriate services standards and performance measures to manage trees for other Council service areas and establish the desired resource levels required to meet their needs.

New

POLICY 8

For non-emergency tree-related safety issues a Trees & Woodlands Officer will aim to acknowledge receipt of an enquiry within 5 days, carry out a tree inspection within 20 working days following receipt of the enquiry, and notify the customer thereafter of what action the Council intends to take.

Slight alteration.

POLICY 9

Claims made in writing to the Council in relation to alleged damage caused by a Council owned tree will be acknowledged within 10 working days of receipt.

Same.

POLICY 10

The Council will not carry out works to trees, or fell them, unless it is necessary to do so. When works are carried out, the reasons for the work will be documented and recorded.

Same.

POLICY 11

Management of ivy and trees. The Council will control ivy on trees where it is having a significantly negative effect.

Same.

POLICY 12

Where practicable, all arisings (logs, branches etc.) from tree works in high amenity areas will be removed and used in an environmentally sustainable manner. In woodland situations, however, standing dead wood, logs and chippings may often be left on site, where this can be done safely, to enhance biodiversity and increase wildlife habitats.

Same.

POLICY 13

The Council will not remove tree stumps except where there are compelling reasons to do so, and then only if it is practicable and appropriate. In woodland locations, stumps will generally be left to decay in-situ.

Amended

POLICY 14

The Council will prosecute any unauthorised person found to be damaging or pruning its trees or allows another person to carry out works on their behalf without our permission, or disposes of tree waste illegally, and where appropriate apply the maximum penalty.

New

POLICY 15

The Council will develop a specific policy relating to the management of roadside trees.

New

POLICY 16

The Council will undertake work to a tree in its ownership to maintain clear sight lines (where reasonably feasible) at junctions and access points (associated with a street, footway, or road).

Slight amendment

POLICY 17

The Council will undertake measures to make safe an unacceptable trip hazard in streets, footways, roads caused by the growth of a Council owned tree.

Same

POLICY 18

The Council will undertake measures to make safe any unacceptable carriageway obstruction due to trees in streets, affecting roads caused by the growth of a Council owned tree.

Same

POLICY 19

The Council will undertake work to a tree in Council ownership to maintain a minimum 5.5 metre height clearance over the carriageway - where reasonably feasible.

Same

POLICY 20

The Council will undertake measures to make safe any unacceptable carriageway risk due to private trees in a dangerous condition, within falling distance of the public road.

Slight amendment

POLICY 21

The Council will undertake work to a Council owned tree to maintain a minimum (where reasonably feasible) 2.5 metre height clearance over an adopted footpath associated with a street, designated cycleway, or road.

Slight amendment

POLICY 22

The Council will undertake work to a tree in its ownership to ensure that it does not unduly obstruct the streetlight zone of illumination.

Same.

POLICY 23

The Council will ensure that all construction and development, including temporary installations and placement of movable equipment, near to trees follows BS:5837 (2012) "Trees in relation to design, demolition and construction - Recommendations" and that the most recent National Joint Utilities Group "Guidelines for the planning, installation and maintenance of utility apparatus in proximity to trees" are followed where carrying out works in root protection areas cannot be avoided.

Same.

POLICY 24

The Council will ensure that trees are protected as part of events and activities, including mitigation and enforcement to protect tree root zone and tree canopies from damage.

New

POLICY 25

The Council will seek restitution for damage to trees caused by excavations or other works associated with the installation, maintenance, or removal of public utilities.

New

POLICY 26

The Council will undertake work to a tree in its ownership to ensure that not unduly obstruct traffic signals or street signs.

Same.

POLICY 27

Where a Council owned tree or woodland is associated with criminal activity and/or anti-social behaviour, measures to alleviate the problem will be implemented on a site-by-site basis in consultation with the Police and local communities.

Same.

POLICY 28

The Council will investigate reports of vandalism to a Council owned tree or woodland and try to correct any damage where appropriate and within available resources.

Same.

POLICY 29

The Council will not prune or fell a Council-owned tree simply because it is considered to be 'too big' or 'too tall'.

Same

POLICY 30

The Council, as a last resort, will investigate complaints associated with High Hedges once a resident has exhausted all other avenues, has applied for a High Hedge Notice and paid the appropriate fee. The Council will serve notice on the hedge owner if appropriate. Failure to comply with a notice will result in the Council undertaking the work and recovering costs from the hedge owner.

New.

POLICY 31

The Council will not prune or fell a Council-owned tree to remove or reduce leaf fall or remove fallen leaves deposited upon private property.

Same.

POLICY 32

The Council will generally not prune or remove trees in cases where they cause a reduced amount of light to fall on a property, other than in exceptional circumstances.

Same.

POLICY 33

The Council will not prune or fell a Council tree to remove or reduce bird droppings caused by roosting birds in trees or remove bird droppings from private land.

Same.

POLICY 34

The Council will not prune or fell a Council-owned tree to remove or reduce the nuisance of fruit, berries, or nuts or remove such fallen fruit from private land. However, where fallen fruit is leading to significant anti-social behaviour issues the Council will consider measures to reduce the problem, including whether a phased removal and replacement with alternative species is reasonable.

Same.

POLICY 35

The Council will not prune or fell a Council owned tree to remove or reduce honeydew or other sticky residue from trees.

Same.

POLICY 36

The Council will not prune or fell a Council owned tree to remove or reduce the release of pollen.

Same.

POLICY 37

The Council will generally not prune or fell a Council owned tree to remove or reduce interference with telephone wires.

Same.

POLICY 38

The Council will generally not prune or fell a Council owned tree to prevent perceived interference with television or satellite installation or reception.

Same.

POLICY 39

The Council will not prune or fell a Council owned tree to remove or reduce incidence of perceived pests such as bees, wasps, or wild animals.

Same.

POLICY 40

The Council will not prune, fell or cut the roots of a Council owned tree to prevent roots entering a drain that is already broken or damaged.

Same.

POLICY 41

In the event that a Council tree is causing damage to property, a Trees & Woodlands Officer will aim to respond within 10 working days and, if appropriate, remedial works will be undertaken.

Same.

POLICY 42

The Council will generally not prune or fell a tree in Council ownership to alleviate the nuisance of overhanging branches.

Same.

POLICY 43

The Council will not prune or fell a Council owned tree to improve the view from a private property.

Same.

POLICY 44

The Forestry Service will aim to attend emergency tree incidents within 1 hour of its report to assess the situation and start the process of making the site safe.

Same.

POLICY 45

Tree works will be limited and proportionate to the extent of risk posed by a tree that is dangerous or level of risk found at the time of inspection by a Trees & Woodlands Officer.

Slightly amended.

POLICY 46

The Council will endeavour to maintain its tree stock and increase current tree numbers through additional and replacement tree planting. The Council will seek to diversify its tree planting across a wider range of native and where appropriate non-native species. The Council will look to increase and improve its tree cover within available resources as part of its annual tree planting programme, paying particular attention to historic street tree and parks and green space planting.

Slightly amended.

POLICY 47

The Council will support tree planting initiatives and projects to maximise available funding and resource opportunities to increase the numbers of trees and areas of woodlands in the city.

New

POLICY 48

The Council will provide support where resources allow to support community groups, resident's associations, friends of parks groups, etc., and other volunteers with tree planting projects and involve the community in planting initiatives.

New

POLICY 49

The Council will endeavour to maintain newly planted trees appropriately to ensure they have the best chance of establishing.

Same.

POLICY 50

The Council will remain vigilant to the spread of tree diseases and pathogens and their potential impact on the city's trees. The Council will take appropriate action to mitigate an outbreak or damage caused to trees and seek to obtain the necessary resources to achieve any actions.

New.

POLICY 51

The Council will monitor the continued spread of Dutch elm disease by undertaking an annual survey of the city's elm trees, starting each June. The Council will carry out a sanitation felling programme designed to reduce the spread of the disease and will advise private owners of what action needs to be taken by them.

POLICY 52

Same.

The Council will monitor the continued spread and impact of Ash Dieback by undertaking an annual survey of the city's ash trees. The Council will carry out a programme designed to remove diseased trees taking a risk-based approach and will advise private owners of what action needs to be taken by them.

New

POLICY 53

The Council will procure trees from reputable growers and suppliers who maintain the highest standards of plant health.

New

POLICY 54

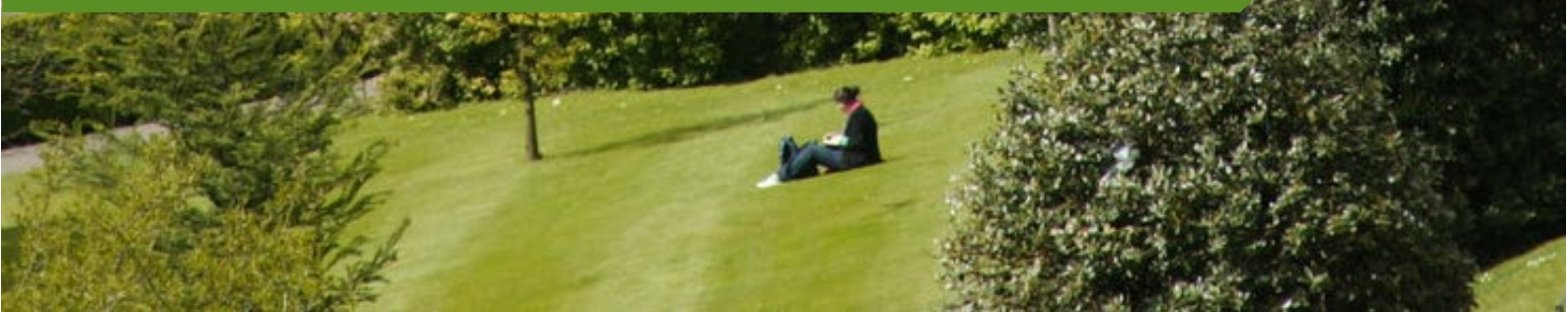
The Council will manage veteran trees sympathetically according to good arboricultural practice, striking a balance between public safety and biodiversity.

Same.



Trees Protection Zones

East and West Princes Street Gardens



Contents

1	Introduction	1
2	The Benefits of Trees in the City	5



1 Introduction

The protection of trees was developed considering the principles of the Trees in the City's tree management policies and the installation and construction requirements of BS5837 (2012).

The information contained within this document will be used by event organisers to help them develop their own tree protection plan for their event or activity. This is a mandatory requirement to comply with the contractual terms and conditions for the use of parks for events and filming, site lease or hire agreement, and fulfil the requirements of the Use of Public Spaces for Events and Filming Policy implementation plan.

The Council in preparing this information and guidance on the tree-related constraints within the area that the event is planned expect the event organiser to demonstrate how they will adhere to these arrangements. For larger events, event organisers may be asked to submit their own tree protection plans and Council officers will provide guidance and support for this, if required.

A tree protection plan will normally be required before an event or activity is given permission to enter the site.

Should any issues arise during the planning or operation of an event, any issues raised will also be shared within the relevant EPOG and any actions agreed will be recorded. This ensures that there is a written record of the issues and the actions to be taken. Monitoring of the actions agreed will form part of the ongoing APOG process.

Any concerns over the suitability of the

tree protection plan must be addressed prior to an event or activity taking place. If issues arise during the event relating to tree protection at any time, then the Council will take appropriate action, which may include preventing an event from taking place or other sanctions.

The event organiser should also be aware of the Council's tree management policies and guidance provided within the Trees in the City policy document.

Policy 24 of the Trees in the City states that the Council will ensure that trees are protected as part of events and activities, including mitigation and enforcement to protect tree root zone and tree canopies from damage.



2 Tree Protection Zones

1.1 Tree protection zone maps

Tree protection zone maps for the park or open space have been developed by the Council and are provided on the following page(s).

It is important that event organisers recognise that tree protection covers all of the tree, including roots, trunk, and branches, and applies to the full extent of the tree canopy.

The maps are coloured to show the areas where event space is available and areas where no infrastructure or vehicle movements are allowed. Each map should be checked carefully by the event organiser to ensure that the space required for their event or activity can be accommodated.

Areas hatched in **red** are not available for use. All installation, storage, placement of generators, materials, equipment will be prohibited. Any vehicle movements or event use in close proximity to red zones will need to be carefully monitored. Ideally, such areas should be cordoned off using an appropriate method to avoid inadvertent use.

Areas hatched in **blue** are available for use by event organisers subject to discussion and approval from the Council's Forestry Service.

Areas not hatched tend to include lawn areas or areas where there are no restrictions relating to tree protection zones. These areas are still subject to discussion and approval from the Council.

1.2 Site Supervision

The Council may opt to provide on-site supervision during the installation, operation, and removal from site, particularly for large scale events. This would enable the Council to ensure that tree protection measures are being adhered to and to deal with any issues as they arise. While it may not be necessary to have someone on site at all times, ensuring that there is someone available to monitor the operational arrangements would help to minimise the likelihood of issues emerging during or after an event. There may be a charge made for the provision of this service to the event organiser.

1.3 Investment in tree planting

In some instances, the Council may decide that the event organiser should invest in planting new trees whether through contractual community benefits, via an increased reinstatement bond, or by other agreement. This would not be considered to condone damage to trees as a result of events in parks or open spaces, but it would contribute to the Council's Million Tree City objectives and share the responsibility for future tree planting replacements should these be necessary.

1.4 Enforcement

Certain activities that have a long duration (over 28 days) require planning permission. In determining any application, the Planning Authority must be satisfied that the arrangements for the activity are in line with Planning legislative requirements and guidance.



Failure to comply with any conditions set will be enforced by the Planning Authority, supported by Parks, Openspace Development and Visitor Services or the Forestry Service (where necessary).

The Council reserves the right to stop an event taking place if the risk of damage to parks and open spaces, including trees, is deemed serious enough. The arrangements for this will be set out in the guidance for event organisers and within the terms and conditions for using a park or open space.



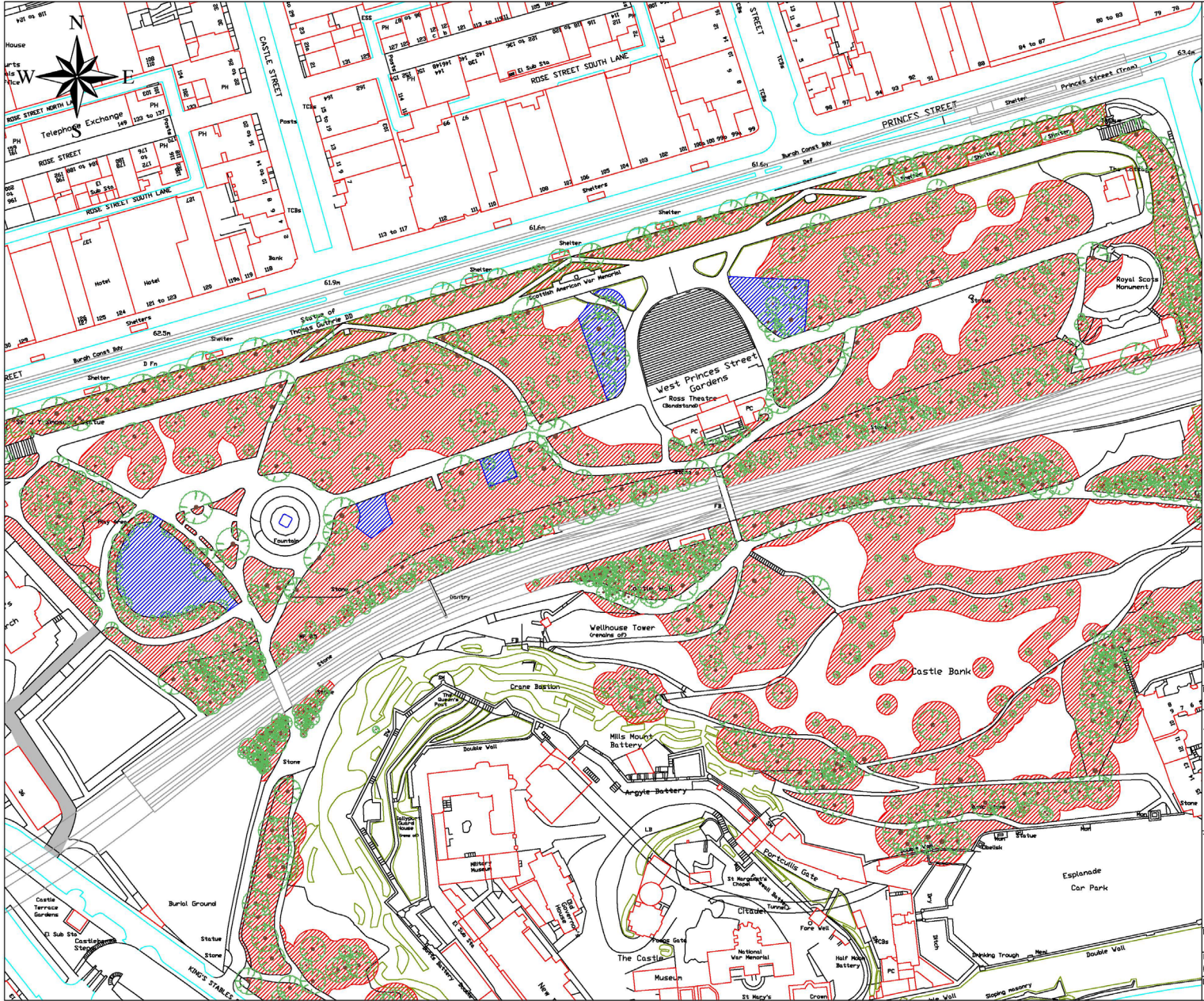
- Notes**
- Root zone protection areas, no vehicle movement or infrastructure permitted,
 - Some use possible, protection required with plans agreed by CEC.

Revised Date	Revised Date
03/07/2023	
Revised Date	Revised Date
Revised Date	Revised Date

EDINBURGH
 THE CITY OF EDINBURGH COUNCIL
 PLACE
 PARKS, GREENSPACE and CEMETERIES
 Waverley Court
 4 East Market Street
 Edinburgh
 EH6 8BH

Title
**East Princes Street
 Tree Protection**

Not: Grid Ref:	Scale
	NTS
Date	Drawn by
17/02/2023	A. Grevers
District	Plan No:
South East	EPSGr 1/01



- Notes**
- Root zone protection areas, no vehicle movement or infrastructure permitted,
 - Some use possible, protection required with plans agreed by CEC.

Revised Date	Revised Date
03/07/2023	
Revised Date	Revised Date
Revised Date	Revised Date

EDINBURGH
 THE CITY OF EDINBURGH COUNCIL
 PLACE
 PARKS, GREENSPACE AND CEMETERIES
 Waveley Court
 4 East Market Street
 Edinburgh
 EH8 8BH

Title	
West Princes Street Tree Protection Red Blaze Area	
Nat: Grid Ref:	Scale
	NTS
Date	Drawn by
03/04/2023	A. Grevers
District	Plan No:
South East	WPSGr 1/02

This second edition prepared and updated by:
Neighbourhood Environmental Services - Forestry Service
Version 1

The City of Edinburgh Council © 2023
forestry.service@edinburgh.gov.uk
www.edinburgh.gov.uk

This page is intentionally left blank

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

Use of Public Spaces for Events and Filming

Executive/routine
Wards

Executive
All wards, but particularly Ward 11 (City Centre)

1. Recommendations

- 1.1 Culture and Communities Committee are asked to:
 - 1.1.1 Approve the Use of Public Spaces Policy (Appendix 1) and the supporting guidance documents (Appendices 3 and 4); and
 - 1.1.2 Approve the next steps as outlined in the report in section 5.

Paul Lawrence

Executive Director of Place

Contact: Claire Miller, Senior Public Safety Officer

E-mail: Claire.miller@edinburgh.gov.uk | Tel: 0131 529 4618

Use of Public Spaces for Events and Filming

2. Executive Summary

- 2.1 The report seeks approval of the Use of Public Spaces policy, supporting guidance documents and next steps for implementation of the policy.

3. Background

- 3.1 For the purposes of this report, public spaces are defined as the city's parks and greenspaces as well as public highways (including footways and Council managed public realm).
- 3.2 In January 2020, Committee agreed to combine the Edinburgh Parks Events Manifesto and the Public Spaces Protocol into a single Public Space Management Plan.
- 3.3 At the time, the use of parks, green and public spaces in the city were managed through a variety of policies and procedures and therefore, although the plans which governed the use of public spaces had the same goals, there were sometimes areas of overlap and duplication.
- 3.4 Committee agreed to create a Public Space Management Plan, and in late 2020 a period of engagement (including creation of a Stakeholder Working Group) led to the recommendation that principles for the use of public spaces for events and filming should be developed.
- 3.5 Committee requested that the outcome of the public consultation be reported back, with details of the impact of using public spaces for events and filming on residents.
- 3.6 In December 2022 an update report was reviewed by Committee. Elected members asked officers to provide further clarification by creating a policy and supporting guidance which took into consideration the outcomes of the extensive consultation undertaken in 2020/2021, including the key principles [agreed](#) at on 14 September 2021.
- 3.7 Officers were also asked to undertake stakeholder engagement sessions to keep those involved up to date with progress.

4. Main report

- 4.1 The Use of Public Spaces policy (Appendix 1) takes into consideration the views noted as part of the consultation process and creates four key themes out of the agreed key principles.
- 4.2 The themes are:
 - 4.2.1 The application and decision-making process will be open and transparent;
 - 4.2.2 The process and activities are proportionate;
 - 4.2.3 Activities have a positive effect; and
 - 4.2.4 Organisers will minimise their impact.
- 4.3 A diagram showing the key themes in full and how the key principles are incorporated can be seen in Appendix 2.
- 4.4 The policy is supported by two guidance documents:
 - 4.4.1 Edinburgh's Public Spaces: Guidance for Event Organisers (Appendix 3); and
 - 4.4.2 Edinburgh's Code of Practice for Filmmakers (Appendix 4).
- 4.5 These guidance documents set out the Council's expectations of event organisers and filmmakers who come to Edinburgh and will be used by officers to determine whether applications for these activities are able to meet the city's expectations.
- 4.6 The policy sets out a decision-making process for the applications which do not meet these expectations and are flagged by officers as being potentially of concern.
- 4.7 There are opportunities within the process for the applicant to amend their proposals and/or provide further information, but there is also a clear escalation route for a decision to be taken by the Service Director of Culture and Wellbeing in consultation with the Convenor of Culture and Communities Committee.
- 4.8 The policy also sets out how the decision-making process will be transparent, with regular updates to Festival and Events All Party Oversight Group as well as an annual report to Culture and Communities Committee.
- 4.9 The supporting guidance covers key elements raised in the consultation process in a proportionate way, such as:
 - 4.9.1 Area information – This appendix to the guidance is expected to build up over time, however it provides information on the public spaces available in each neighbourhood/ward and the facilities available;
 - 4.9.2 Community benefits – adding social value and creating a positive lasting legacy for Edinburgh. Large and major commercial events will be expected to choose and deliver at least one community benefit from the list provided in the guidance or come up with their own idea (as detailed within Appendix 3);

- 4.9.3 Neighbour notification – the guidance provides clear instructions on how organisers are expected to notify neighbours including the information to include and the timescales expected; and
 - 4.9.4 Tree protection – this Appendix to the guidance provides clear information on what is expected of organisers in terms of planning and management of their event in order to preserve Edinburgh’s greenspaces.
- 4.10 The supporting guidance will continue to be updated as and when required, but this initial version takes into account the findings of the consultation and balances this with the needs of Edinburgh as a festival and events city.

5. Next Steps

- 5.1 If Committee approve the recommendations in this report, officers will:
 - 5.1.1 Publish the policy, supporting guidance and application process on the Council website, removing out of date information from the Council (and other associated) websites. This will also be shared with previous applicants;
 - 5.1.2 Support applicants in understanding the guidelines and application process, providing advice as necessary;
 - 5.1.3 Create a dedicated page on the Council (or other appropriate) website for residents to view the list of applications received for events or filming in public spaces;
 - 5.1.4 Request details of neighbour engagement undertaken and of any subsequent complaints and the actions taken by event organisers to help identify themes or issues which need to be resolved on an on-going basis;
 - 5.1.5 Provide ongoing updates to the Festival and Events All Party Oversight Group on any activities which have gone through the decision-making process; and
 - 5.1.6 Submit an annual report to Culture and Communities Committee.
- 5.2 It is recognised that further improvements could be made to the process with additional financial and operational resources. Officers will continue to investigate and provide costs for:
 - 5.2.1 An online system/web portal to make it easier to apply for and/or progress applications for use of public spaces for all activities; and
 - 5.2.2 Creating a “One stop shop” for all applications, using an online application form, and enabling support of the online system/web portal, enquiries, engagement, collating evidence, surveying and updating area information, report writing and template document creation.

6. Financial impact

- 6.1 The initial next steps noted in the report (paragraphs 5.1.1 to 5.1.6) will be covered within existing service budgets.
- 6.2 As noted in paragraphs 5.2.1 and 5.2.2, information and costings will continue to be gathered in respect of improving the process further with the use of online systems for submitting and managing applications.

7. Equality and Poverty Impact

- 7.1 The integrated impact assessment checklist is attached as Appendix 5.

8. Climate and Nature Emergency Implications

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

Environmental Impacts

- 8.3 It is anticipated that through the implementation of this policy, there will be improvements in the sustainability methods used for activities within the city. The guidance notes that the Council is supportive of the ISO 20121 standard and also highlights organisations where organisers can go to for advice on how to be more sustainable.

9. Risk, policy, compliance, governance and community impact

- 9.1 In late 2020, a period of engagement (including creation of a Stakeholder Working Group) led to the recommendation that principles for the use of public spaces for events and filming should be developed.
- 9.2 On 14 September 2021, Committee approved a draft set of Key Principles for the use of public spaces for events and filming for public consultation.

- 9.3 The consultation ran from 22 September 2021 to 15 December 2021 on the Council's [consultation hub](#). In order to encourage participation in the consultation, a news/press release was published, promotional posters were displayed in parks, libraries and community notice boards and the working group stakeholders (including Community Councils) were asked to promote and support the consultation through their networks.
- 9.4 The policy and associated guidance has been developed to balance the feedback received with the needs of a major cultural city. There is a risk that activity organisers will choose not to come to Edinburgh as the new policy may have a detrimental impact on how the city is perceived, i.e. no longer welcoming to cultural activities. Conversely, the new policy might not go far enough for other stakeholders, and they may become disenfranchised and seek further mitigations.
- 9.5 The policy and guidance documents have been designed to complement the other Council policies and procedures so that they are available in one place and more easily accessible.
- 9.6 The policy and guidance documents are also intended to ensure that the Council's current policies are more readily accessible and therefore we expect there to be a positive effect on compliance.

10. Background reading/external references

- 10.1 Review of Event Management Operations in Edinburgh – Edinburgh's Christmas – Policy and Sustainability Committee, [25 February 2020](#).
- 10.2 Use of public spaces report – Culture and Communities Committee, [14 September 2021](#).
- 10.3 Filming in Edinburgh 2021 – Culture and Communities Committee, 26 April 2022.
- 10.4 Use of public spaces report – Culture and Communities Committee,

11. Appendices

- 11.1 Appendix 1 – Use of Public Spaces Policy
- 11.2 Appendix 2 – Key Themes and Principles
- 11.3 Appendix 3 - Edinburgh's Public Spaces: Guidance for Event Organisers
- 11.4 Appendix 4 - Edinburgh's Code of Practice for Filmmakers
- 11.5 Appendix 5 – Integrated Impact Assessment checklist

Use of Public Spaces for Events and Filming Policy

October 2023

Control schedule

Version control

Approved by	Culture & Communities		
Version	Date	Author	Comment
0.1	14/06/2023	C Howie	Document Creation
0.2	04/09/2023	C Miller	Review for committee
Scheduled for review	October 2024		

Subsequent committee decisions affecting this policy

Date	Committee	Link to report	Link to minute
------	-----------	----------------	----------------

Use of Public Spaces for Events and Filming Policy

Policy statement

Public Spaces are vital to the culture and wellbeing all those who live and visit the city. The events, films and attractions which take place here are also integral to the vitality of Edinburgh as an international cultural hub. This policy is to provide a balance between the multiple demands on public realm spaces and ensuring that all applications for the use of public spaces meet the key themes as set out in the guidance.

Scope

This policy is intended for all events and filming uses in the public realm within the City of Edinburgh Council local authority region. This policy is intended to guide both industry professionals and council officers in determining whether the activities are suitable for the location requested and set the expectation of how the activities should be conducted with clear guidance appropriate to the location. This policy and supporting guidance also clarify the considerations which will have taken place to ensure, as far as possible, the activity is balanced between negative and positive impacts for the community. It is important to note that this policy is about the use of council managed land; the activities which occur as part of the use may require further council permissions such as Planning or Licensing which have their own requirements.

Definitions

Key to this policy is the classification of the type of activity as below;

Event Category	Examples / Impact (guide only – officer discretion)	Event Planning (guide only – process at officer discretion)
Small	Examples: Community Gala, Play Street, Fun Run Community Impact: Low	Desktop exercise/email coordination
Medium	Examples: Large community event, march/parade, football	Minimal multi-agency involvement 1 EPOG required (officer discretion)

	Community Impact: Medium	Less than 5 agencies invited
Large	Examples: Concerts, Festivals, Sporting events Community Impact: High	Multi-agency involvement required 1 or more EPOG meetings required More than 5 agencies invited
Major	Examples: Events of international significance, Royal events, Concerts, Festivals, Sports Community impact: Substantial	Extensive multi-agency involvement Multiple EPOG meetings required More than 10 agencies invited

EPOG means Event Planning and Operations Group which is a multi-agency group made up of various council teams, the emergency services and the event organiser and may include other agencies depending on the event.

Supporting guidance means the Guidance for Event Organisers and Code of Practice for filmmakers, which are both included as appendices.

Policy content

Introduction

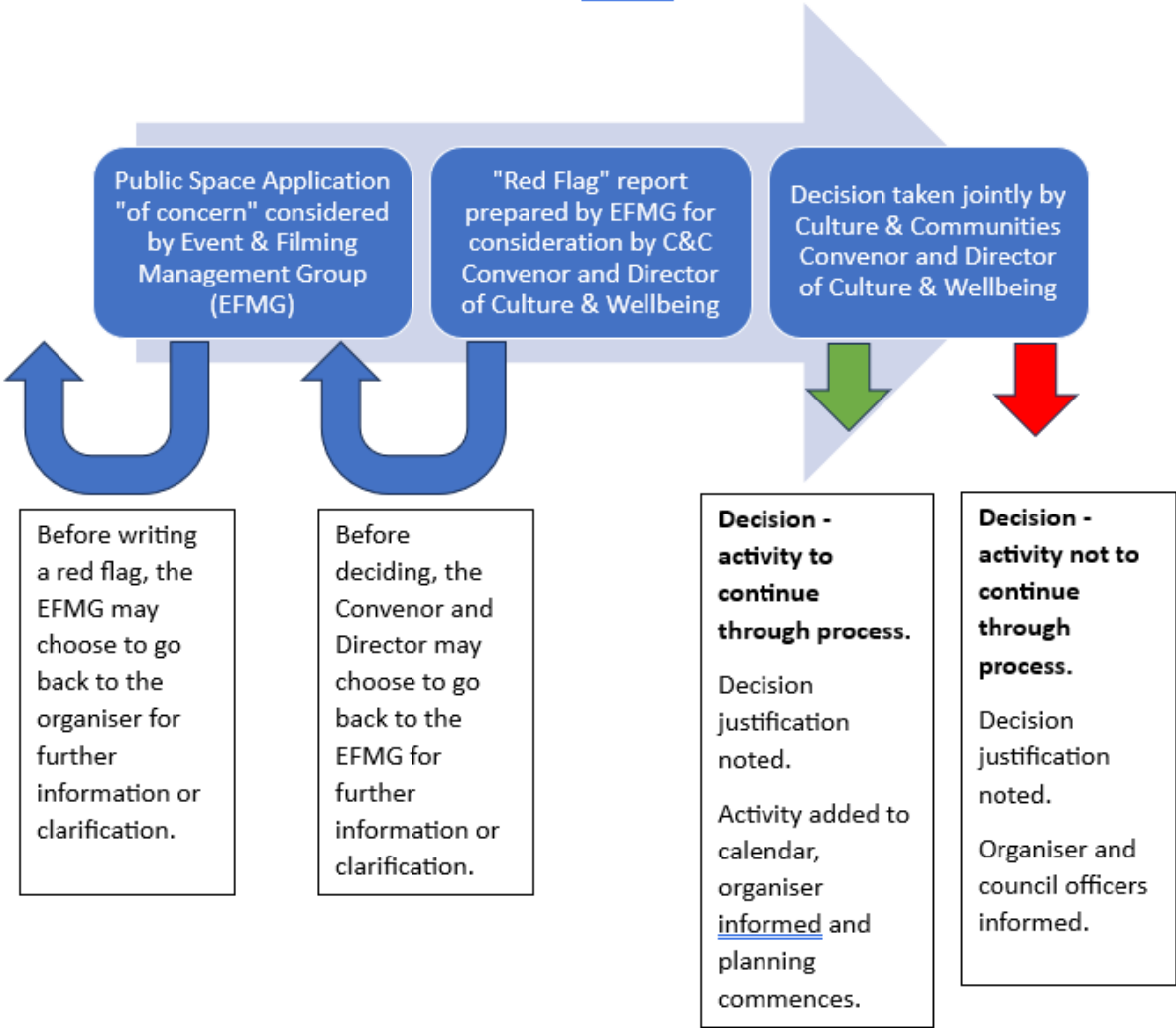
The City of Edinburgh Council has a diverse range of wards and locations, each with differing demands to host events, filming or other activities. This policy is designed to be flexible, while maintaining the standards expected of organisers and the responsible use of the city's public spaces. Below are the strategic aims of this policy, these are the result of a lengthy engagement process and are to provide support and reference to organisers and the community, and to inform council officers' decisions.

Process is Transparent and Accountable.

The application and decision-making process will be open and transparent. The supporting guidance to this policy clearly communicates how an activity is applied for, the considerations the application receives and how if the proposed activity falls outside the expectations set out; how a decision is reached on that application. All agreed uses of public spaces for activities, outside of the business as usual, shall be published regularly on the City of Edinburgh Council website in the form of an events and filming calendar.

Any activities which fail to demonstrate the four policy aims, will not continue through the process until a decision is taken by the following method;

Public Space application – Decision making process



Process and Activities are Proportionate.

The application process should not be complex or onerous as to deter organisations from applying to hold their activity in the authority area. It is noted that the events and filming industries are an integral part of the city, and this process should not detract for the economic benefits it brings. The variety of activities in the city does mean that it is reasonable for the process to ask for detail and assurances relating to the scale and impact of the activity. This allows the process of managing an application to use a large section of the city centre for a commercial activity, to be more involved than a gala day ran by and for the community. Guidance documents will be generated by the City of Edinburgh Council online and updated with industry guidance as to ensure best practice is followed for the level of activity.

The activities applying to a certain location must be appropriate to that location. While each event and site are a unique combination, guidance about commonly used sites will be provided by the City of Edinburgh Council. This guide will provide common examples of activities expected in the area, the facilities that area provides, and issues organisers will need to overcome, such as timings, access, or noise conditions.

Activities Have a Positive Effect.

The activities will have to demonstrate their positive effect to one or more of the following: community wealth, cultural identity, reputation, quality of life & social value. Event organisers and film productions are encouraged to support local businesses and staff ensuring those employed are paid in line with the living wage and employment practices. Further, event organisers of large or major events will be expected to choose at least one community benefit to complete as part of the application process.

Organisers will Minimise their Impact.

Organisers will be expected to minimise their impact both on the environment and its surroundings including the neighbours of the event. By following the document “Edinburgh’s Public Spaces: Guidance for Event Organisers” and “Edinburgh’s Code of Practice for Filmmakers”, which sets the standards expected by event organisers and film productions for their activities, including environmental sustainability and alignment with the City of Edinburgh Council 2030 Climate Strategy.

Some locations will have further requirements specific to their location, and the guidance provides site requirements and the permanent infrastructure which is available to reduce the amount of temporary equipment needed. This document also includes information on key residents’ groups and the expected level of engagement when holding an activity in a public space.

Implementation

The policy and change in approach will be carried out in phases subject to Council committee approval.

Phase 1 - The policy, supporting guidance documents and activities calendar will be published on the Council’s websites:

- www.edinburgh.gov.uk
- [Plan my event | Culture Edinburgh](#)

The stakeholders who were involved in the initial consultation will also receive a copy of the policy and supporting guidance documents.

Guidance documents on what is expected on each type of activity are available as follows:

- Edinburgh’s Public Spaces: Guidance for Event Organisers
- Edinburgh’s Code of Practice for Filmmakers

Any activities which fall outside the guidance and require a decision to be taken following the above process will be regularly raised at the Council's Festival and Events All Party Oversight Group (APOG), and an annual report will be prepared for Culture and Communities Committee to provide the following information:

- The number of activities that were escalated and considered by the Events and Filming Management Group
- The number of red flag reports completed and a summary of the nature of those reports
- The decisions taken by the Service Director of Culture and Wellbeing in consultation with the Convener of Culture and Wellbeing.

Phase 2 – If additional resources are agreed during the Council's budgetary process, then an online presence will be implemented as well as additional team members to ensure a fully resourced event and filming office as soon as practicable.

Roles and Responsibilities

Cultural Strategy, including Events, Film, Parks and Public Safety teams will implement the policy and inform stakeholders internally and externally about the change in approach.

The overall implementation and monitoring of the policy will remain the responsibility of these teams and they will report progress and feedback to the Festival and Events APOG and the Culture and Communities Committee on a regular basis.

Related documents

Council Strategies and Policies

[Our Business Plan priorities – The City of Edinburgh Council](#)

[New Culture Strategy agreed for Edinburgh – The City of Edinburgh Council](#)

[City Of Edinburgh Council – 2030 Climate Strategy](#)

[Advertising and Sponsorship Policy - Policy register – The City of Edinburgh Council](#)

[Code of Practice for Filming in Edinburgh - Policy register – The City of Edinburgh Council](#)

[Consultation and Engagement Policy - Policy register – The City of Edinburgh Council](#)

[Fair Trade Policy Statement - Policy register – The City of Edinburgh Council](#)

[Management of Presentation Seats in Public Parks, Gardens, and Streets - Policy register – The City of Edinburgh Council](#)

[Refund of License Application Fees - Policy register – The City of Edinburgh Council](#)

[Waste and Cleansing Policies - Policy register – The City of Edinburgh Council](#)

Legislation/Regulations

Animal Welfare Act 2006

Construction Design and Management Regulations

Civic Government (Scotland) Act 1982

Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005

Control of Noise at Work Regulations 2005

Equalities Act 2010

Fire Scotland Act 2005

Fire Safety (Scotland) Regulations 2006

Health & Safety at Work Act 1974

Health and Safety (First Aid) Regulations 2013

Land Reform (Scotland) Act 2003

Management of Health & Safety at Work Regulations 1999

Martyn's Law – coming soon*

Occupiers Liability (Scotland) Act 1960

Personal Protective Equipment Regulations 2002

Provision and Use of Work Equipment Regulations 1998

Guidance

[Plan my event | Culture Edinburgh](#)

[The Purple Guide](#)

[Home - JESIP Website](#)

[Temporary demountable structures: Guidance on procurement, design and use \(Fourth edition\) - The Institution of Structural Engineers \(istructe.org\)](#)

[MUTA - the UK's trade association for marquees, tents and structures](#)

[Guide to Safety at Sports Grounds 'Green Guide' - Sports Grounds Safety Authority](#)

[PIPA Inflatable Play Inspection - Safe Bouncy Castles](#)

[Welcome to ADIPS - Home](#)

[Risk assessment: Steps needed to manage risk - HSE](#)

[Code of Practice on Environmental Noise \(gov.ie\)](#)

[Fire Safety Risk Assessment for open air events and venues](#)
[Engaging with disabled people: an event planning guide \(equalityhumanrights.com\)](#)
[Access Starts Online - Attitude is Everything](#)
[Is your Festival Accessible? - Euan's Guide \(euansguide.com\)](#)
[Calculating Safe Capacity - Sports Grounds Safety Authority](#)
[Responding to Emergencies | Ready Scotland](#)
[Threat levels | ProtectUK](#)
[ACT Awareness e-Learning | ProtectUK](#)
[Resources | ProtectUK](#)
[Working with Counter Terrorism Security Advisors \(CTSAs\) | ProtectUK](#)
[Lightning Guidance for Outdoor Events - PLASA](#)
[Home | Event Impacts](#)
[Flying drones safely and responsibly | UK Civil Aviation Authority \(caa.co.uk\)](#)
[HSE Explosives - Organising firework displays](#)
[Living Wage Scotland](#)
[Guidance on Public Processions - General Information](#)
[ISO 20121 standard](#)
[Starting Point | Creative Carbon Scotland](#)
[Resources | Creative Carbon Scotland](#)
[Sanitation \(thepurpleguide.co.uk\)](#)
[Home - Volunteer Edinburgh](#)
[Zone Ex - Sports Grounds Safety Authority](#)

Integrated impact assessment

A checklist has been completed for this policy and is attached to the policy for information.

Risk assessment

There is a reputational risk if this policy is not implemented, or once implemented it is not followed. Activities taking place in public spaces are under increasing scrutiny and therefore should follow the guidance to ensure they meet the Council's expectations.

Review

This policy should be reviewed after one year to ensure that it is meeting the expectations of stakeholders and committee members. Therefore, it is proposed that a report is submitted to the Culture and Communities Committee in October 2024.

Appendix 2

Key themes

Process is Transparent & Accountable	Process and Activities are Proportionate	Activities Have a Positive Effect	Organisers will Minimise their Impact
<p>The application and decision-making process will be open and transparent, with a digital platform to hold up to date, public, event and filming information and representation options. A process for rejecting or accepting when applications do not or cannot meet the guidelines will be in place.</p> <p>Incorporates principles: 2, 3, 4, 7, 9, 10, 16.</p>	<p>The application process to be proportionate to the scale of the activity & location. Event & Filming activities will be proportionate to the location via area conditions including organizer engagement with the community.</p> <p>Incorporates principles: 1, 5, 8.</p>	<p>Events will have a net positive effect in one or more of the following areas: community wealth, cultural identity, reputation, quality of life & social value. It is expected that activities will be covered by the living wage and employment practices including training provision.</p> <p>Incorporates principles: 6, 13, 16, 17</p>	<p>Organisers will commit to minimise disruption and impact as far as reasonably practicable, including physical reinstatement and sustainability approach of ‘net zero’ by 2030 and industry best practice. Engagement with residents about proposed activities, with stake holders entitled to explanations.</p> <p>Incorporates principles: 9, 11, 12, 14, 15</p>

Key Principles (numbered) for the use of public spaces for events and filming

Application and Approval

Application and Approvals are tailored to the scale of an event or filming and in due course will be via a digital platform that provides guidance and is publicly accessible. They are managed by an Events Office.

1. The Application and Approval for events and filming will be based on the scale of the activity, the impact it will have, both short and long term.
2. A digital platform will hold an events and filming calendar, planned disruption to an area such as road works or construction, Area Conditions and an application template with a guide to what's required for a successful application, including notification of stakeholders likely to be impacted. It will also record and communicate the positive benefits events and filming provide, as well as the negative impacts, to ensure balanced analysis.
3. A single point of contact 'event and filming office' will aid clarity, information exchange and consistency. It will need to be appropriately resourced and empowered.
4. Applications will be expected to follow the principles and guidelines. In exceptional circumstances an applicant may seek modification or departure from these principles but will be required to present their case, including mitigations, to impacted stakeholders and for scrutiny by the Council. The Council, after due consideration and taking account of comments, will not be obliged to grant the exception.

Area Conditions

Area Conditions will contain additional principles and guidelines specific to that area and will be included on a publicly accessible digital platform.

5. Area Conditions will have information available on the area including stakeholders, facilities, capacity, toilets, key contacts.

Economic

Events and filming provide net positive economic, social and community benefits.

6. The use of Council-owned or public good sites for commercial events should be framed within a Community wealth building approach.

Engagement and Communication

Engagement and Communication is open and transparent, practicable and proportionate to the scale of the activity and the impact it will have, provided at the earliest opportunity and in appropriate and accessible formats.

7. Information on events and filming will be as open and transparent as confidentiality allows and proportionate to the scale of the activity and the impact it will have. It will be provided at the earliest opportunity, to all those who may be interested in it, in appropriate and accessible formats.

8. Proportionate to the scale of the activity and the impact it will have, communication must be sufficient and accessible to allow anyone who may be impacted by events and filming to understand the disruption and if needed make alternative arrangements in a timely manner.

9. There will be open and transparent sharing of non-confidential information and engagement, proportionate to the scale of the activity and the impact it will have. As with planning applications, engagement can provide comment to be taken into account; while this will not automatically veto an event or filming, stakeholders will be entitled to an explanation where their views are not upheld.

10. There will be maximum transparency in all contracts and reporting, proportionate to the scale of the activity and the impact it will have.

Environment

Events and filming activity commit to and demonstrate environmental sustainability throughout their tenure and will align with the principles of ISO 20121.

11. Every opportunity must be taken to minimise disruption.

12. Built and green areas will be protected to allow an expeditious return to pre event conditions(or better).

13. Organisers must demonstrate that events and filming respect and contribute to the city's cultural identity, reputation and quality of life for residents. They will be expected to join with Edinburgh residents in taking responsibility for the good appearance of the city.

14. Responsibility for re-instatement, where required, will be identified at application and timescales given for both anticipated conditions and poor/wet weather conditions.

15. Events and filming must comply with Edinburgh's Sustainability Approach to 'net zero' by 2030 and events with the principles of ISO 20121.

Filming

Filming complies with the Code of Practice for filming, the key principles for the use of public spaces, minimizes disruption to residents and maximises a positive legacy.

Social

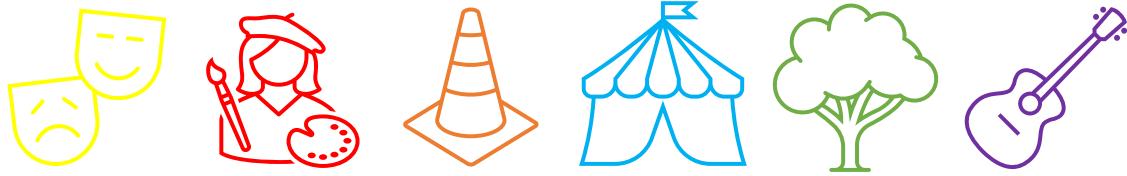
Events and filming deliver beneficial social value and support a lasting positive legacy for Edinburgh.

16. Social value is an important and required principle, but more work is needed to understand how it can be identified and applied. For example, 'Relevant and significant positive and negative effects on groups of people should be identified and factored into the decision. Decisions about events and filming should be made such that they pursue as much of net positive social value as possible and mitigate any unavoidable negative effects as far as possible. The anticipated social value and the way this has influenced decision making must be transparent.'

17. All those employed in events and filming should be covered by the living wage and approved employment practices, including receiving necessary training.

Edinburgh's Public Spaces: Guidance for Event Organisers





Foreword	4
Key Themes.....	5
Application and Decision-Making Process	6
Customer Journey – Key Deadlines	6
Customer Journey – Application, Planning and Delivery	7
Public Space application – Officer assessment and notification process.....	8
Public Space application – Decision making process	9
Public Space application – Decision making transparency.....	9
A-Z of Event Management in Edinburgh	10
Accessibility.....	10
Animal Welfare.....	11
Barriers and Fencing.....	11
Campsites.....	11
Capacity	12
Charity collections	12
Cinema.....	12
City Dressing/Advertising	12
Command and Control	13
Complaints	13
Crowd Management.....	13
Communication.....	14
Community Benefits.....	14
Contingency, Emergency & Resilience Planning	14
Counter Terrorism	15
Debrief	16
Drones	16
Electrical & Lighting.....	16
Event Organiser Health & Safety Responsibilities.....	17
Event Planning and Operations Group (EPOG)	18
Fairground / Amusement Devices.....	18

Fire Prevention and Fire Risk Assessment	19
Fireworks & Special Effects	19
Food, Drink & Water Provision	20
Insurance	20
Licensing & Licensing Enforcement.....	20
Litter & Waste Management	20
Living Wage	21
Marches & Parades	21
Medical & Welfare Provision	21
Neighbour Notification	22
Noise.....	22
Planning & Building Standards.....	22
Risk Assessment.....	22
Road closures, parking restrictions and permits	23
Safeguarding Children & Young People	24
Stewarding & Security	24
Structures	24
Sustainability.....	24
Toilets.....	25
Trading – Street Trading and Market Operators	25
Transport Management.....	25
Tree and Root Protection.....	26
Venue suitability.....	26
Volunteers.....	26
Weather	26
World Heritage Status and Conservation Areas	27
Zone Ex	27
Key Council Contacts	28
Appendix 1 – Public Space - Area Information by Neighbourhood	29
Appendix 2 – Neighbour Notification	51
Appendix 3 - Tree & Root Protection	52
Appendix 4 - Community Benefits	53
Appendix 5 – References - Council policies, legislation and guidance.....	56

Foreword



“Edinburgh has long been the envy of the world when it comes to our amazing festivals, events, and cultural activities.

“The Council has a key role to play in Edinburgh’s cultural and events sector. Our recently published Citywide Cultural Strategy 2023-2030 reinforces our commitment to not only support our cultural industries and events but to ensure our residents are able to enjoy all the benefits that come from living in one of the world’s true cultural capitals.

“I was absolutely delighted this August to see the festival city I know and love back to its full strength. Welcoming visitors from all over the globe, we were able to showcase our fantastic businesses, visitor attractions, residential areas, alongside our built and natural heritage.

“This guidance outlines our expectations, processes, and other key information that will ensure that events in Edinburgh are well organised, safe and successful.

“I’m proud that the Council continues to support our cultural and events sector which are integral parts of Edinburgh’s identity, heritage, and international appeal.”

Val Walker

Convenor of Culture and Communities Committee

Key Themes

Process is Transparent & Accountable	Process and Activities are Proportionate	Activities Have a Positive Effect	Organisers will Minimise their Impact
<p>The application and decision-making process will be open and transparent, with a digital platform to hold up to date, public, event and filming information and representation options.</p> <p>A process for rejecting or accepting when applications do not or cannot meet the guidelines will be in place.</p> <p>Incorporates principles: 2, 3, 4, 7, 9, 10, 16.</p>	<p>The application process to be proportionate to the scale of the activity & location.</p> <p>Event & Filming activities will be proportionate to the location via area conditions including organizer engagement with the community.</p> <p>Incorporates principles: 1, 5, 8.</p>	<p>Events will have a net positive effect in one or more of the following areas: community wealth, cultural identity, reputation, quality of life & social value. It is expected that activities will be covered by the living wage and employment practices including training provision.</p> <p>Incorporates principles: 6, 13, 16, 17</p>	<p>Organisers will commit to minimise disruption and impact as far as reasonably practicable, including physical reinstatement and sustainability approach of 'net zero' by 2030 and industry best practice. Engagement with residents about proposed activities, with stake holders entitled to explanations.</p> <p>Incorporates principles: 9, 11, 12, 14, 15</p>

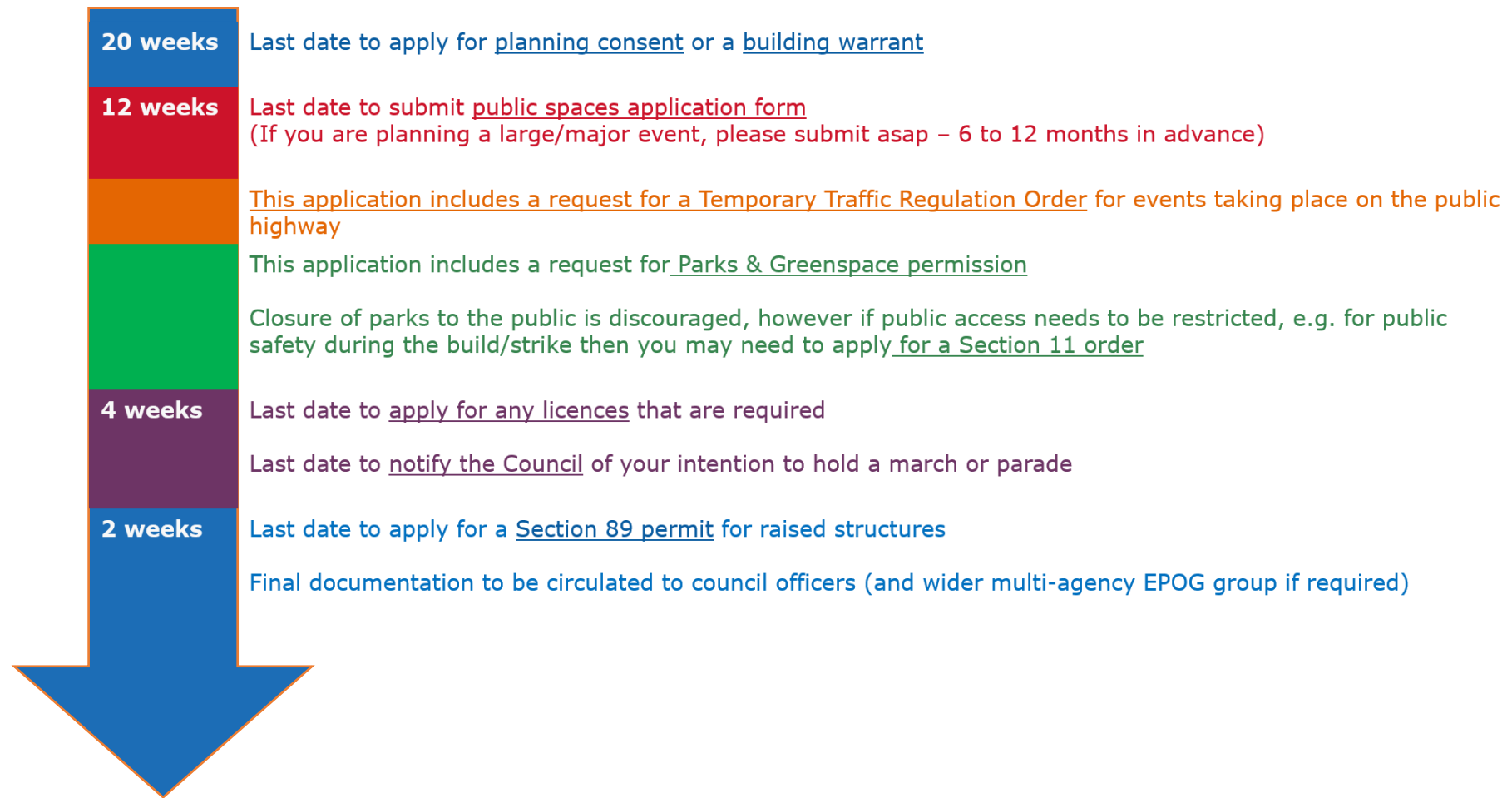
The 17 key principles agreed at committee on 14th September 2021 which are incorporated into the key themes can be read in full here:

[Use of Public Spaces for Events and Filming-FINAL.pdf \(edinburgh.gov.uk\)](#)

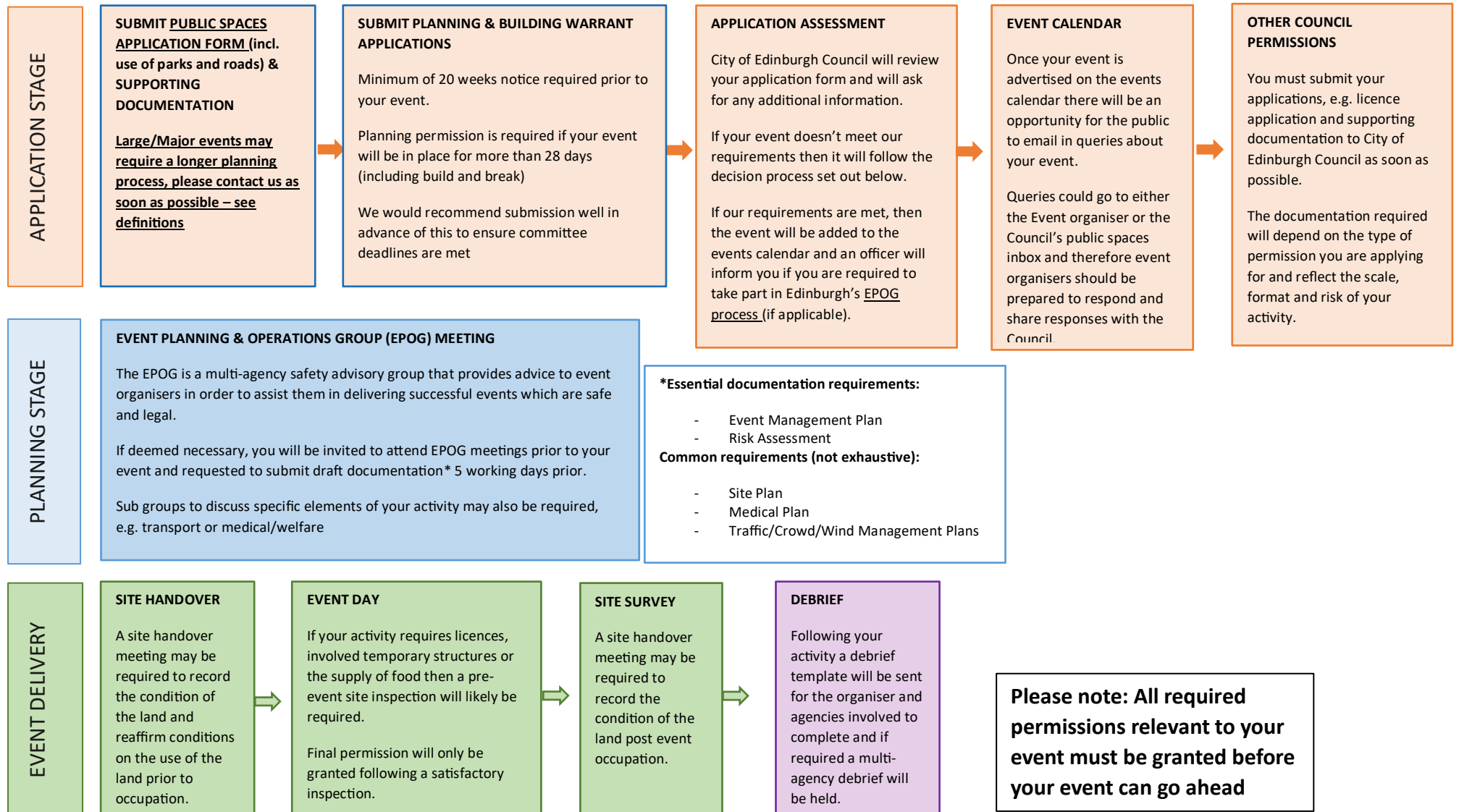
Application and Decision-Making Process

Customer Journey – Key Deadlines

TIME TILL EVENT



Customer Journey – Application, Planning and Delivery



Please note: All required permissions relevant to your event must be granted before your event can go ahead

Public Space application – Officer assessment and notification process

Council officers will assess each application on its own merit and determine if the event;

- Meets our expectations in relation to following the event guidance, themes and policy
- Is at the same date/time as any other events on the events calendar and requires to be deconflicted
- Is of small, medium, large or major category and therefore what type of planning process is required (see below)
- Requires permissions, permits or licenses in order to take place

Event Category	Examples / Impact (guide only – officer discretion)	Event Planning (guide only – process at officer discretion)
Small	Examples: Community Gala, Play Street, Fun Run Community Impact: Low	Desktop exercise/email coordination
Medium	Examples: Large community event, march/parade, football Community Impact: Medium	Minimal multi-agency involvement 1 EPOG required (officer discretion) Less than 5 agencies invited
Large	Examples: Concerts, Festivals, Sporting events Community Impact: High	Multi-agency involvement required 1 or more EPOG meetings required More than 5 agencies invited
Major	Examples: Events of international significance, Royal events, Concerts, Festivals, Sports Community impact: Substantial	Extensive multi-agency involvement Multiple EPOG meetings required More than 10 agencies invited

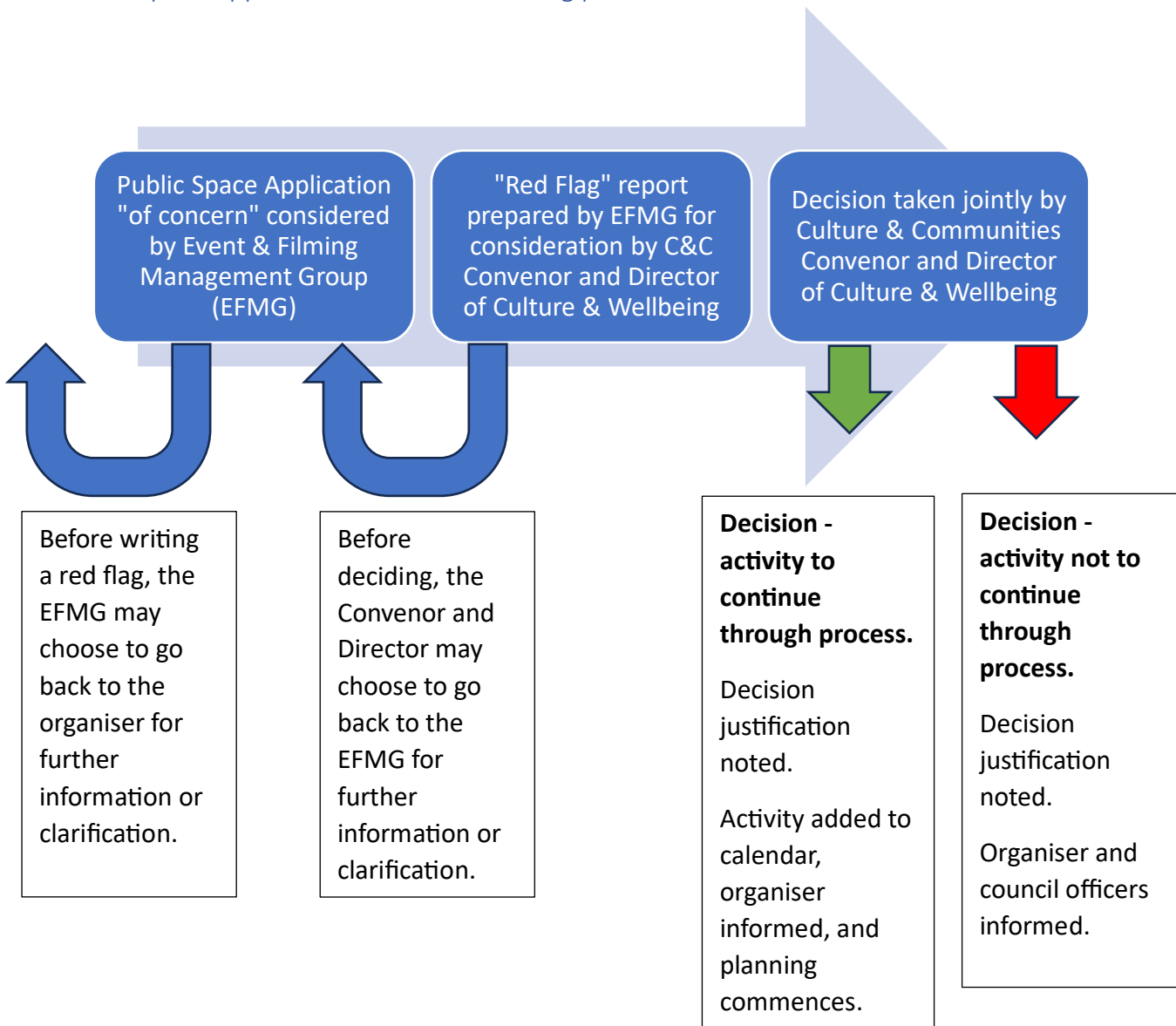
If the event meets our expectations and there is no cause for concern, then the event will be added to the events calendar which is published online and event planning will commence.

- The event calendar entry for each event will include;
- Event Name
- Event Date/Time(s)
- Event Location
- Event Type/Short Description
- Event Category

If the event proceeds via the public spaces application process, it may also require other council permissions, permits or orders and therefore doesn't necessarily have full permission to proceed until all necessary requirements are in place and agreed. Appendix 6 gives examples of other Council requirements and the processes in place.

If the event application does not meet our requirements or there is cause for concern, then the process below will be implemented.

Public Space application – Decision making process



Public Space application – Decision making transparency

A report will be submitted annually to the Culture and Communities committee which will cover;

- The number of events that were escalated and considered by the Events Management Group
- The number of red flag reports completed and the nature of the reports
- The decisions taken by the Convenor of Culture and Communities Committee and the Director of Culture and Wellbeing

In addition, the Festival & Events All Party Oversight Group will be updated on a rolling basis throughout the year and any “Red Flags” will be included as a standing agenda item.

A-Z of Event Management in Edinburgh

Accessibility

We expect events in Edinburgh to be accessible to all.

The Equality and Human Rights Commission has an event planning guide which details several planning points we would expect an event organiser to consider.

[Engaging with disabled people: an event planning guide \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/engaging-disabled-people-event-planning-guide)

The Council would also expect that event organisers encourage the use of public and sustainable transport methods to your event goers.

[Accessibility - Lothian Buses](#)

[Accessibility | Edinburgh Trams](#)

[Edinburgh Station | National Rail](#)

Some good practice examples we have seen which should be repeated wherever possible would include;

- Viewing platforms
- Changing rooms
- Lowered counter box office/information booths
- Dedicated and contactable access officer
- Quiet places
- Dedicated BSL, Captioned and relaxed performances
- Sensory packs
- Disabled parking and dropped kerbs

Other recommended resources for information and advice when considering accessibility for your event include:

[Access Starts Online - Attitude is Everything](#)

[Is your Festival Accessible? - Euan's Guide \(euansguide.com\)](#)

More locally, Edinburgh Access Panel consider accessibility in relation to the built environment and therefore may be a good source of advice depending on your event.

[The Panel and its partners \(edinburghaccesspanel.org.uk\)](https://edinburghaccesspanel.org.uk)

Organisers of events in Edinburgh should also consider the financial accessibility of their events. This element is explored further in Appendix 4 – Community Benefits.

Finally, we expect event organisers to allow access to public spaces as far as possible, but health and safety must come first and therefore event organisers should make Council officers aware if this is not possible, e.g. during the build and derig phases, or for ticketed events with a set capacity so the impact can be assessed and mitigated as far as possible. In some cases, an [exemption order](#) may be required.

Animal Welfare

Events which include animals such as agricultural shows, ridings or theatre productions should ensure that best welfare practices are observed.

A performing animal licence is required for anyone who exhibits or trains a performing animal - [Performing animal licence - Licence and permit applications – The City of Edinburgh Council](#)

A welfare plan should be drawn up which covers all reasonably foreseeable risks and veterinary personnel available to ensure prevention of infectious diseases and also treatment in the event of accidents.

The welfare plan should also take account of the five freedoms as set out in the Animal Welfare Act 2006;

- Freedom from hunger and thirst by ready access to fresh water and a diet to maintain full health and vigour
- Freedom from discomfort by providing an appropriate environment, including shelter and comfortable rest area
- Freedom from pain, injury or disease by prevention or rapid diagnosis and treatment
- Freedom to express normal behaviour by providing sufficient space, proper facilities and company of the animal's own kind
- Freedom from fear and distress by ensuring conditions and treatment that avoid mental suffering

As with all (human) attendees at an event, the event organiser also has a duty of care to ensure the safety and well-being of animals.

Barriers and Fencing

Choosing the correct barriers and fencing for your event and the positioning of them is important. Barriers are useful to provide physical security, protection from hazards, queuing/route definition, removing sight lines and relieving/preventing crowd pressure.

You must also consider how barriers might affect access to adjacent businesses and residents and ensure that access is maintained and/or managed appropriately.

Campsites

There are specific and multiple risks which should be properly planned and managed when considering a campsite as part of your event.

Adequate provision of medical, welfare, stewarding, security, fire safety, water and sanitary services should be considered as well as the layout of the site ensuring emergency access, and adequate space between tents/live-in vehicles.

The risk assessment for this area of your event should consider public health, crime and disorder, fire safety, medical and welfare, lighting, access, litter and noise. The inclusion of a campsite as part of your event should include a dedicated event/campsite manager to ensure effective planning and management.

Capacity

It is crucial that as event organiser you work out the safe working capacity (SWC) of your event. There are a number of factors which could limit the number of people able to attend your event and you need to work out the capacity using a number of methods to find out the lowest which is then set as your SWC.

Calculating Safe Capacity - Sports Grounds Safety Authority

Fire Safety risk assessment for open air venues and events

This should be done by someone with the appropriate knowledge and skills and we would expect it to include consideration of;

- The area available for event goers at a density appropriate to the event
- Number of available exits and appropriate evacuation time
- Stepped/level exit routes
- Arrival/Departure profile and Zone Ex capacity and management
- Available facilities and services, e.g. toilets, medical and stewarding staff

For events like marches or parades, you might not know how many people will turn up on the day and it can be affected by other events or the weather. Setting up an online event using facebook or Eventbrite can help you gauge numbers so you can plan accordingly.

Charity collections

If you intend to collect money for charity as part of your event, you need to apply for a permit.

Public charitable collection licence - Licence and permit applications – The City of Edinburgh Council

Cinema

There are specific requirements when looking to organise a cinema in a public space. A cinema licence Cinema licence - Licence and permit applications – The City of Edinburgh Council may be required and an event management plan and appropriate risk assessments put in place to ensure the safety of the public. Care should be taken when designing the event and site layout to take into account of noise, distraction and the screen and any other temporary structures should be suitably assessed.

City Dressing/Advertising

When holding an event within Edinburgh you may wish to advertise or decorate the area with event branding. There are various options available, including banners on posts, bunting and flags. Please email the city dressing team (see key contacts) for more information and prices.

Command and Control

An essential element of event planning and management is to ensure the command and control of your event is clearly understood. Particularly for larger events, it is good practice to have Gold/Silver/Bronze structure in place for your event team.

Event Gold/Strategic is responsible for setting the overall strategic objectives of the event and will have overall responsibility for the event.

Event Silver/Tactical is responsible for putting together a tactical plan based on the strategic objectives. This person is likely to be present in the control room, has an overall picture and in depth knowledge of the event and is able to make decisions relative to the safe running of the event.

Event Bronze/Operational is responsible for the operational elements of the event “on the ground” responsible for making operational decisions, but taking direction from Event Silver.

When multiple agencies, such as the emergency services and local authority are involved in the delivery of your event you will find that they also follow this structure and therefore joint working and decision making is more easily achieved.

Complaints

If you follow the guidance laid out here, we would hope that complaints would be minimal, however if complaints are received about your event by the Council or any of our partners we expect the event organiser to coordinate the response to those complaints with responses agreed with the relevant parties prior to it being sent out. The note of the number and nature of the complaints should be shared with the Council by sending details to publicspaces@edinburgh.gov.uk so that they can be reviewed and discussed as required.

Crowd Management

Crowd management is a specialist area of event planning which requires skills, knowledge and training.

As a minimum all event organisers need to consider and show plans for how everyone gets to the event, any queuing anticipated, how they are stewarded and managed whilst at your event and how they leave the event. You must also consider what happens in an emergency situation and how people will be directed at all stages of the event.

Working out a safe working capacity of your event (as noted above) is just one element, but particularly for larger events, we would expect to see a fully-fledged crowd management plan which covers Design/Information/Management for Ingress/Circulation/Egress (DIMICE).

We would also expect to see a RAMP analysis undertaken which looks at the routes the crowd takes, the areas the crowd will occupy, the movement of those people over time and the profile of the crowd expected.

Communication

This is commonly a debrief point after events as something that requires improvement and therefore attention should be paid to getting this right during the planning stages.

Communication covers all parts of an event, and we would expect organisers to consider communications in relation to the following;

- Stakeholder engagement, incl. Sharing information with key stakeholders (See Neighbour notification) and EPOG partners where appropriate
- Event attendee engagement, incl. Event terms and conditions, arrival/departure information and setting expectations
- Briefing event staff, incl. safety and security messaging, expectations for event delivery and communication methods available to them
- Communications between event management team during delivery, i.e. radio comms/event control
- Communications with staff and event goers in an emergency situation
- Training requirements to ensure comms plan is deliverable

It is good practice to draw up a communications plan which considers how you communicate with all parties involved with your event during planning, delivery, in an emergency and post event.

For larger events which require multiple agencies in their delivery, we would expect contingency messages to be drafted and signed off by all parties in advance.

Community Benefits

The City of Edinburgh Council is committed to achieving and maximising Community Benefits through its activities. Many events that take place in Edinburgh are community run and therefore are innately beneficial to the community.

However, commercial events that are categorised as “large” or “major” and use public spaces to host their events are expected to choose one or more of the listed community benefits in order to support the Council’s economic, social or environmental wellbeing outcomes. More details can be found in Appendix 4.

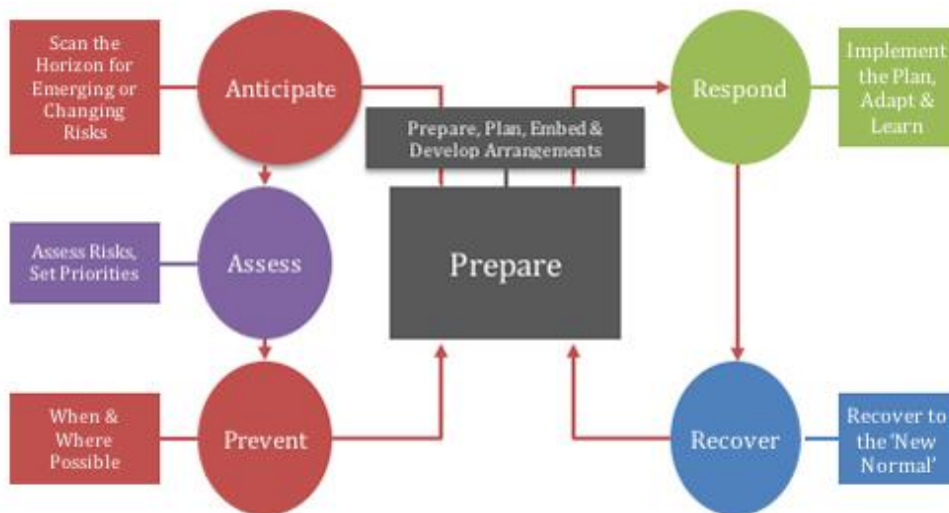
Contingency, Emergency & Resilience Planning

We expect event organisers to have developed thorough contingency plans for their events. The types of scenario considered should be proportionate to the size and complexity of the event and all reasonably foreseeable events, such as;

- Adverse/Severe weather – High winds, Flooding, Ice/Snow, High temperatures
- Evacuation/Invacuation (including a dedicated section on evacuation management for disabled event goers)
- Event Delay/Show Stop Procedures/Cancellation
- Fire or gas leak
- Loss of key services/systems/event control room/key personnel
- Major incident
- Protest activity

- Strikes/disruption to key partner agencies
- Terrorist incident

A useful model which ensures integrated safety management;



Many of the partner agencies who may be involved in the planning of your event will also be “Category 1 responders” as detailed in the Civil Contingencies Act 2004.

More details can be seen here: [Responding to Emergencies | Ready Scotland](#)

We would also expect event organisers to follow the JESIP (Joint Emergency Services Interoperability Programme) principles of joint working, particularly for large scale complex events to ensure a jointly agreed working strategy which includes; co-location, communication, coordination, joint understanding of risk and shared situational awareness.

In practical terms, if there was an incident this would mean an event organiser is prepared to;

- Alert and mobilise resources
- Alert and assist the emergency services
- Provide the initial response and (if appropriate) contain the situation or move people away from immediate danger
- Transfer the primacy of the event
- Provide ongoing liaison and support with partner agencies
- Communicate with event goers and media as appropriate

More details are outlines here: [Home - JESIP Website](#) and includes information on using the M/ETHANE model for sharing incident information in a recognised format.

Counter Terrorism

Recent world events dictate that event organisers need to consider the effect of a terrorism incident before, during or at dispersal from their event.

It is important to have an understanding of what the current threats are, and up to date information can be found here: [Threat levels | ProtectUK](#)

We would expect event managers and key personnel to have undertaken training as follows;

(Remove/Remove/Remove; Run Hide Tell; Marauding Terrorist Attacks and Trauma First Aid)

Police Scotland Counter Terrorism Security Advisors (CTSAs) are available to give more advice and guidance and can be contacted at: [Working with Counter Terrorism Security Advisors \(CTSAs\) | ProtectUK](#)

Police Scotland may appoint a Counter Terrorism Security Coordinator (CT SecCo) to assess and provide a report with recommendations for your event. This will be done in conjunction with you as event organiser.

Debrief

If your event has attracted the need for an Event Planning and Operation Group (EPOG) meeting then debrief templates will be sent out after your event to all partners involved.

We expect event organisers to fully engage with this process and if required the Council may arrange a debrief meeting to discuss your event in a multi-agency forum so that any learning can be taken forward for future events.

For major events of a commercial nature we would expect an assessment of the attendance, economic, environmental, social and/or media impacts of their event using the industry standard guidance available here: [Home | Event Impacts](#)

Drones

Please refer to the CAA website for advice on how to fly drones responsibly.

[Flying drones safely and responsibly | UK Civil Aviation Authority \(caa.co.uk\)](#)

Our [park management rules](#) also sets out our expectations if you are considering flying a drone within one of our parks (See 8.2)

Commercial drone users looking to get footage for broadcast or film should make their enquiries through the film office contact (See Key Contacts).

Electrical & Lighting

Electrical installations for your event should be carried out by a competent and qualified person. The Council would expect the following to be in place;

- Systems to be installed, tested and certified in accordance with BS 7909 and BS 7671
- Minimised use of generators, and low-noise models used where they are required
- Emergency lighting (incl. back-up power source)
- Surveys to ensure any underground services are not disturbed
- Organised and well-routed cable runs

Event Organiser Health & Safety Responsibilities

Event organisers have a legal duty to ensure that their event is planned, managed, and monitored in order to ensure that it is safe for all attending, working at it or impacted by it. Obligations are owed under; the Health & Safety at Work Act 1974, Management of Health & Safety at Work regulations 1999, Health & Safety (First Aid) Regulations, Occupiers Liability (Scotland) Act 1960, Fire Scotland Act 2005, Control of Noise at Work Regulations, Equalities Act, Personal Protective Equipment at Work Regulations, Provision and Use of Work Equipment regulations and many others depending on the format of the event.

City of Edinburgh Council owns, manages, and maintains sites for their business-as-usual activity and have legal responsibility to ensure it is fit for purpose, safe and without unreasonable risk.

Following approval through the event application process, it is for the Event Organiser to control and manage the site for the duration of their event, during which the Event Organiser will be defined as 'the occupier of premises' under the Occupiers' Liability Act (Scotland) 1960. The Occupiers Liability (Scotland) Act 1960 states that an occupier of premises owes a duty of care to all persons entering the premises.

A duty of care is a legal obligation imposed on an individual requiring that they adhere to a standard of reasonable care while performing any acts that could foreseeably harm others. In this case, a duty of care is owed to the public by the organisers to ensure that they do not suffer any reasonably foreseeable harm. This duty applies irrespective of whether the public have permission from the organisers to enter the premises. The Event Organiser has an obligation to ensure that all reasonable precautions have been put in place to protect the public from any foreseeable harm.

A duty of care is also owed under the Health and Safety at Work Act 1974 to staff and anyone effected by the employer's undertaking including persons that are not invited or in this case cannot be classed as attendees. Therefore, they must be safe even if they have no knowledge of or intention to comply with rules & regulations in place for safety. The Management of Health and Safety at Work Regulations 1999 also require employers to appoint one or more competent persons in health and safety to assist them in undertaking the measures needed to comply with health and safety regulations.

The Event Organiser is responsible for ensuring, so far is as reasonably practicable:

- a) the health and safety of all their employees, contractors and members of the public attending the event,
- b) for the provision and maintenance of plant and systems of work and
- c) for the creation and maintenance of a positive health and safety culture at the event.

Roles, Responsibilities and CDM Duties

They will ensure that risks are assessed, that information is shared, that contractors cooperate and that an Event Management Plan is created. The Event Organiser will satisfy themselves that

any contractors engaged to provide services or contribute to the event are competent, provide a written Health and Safety Policy and method statements (where applicable), carry out event specific risk assessments, hold valid insurance(s) and work safely at all times.

Event Planning and Operations Group (EPOG)

An Event Planning & Operations Group (EPOG) is a collective of agencies that have a function or interest in public safety that come together to assess plans for events and give advice to organisers. EPOGs are similar but distinct from Safety Advisory Groups whilst ultimately the establishment of SAGs is in relation to football it was also recognised that there are also potential advantages in terms of EPOGs for a broad range of other events. Forming and retaining the EPOG is not a legal requirement for public spaces, however, they are considered good practice.

It is vital to ensure that a quality assurance process is in place for the safety arrangements at events having a group comprising competent individuals scrutinising the safety arrangements must be the preferred option. Event organisers are strongly advised to submit information to the EPOG, at least in draft, three months prior to their event taking place to allow time for the group to meet and for them to agree recommendations. Where major events are taking place six months lead may be needed. In some cases, sub-groups and/or site visits may be set up to deal with specific area plans and time needs to be allowed for this.

The membership of the EPOG, depending on the activity, may include Police Scotland, British Transport Police, Scottish Fire & Rescue Service, Scottish Ambulance, Lothian Health Board, Transport Providers, Transport Scotland, Public Safety, Roads Events, Licensing/enforcement, Environmental Health, Environmental Protection, Land/Venue managers, event organiser/promotor, site design contractor, stewarding & security contractor, press & communication teams. These members are here to promote clarity of roles and responsibilities, promote the principles of sensible risk management in safety and welfare planning and promote a consistent and co-ordinated, multi-agency approach to event planning and management. More details on Edinburgh's Event Planning & Operation Groups can be found here: [Event Planning & Operations Group | Culture Edinburgh](#)

Fairground / Amusement Devices

This type of activity requires a public entertainment licence.

Public entertainment licence - Licence and permit applications – The City of Edinburgh Council

It is important to consider as part of the risk assessment for this type of event how people enter and leave the site (see crowd management), how the site is lit after dark (see lighting) and that appropriate contingency plans are in place to bring people to safety should the fairground equipment fail.

We would also expect to see the safety certification and/or tag numbers relative to the devices being used (PIPA or ADIPS) and also that the devices are adequately secured and plans in place in case of adverse weather conditions, such as high winds with appropriate mitigations (such as an on site anemometer) in place.

Finally, it is the event organisers responsibility to ensure that they employ competent contractors. More information can be found here:

[PIPA Inflatable Play Inspection - Safe Bouncy Castles](#)

[Welcome to ADIPS - Home](#)

Fire Prevention and Fire Risk Assessment

Event organisers have a duty to ensure, so far as reasonably practicable, the safety of those at the event. Under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, as employers and occupiers of the “premises” in which the event is taking place, obligations are also owed in respect of fire safety. To ensure compliance with legislation and the health and safety of those impacted by their event, event organisers will be required to carry out a fire risk assessment and to develop an emergency plan, both of which should be reviewed regularly.

Duties imposed by the legislation extend to:

- Carrying out a fire safety risk assessment of the premises
- Identifying the fire safety measures necessary as a result of the fire safety risk assessment outcome
- Implementing these fire safety measures using risk reduction principles
- Putting in place fire safety arrangements for the ongoing control and review of the fire safety measures
- Complying additionally with the specific requirements of the fire safety regulations
- Keeping the fire safety risk assessment and outcome under review
- Record keeping

The event’s fire risk assessment should follow a similar 5 step process as the general risk assessment (see below).

Fireworks & Special Effects

[Fireworks displays](#) can cause distress to animals and people, and therefore we do not encourage the use of fireworks at events outwith the traditional times.

In general fireworks displays may not be held between 11pm and 7am. On Bonfire Night, Hogmanay, and the first days of the Chinese New Year and Diwali, there are limited extensions to these times. Fireworks displays require a public entertainment licence and you can apply for a “dispensation” to allow a fireworks display during a restricted time.

[Firework displays licence - Licence and permit applications – The City of Edinburgh Council](#)

These types of events require special knowledge and skills to plan and manage safely, and particular attention to neighbour notification on a wider basis should be undertaken to ensure that there is awareness of the event.

To further mitigate the impact, event organisers should also consider the use of low noise and debris-free fireworks as well as alternative aerial display methods, such as drones.

Food, Drink & Water Provision

If you intend to serve alcohol at your event, you will need to consider the following;

- Applying for an occasional licence [Occasional licence - Licence and permit applications – The City of Edinburgh Council](#) and ensure you can meet the conditions of the licence
- Please note that “events” which consist of solely alcohol/bar provision will not be given permission to use one of Edinburgh’s public spaces.
- Other licences are required if selling food or other merchandise (See Trading below)
- Environmental Health officers will require information on how you intend to manage food and drink provision, incl. storage, cleanliness, waste management and gas/electrical safety.
- A water supply should come from an agreed and commissioned source of potable water. Not all public spaces have access to a water supply, so please check when booking the space.

Insurance

The Event Organiser shall ensure that the obligatory statutory insurances, such as Public Liability Insurance, (providing cover for at least the minimum of £5 Million) and Employer’s Liability, where required, are in place.

Licensing & Licensing Enforcement

If licensable activities are taking place, it is essential that event organisers apply in plenty of time for permission.

The different licence types applicable to the City of Edinburgh can be found here:

[Licence and permit applications – The City of Edinburgh Council](#)

If your licence(s) is/are granted then there will be set conditions which you need to meet. Standard conditions for each type of licence can be accessed via the link above, but on some occasions consultees to the licensing process or elected members on Licensing Sub Committee may request additional conditions. It is your responsibility to be clear about the conditions attached to your licence(s) and make sure you are adhering to them. Failure to adhere to conditions may attract enforcement action.

Litter & Waste Management

The Council expects event organisers to make suitable arrangements to effectively manage waste caused by the event. This could include measures such as;

- Monitoring of waste and litter picking

- Plans for storage, handling and transport of waste
- Street sweeping and cleansing post event
- Waste separation for recycling purposes

[Living Wage](#)

Edinburgh is a Living Wage City and we encourage all businesses, including event organisers, to adopt this approach. We are committed to continuing to promote the benefits of paying the Real Living Wage to the businesses and suppliers we work with.

Please see the below links for more information.

[Living Wage Scotland](#)

[Workers' Welfare | Culture Edinburgh](#)

[Marches & Parades](#)

The Council should be notified of the intention to [parade, procession or march](#) at least 28 days before the event takes place, however if you require a road closure or you think your event is likely to attract large number of participants we would strongly recommend that you get in touch with us as soon as possible.

Any moving event held in a public place can be considered a parade or a procession. This can include: Races, fun runs and sponsored walks; processions or races; gala day parades and street parties; demonstrations and protests; displays and promotions.

[Parades and processions notifications - Licence and permit applications – The City of Edinburgh Council](#)

[Medical & Welfare Provision](#)

We expect event organisers to have sufficient medical and welfare provision in place so that there is no adverse impact on the local NHS teams.

The Purple Guide provides a guide and a tiered approach as to what medical provision is appropriate, however an assessment of your event should be carried out by a competent person(s) who has knowledge of your or similar events. A medical and welfare plan should be drafted and submitted as part of your event management plan for consideration by Council officers and partner agencies as appropriate.

Depending on the nature of your event, you may need to have dedicated welfare support for your event attendees so that medical teams are only dealing with true medical cases.

The competent person/contractor will also advise you on the infrastructure requirements for delivery of medical and welfare services, incl. level access, low noise, heating and lighting.

Neighbour Notification

This is crucial to the successful running of your event. We have clear expectations of what event organisers should do to notify your neighbours which is set out in Appendix 2.

To find out what ward(s) your event is taking place in and the local community council, you can use the interactive maps here:

[Find my ward \(arcgis.com\)](https://arcgis.com)

[Your locality, ward and community council – The City of Edinburgh Council](#)

Noise

Event organisers have a duty of care to manage noise levels.

Temporary events will have a condition placed on their licence to ensure that noise levels are managed appropriately and generally we would expect event organisers to follow this code of practice: [Code of Practice on Environmental Noise \(gov.ie\)](#)

We also expect that event organisers consider the noise from any build or derig of their event site as well as sound checks, so as not to unduly disturb their neighbours.

More information and contact details are available here: [Commercial and construction noise – The City of Edinburgh Council](#)

Planning & Building Standards

If your event will require structures which are in place for over 28 days it is likely that you will need to apply for planning permission and/or a building warrant. Please see below link for more details.

[Planning and Building Standards – The City of Edinburgh Council](#)

Reinstatement

One of the key themes is to minimise impact, and part of that is ensuring that the public space you use is returned to the Council in the same condition as you found it (or better – see Community Benefits for large and major events). This includes park land as well as roads, pavements or squares and care should be taken, especially with heavy plant, not to cause damage. In some cases a bond will be asked for prior to occupying the site. This is set on an individual basis depending on your event.

Risk Assessment

Every employer (including event organisers) involved in the event are required to carry out a “suitable and sufficient” risk assessment. The assessment should be carried out by a competent

person. It is good practice for any event to adopt a risk management approach to safety management.

A risk assessment is a document which examines what could cause harm to people, how serious that harm may be and the likelihood it will occur. Carrying out this assessment will help you identify what measures you should put in place to reduce the risk to an acceptable level.

Priority and focus should be on the risks that are likely to cause harm to employees and members of the public. Even small events could have a range of hazards, e.g. vehicle movements, temporary structures, adverse weather and electricity.

Please get in touch with the public safety team if you would like some guidance or templates on carrying out a risk assessment for your event. The HSE also has some guidance which you might find useful: [Risk assessment: Steps needed to manage risk - HSE](#)

It is important that someone within your event team has health and safety as their main role and is confident in identifying hazards and dealing with them. Larger events require a dedicated safety officer who will plan and manage safe delivery of the event.

[Road closures, parking restrictions and permits](#)

Event organisers are expected to consider whether road closures are required to ensure the safety of their event as disruption needs to be minimised.

Road closures can be implemented in two ways;

- On a rolling basis (normally for marches/parades/cycling and other moving events)
- Temporary closures (roads are closed for a set period of time)

Both of the above methods require a Temporary Traffic Regulation Order (TTRO) or Temporary Traffic Regulation Notice (TTRN). A significant amount of planning time is required to get a TTRO or TTRN in place and there are strict legal deadlines to meet. Therefore, event organisers should get in touch with the Roads Events team for advice as soon as possible.

Parking restrictions may also be required for your event. These should be for the purpose of the safe running of your event and for a limited amount of essential event related vehicles. As an example, the Council would encourage the preservation of disabled bays, taxi ranks and cycle lanes where possible. Enforcement of the restrictions is undertaken by NSL who can be contracted by event organisers to prioritise critical event-related restrictions.

Consideration should be given to how restrictions and road closures will impact the local community and minimised as far as possible.

If your event will require any temporary structures (See structures below) or use of equipment such as cranes or cherry pickers, you will need to apply for a road occupation permit.

[Road occupation permits – The City of Edinburgh Council](#)

Safeguarding Children & Young People

The event organiser is responsible for ensuring the safety of children and young people and should consider appropriate measures for their event and should form part of the overall risk assessment process.

Measures could include;

- Missing and Found Child Policy
- Wrist-banding
- Drop off/Pick up points
- Specialist welfare provision
- Disclosure/PVG checks for staff

Safe Events offer Vulnerable Person Wristbands FREE of charge to community, charity, not-for-profit events and similar which can be ordered here: <http://bit.ly/LCWForm>

Stewarding & Security

Stewarding and Security are a key component of events. We expect event organisers to provide us with a comprehensive plan which details;

- Positioning of stewards and the type of steward at each position (supervisor/SIA/steward)
- The roles and responsibilities of each position
- Command, Control and Communication
- Zoning and Accreditation

This plan should be clearly linked to the crowd management plan so there is coordinated and effective management of the crowd during normal and emergency event situations.

Structures

Events often involve temporary structures such as stages, marquees, gazebos, etc. It is the event organisers responsibility to ensure these are designed, constructed and signed off by a competent person. The Council will undertake due diligence/spot checks when temporary structures are part of an event and may ask for additional assessments by a structural engineer if appropriate.

Raised temporary structures (above 600mm) require a Section 89 permit. The process and requirements of this process can be found here: [Raised Structures | Culture Edinburgh](#)

Sustainability

Events can take a toll on resources and generate significant waste and therefore we expect event organisers to take a sustainable approach to event management, including simple measures such as encouraging use of public transport, discouraging use of paper and plastics and ensuring the protection of biodiversity at key sites.

The Council's [2030 Climate Strategy](#) sets out actions on how we intend to be a net zero City and we are therefore supportive of the [ISO 20121 standard](#) and would encourage all events to become more sustainable and ensure their event aligns with the strategy.

Creative Carbon Scotland are also a great source of information and advice on how events can be adapted to become more sustainable. [Starting Point | Creative Carbon Scotland](#)

They also have lots of guides, case studies and reports [Resources | Creative Carbon Scotland](#) on how to help shape your event.

Toilets

The Council expects event organisers to provide suitable and sufficient sanitary and welfare facilities for everyone working and attending their event.

There are different guidelines depending on what activities are included at your event as well as the duration of your event.

More information can be found here: [Sanitation \(thepurpleguide.co.uk\)](#)

Care should be taken to consider your audience demographic and inclusion of accessible facilities for all.

Trading – Street Trading and Market Operators

Trading standards and environmental health officers are available to advise event organisers on their responsibilities (See Key Contacts). If you are selling goods, services or food at your event you will require either a street trading or market operators licence.

[Street trader licence - Licence and permit applications – The City of Edinburgh Council](#)

[Market operator licence - Licence and permit applications – The City of Edinburgh Council](#)

These links also provide information on the information require and the standard conditions applied to each type of licence.

Transport Management

The Council expects event organisers (or their contractors) to provide Traffic Management plans which incorporates any road closures, etc (as above), but also notes the equipment that will be used (in advance and during the event) and the resources that will be in place to ensure the safe management of the plan. Event organisers should also consider suitable pedestrian signage and links to public transport as part of their plans.

Large or major events will also require to consider zone ex management (see below).

Tree and Root Protection

The Council is committed to protecting its greenspaces and therefore when using a Council park or greenspace we expect event organisers to submit a Tree and Root Protection Plan. More information can be found in Appendix 3.

Venue suitability

Event organisers should consider the suitability of their event venue. Depending on the nature of the event and the demographic of your audience, you should consider;

- Size/area and exits
- Transport links
- Residents/Business proximity
- Previous events at the venue/debrief points raised

Council officers are able to advise on the suitability of a venue so please get in touch with us to discuss.

Volunteers

Volunteers can form an important part of running events, particularly community events. It is important, as with all those involved in your event, that they are well looked after.

More information can be found here:

[Volunteers: Code of Conduct | Culture Edinburgh](#)

[Home - Volunteer Edinburgh](#)

Weather

We expect event organisers to think about how the weather might affect their event, not just in extreme situations (covered above in Contingency, Emergency and Resilience Planning) but also in a practical sense. For example;

- Rain – might affect the arrival/departure of your audience, i.e. a late walk up or an earlier than expected departure. What is your umbrella policy? Have the ground conditions of your venue been compromised?
- Lightning – we would expect you to follow this guidance which is free to download [Lightning Guidance for Outdoor Events - PLASA](#)
- Warm/Cold weather – might have an impact on how many people attend your medical facilities, the amount of water or shelter required
- High winds – might have an impact on your temporary structures, the effectiveness of your PA system or pyrotechnic fallout zone

Overall, you might experience issues with staff morale, no-shows, etc due to the weather and this should be factored into your planning.

World Heritage Status and Conservation Areas

Edinburgh is known for its outstanding architectural and natural beauty and therefore has areas of world heritage status and many conservation areas. The Council therefore expects all those involved with the development and management of events to ensure measures are taken to protect the area for future generations. Please check the online records to read about the history and character of the area you wish to use here: [Records starting with A – The City of Edinburgh Council](#)

Zone Ex

The Council expects event organisers to minimise the impact of their event and therefore planning of the area outwith your event space, known as Zone Ex, is an important part of event planning particularly for large or major events.

Zone Ex is mentioned in the Green Guide [Zone Ex - Sports Grounds Safety Authority](#) but it is best practice to consider this for all large events, not just sporting events. Defining the boundaries and roles and responsibilities within Zone Ex can be tricky, but it is worth pursuing to ensure that the local community and those going to and from your event have the best possible experience.

As a starting point, the event organiser should consider how their event goers get to and from their event site from the nearest travel hubs, such as train stations, tram or bus stops and park and ride sites.

The local public transport operators are used to dealing with large events and are supportive of events in the City and therefore event organisers should make early contact with the Council and its partners to start planning their event.

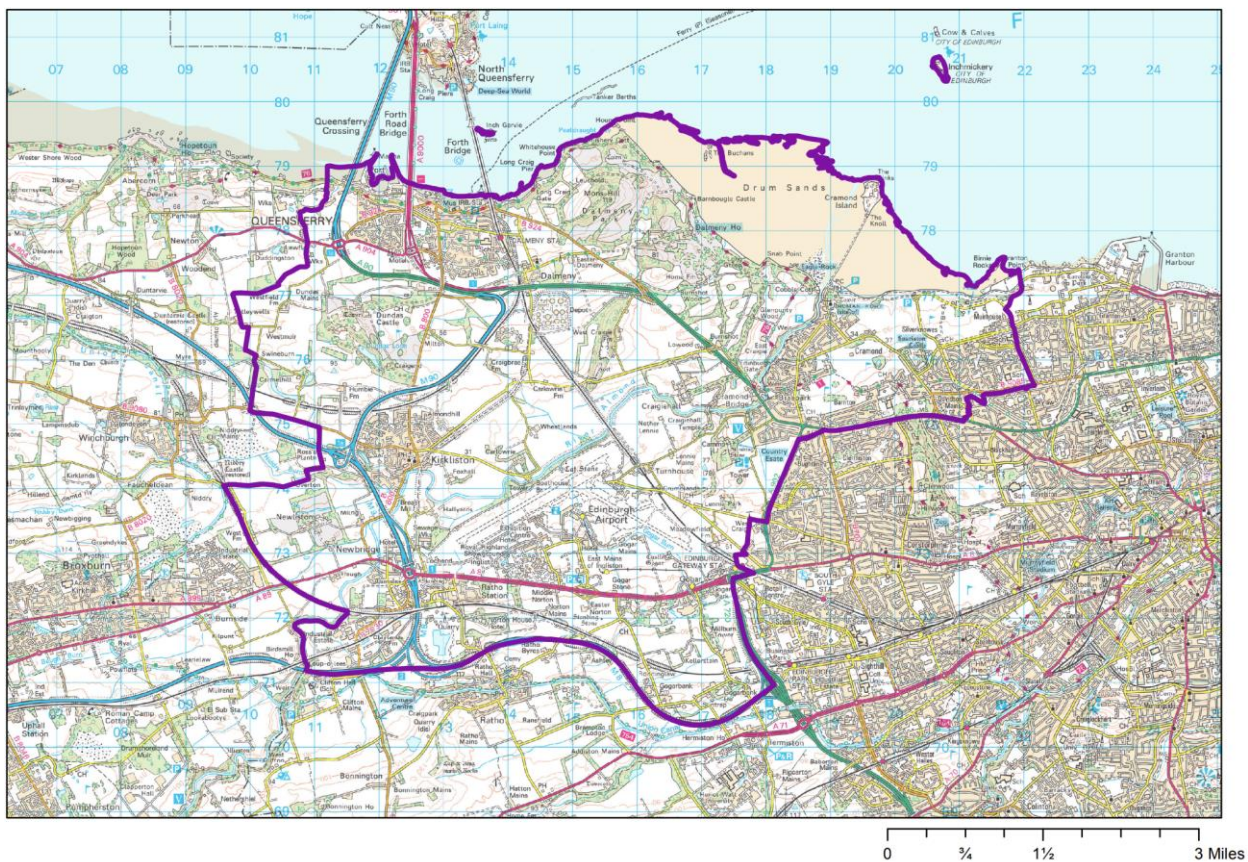
You will also need to consider medical, welfare, sanitary and stewarding provision and how this is coordinated and managed amongst the agencies involved.

Key Council Contacts

Team Name	Email
Public Spaces	publicspaces@edinburgh.gov.uk
Events	events@edinburgh.gov.uk
Public Safety	publicsafety@edinburgh.gov.uk
Roads Events	Derek.shade@edinburgh.gov.uk
Road Permits	roadpermits@edinburgh.gov.uk
Parks & Greenspaces	parks@edinburgh.gov.uk
Waste & Cleansing	waste@edinburgh.gov.uk
Estates	operational.estates@edinburgh.gov.uk
City Dressing	citydressingbanners@edinburgh.gov.uk
Street Lighting	streetlighting@edinburgh.gov.uk
Licensing	Licensing@edinburgh.gov.uk
Environmental Health – Food	environmentalhealth@edinburgh.gov.uk
Environmental Health – Noise	asknoise@edinburgh.gov.uk
Trading Standards	tradingstandards@edinburgh.gov.uk
Licensing Enforcement	Licensing.enforcement@edinburgh.gov.uk
Street Enforcement	streetenforcement@edinburgh.gov.uk
NSL	edinburghparking@nsl.co.uk
Parking	parking@edinburgh.gov.uk
Planning	planning@edinburgh.gov.uk
Building Standards	BuildingStandards.Response@edinburgh.gov.uk

Appendix 1 – Public Space- Area Information by Neighbourhood

Ward 1 – Almond - [almond \(edinburgh.gov.uk\)](http://almond.edinburgh.gov.uk)



Public Spaces	Type	Relevant Information
Allison Park	Park	Allison Park - Explore parks – Edinburgh Outdoors
Cammo Estate LNR	Park	Cammo Local Nature Reserve - Explore parks – Edinburgh Outdoors
Cramond Foreshore	Park	Cramond Foreshore - Explore parks – Edinburgh Outdoors
Cramond Island / Drum Sands	Island	This island is publicly accessible but is not managed by the Council and forms part of the Dalmeny Estate. The island is not generally viewed as a suitable events location due to the changing tides and topography.
Edinburgh Airport	Airport	Events taking place in this ward should take into consideration this important transport

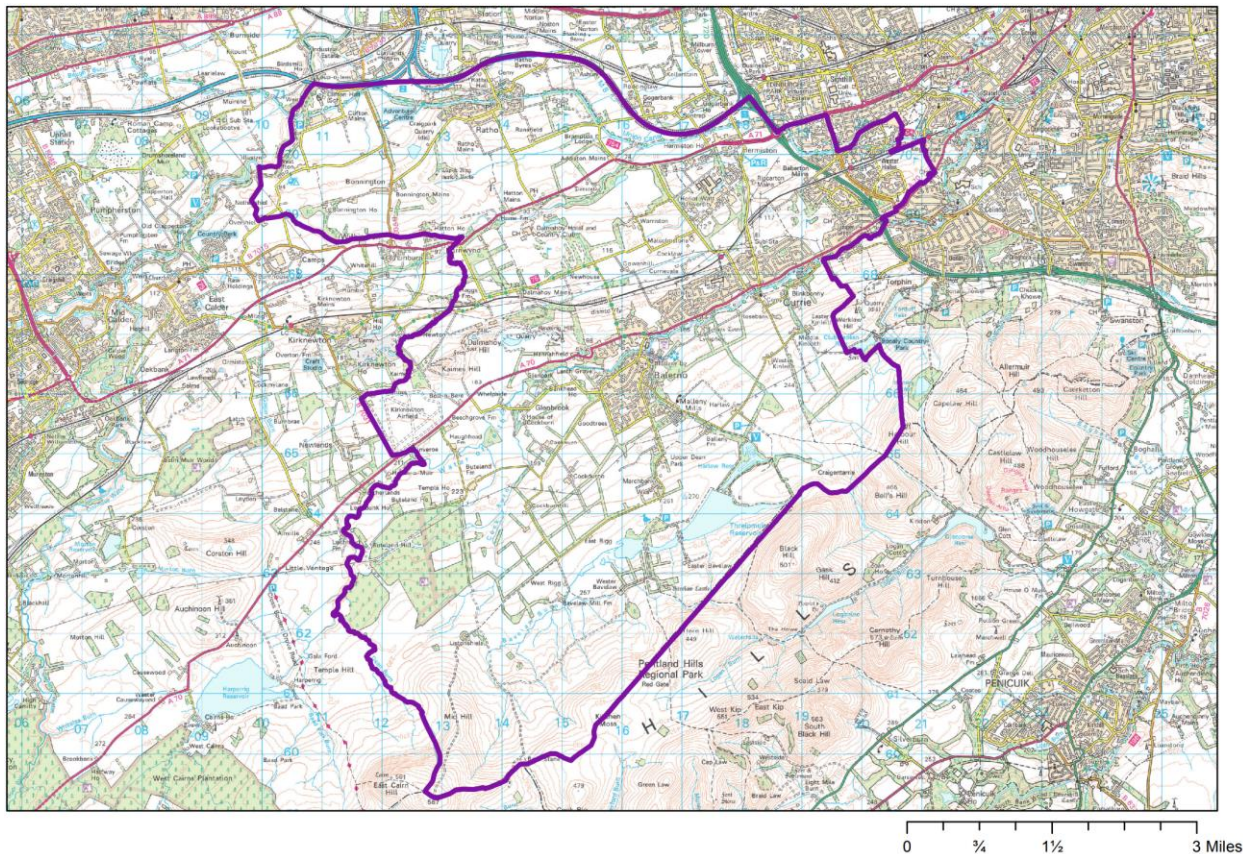
		hub when considering how event goers will get to and from their event.
Edinburgh Gateway	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Forth Road Bridge	Road Network	Forth Road Bridge (theforthbridges.org)
Gypsy Brae	Park	Gypsy Brae - Explore parks – Edinburgh Outdoors
Lauriston Castle	Park	Lauriston Castle - Explore parks – Edinburgh Outdoors
Queensferry Crossing	Road Network	Forth Road Bridge (theforthbridges.org)

Stakeholders

Councillors: Kevin Lang, Norman Work, Louise Young and Lewis Younie

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 2 – Pentland Hills - [pentland-hills \(edinburgh.gov.uk\)](http://pentland-hills.edinburgh.gov.uk)



Public Space	Type	Relevant Information
Hailes Quarry Park	Park	Hailes Quarry Park - Explore parks – Edinburgh Outdoors
Hermiston Gait Park & Ride	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Pentland Hills Regional Park	Park	Pentland Hills Regional Park - Explore parks – Edinburgh Outdoors
Edinburgh International Climbing Arena	Venue	Edinburgh International Climbing Arena EICA - Rock Climbing Clip n Climb and Gym - Edinburgh Leisure

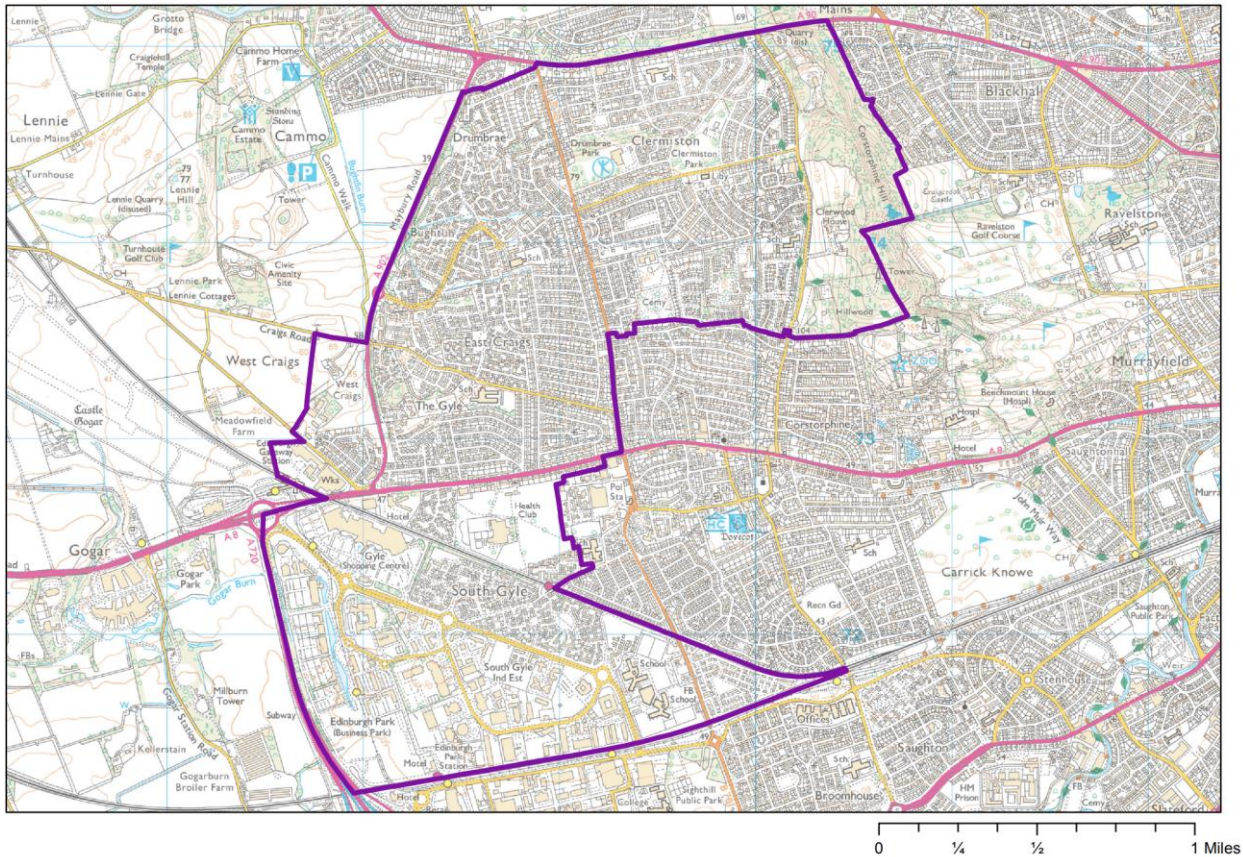
Stakeholders

Councillors: Graeme Bruce, Neil Gardiner, Fiona Glasgow and Stephen Jenkinson

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Pentland Hills Regional Park operates a land managers forum - [Home – Pentland Hills](#)

Ward 3 – Drum Brae / Gyle - [drum-brae-gyle \(edinburgh.gov.uk\)](http://drum-brae-gyle.edinburgh.gov.uk)



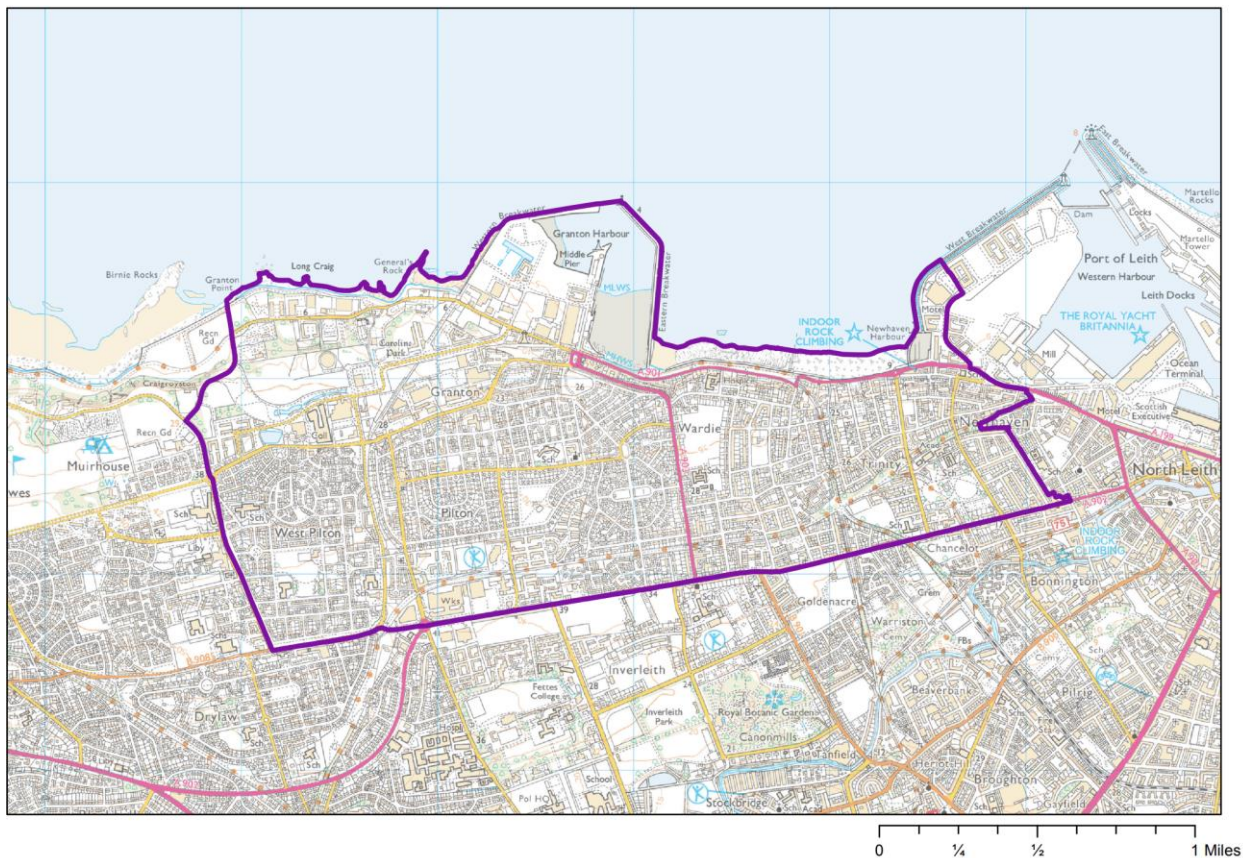
Public Space	Type	Relevant Information
Clermiston Park	Park	Clermiston Park - Explore parks – Edinburgh Outdoors
Corstorphine Hill	Park	Corstorphine Hill Local Nature Reserve - Explore parks – Edinburgh Outdoors
Drumbrae Park	Park	Drumbrae Park - Explore parks – Edinburgh Outdoors
Edinburgh Park	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Gyle Park	Park	Gyle Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Robert Aldridge, Euan Hyslop and Edward Thornley

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 4 – Forth - [forth \(edinburgh.gov.uk\)](http://forth.edinburgh.gov.uk)



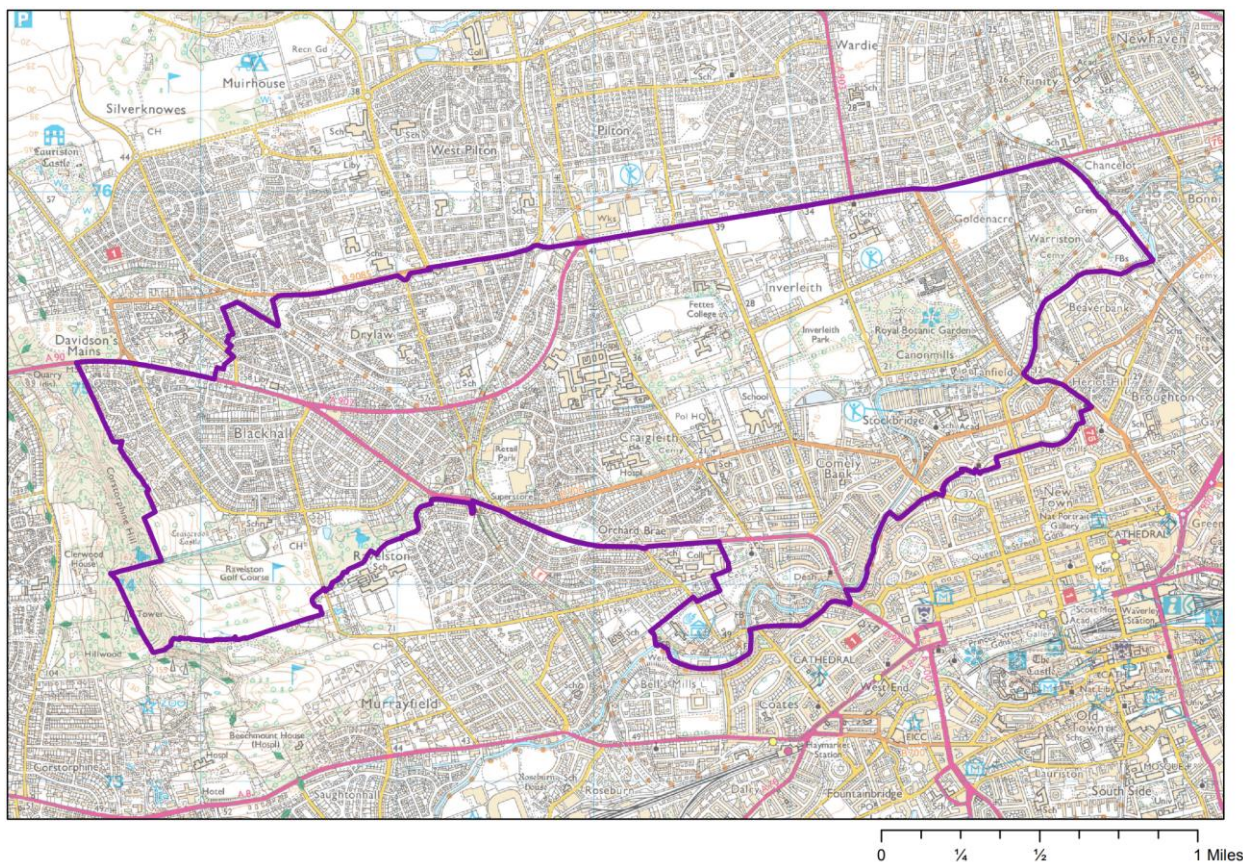
Public Space	Type	Relevant Information
Gypsy Brae	Park	Gypsy Brae - Explore parks – Edinburgh Outdoors
Starbank Park	Park	Starbank Park - Explore parks – Edinburgh Outdoors
Victoria Park	Park	Victoria Park - Explore parks – Edinburgh Outdoors
West Pilton Park	Park	West Pilton Park - Explore parks – Edinburgh Outdoors
Granton Station Square	Square	Granton Waterfront – The City of Edinburgh Council

Stakeholders

Councillors: Cammy Day, Sanne Dijkstra-Downie, Stuart Dobbin and Kayleigh O’Neill

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 5 – Inverleith - [inverleith \(edinburgh.gov.uk\)](http://inverleith.edinburgh.gov.uk)



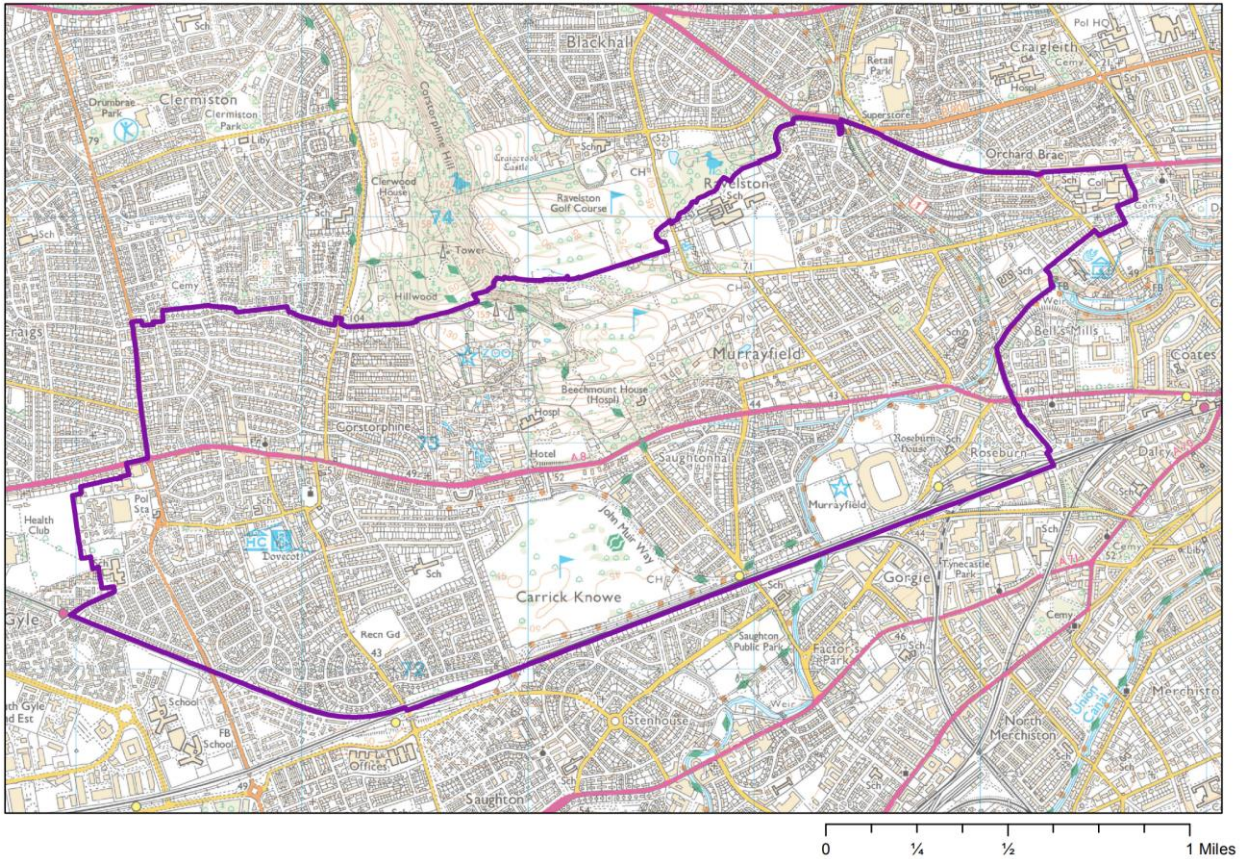
Public Space	Type	Relevant Information
Inverleith Park	Park	Inverleith Park - Explore parks – Edinburgh Outdoors
King George V Park (Eyre Place)	Park	King George V Park (Eyre Place) - Explore parks – Edinburgh Outdoors
Ravelston Park	Park	Ravelston Park - Explore parks – Edinburgh Outdoors
Water of Leith	Waterway	The Water of Leith Conservation Trust

Stakeholders

Councillors: Julie Bandel, Max Mitchell, Vicky Nicolson and Hal Osler

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 6 – Corstorphine / Murrayfield - [corstorphine-murrayfield \(edinburgh.gov.uk\)](http://corstorphine-murrayfield.edinburgh.gov.uk)



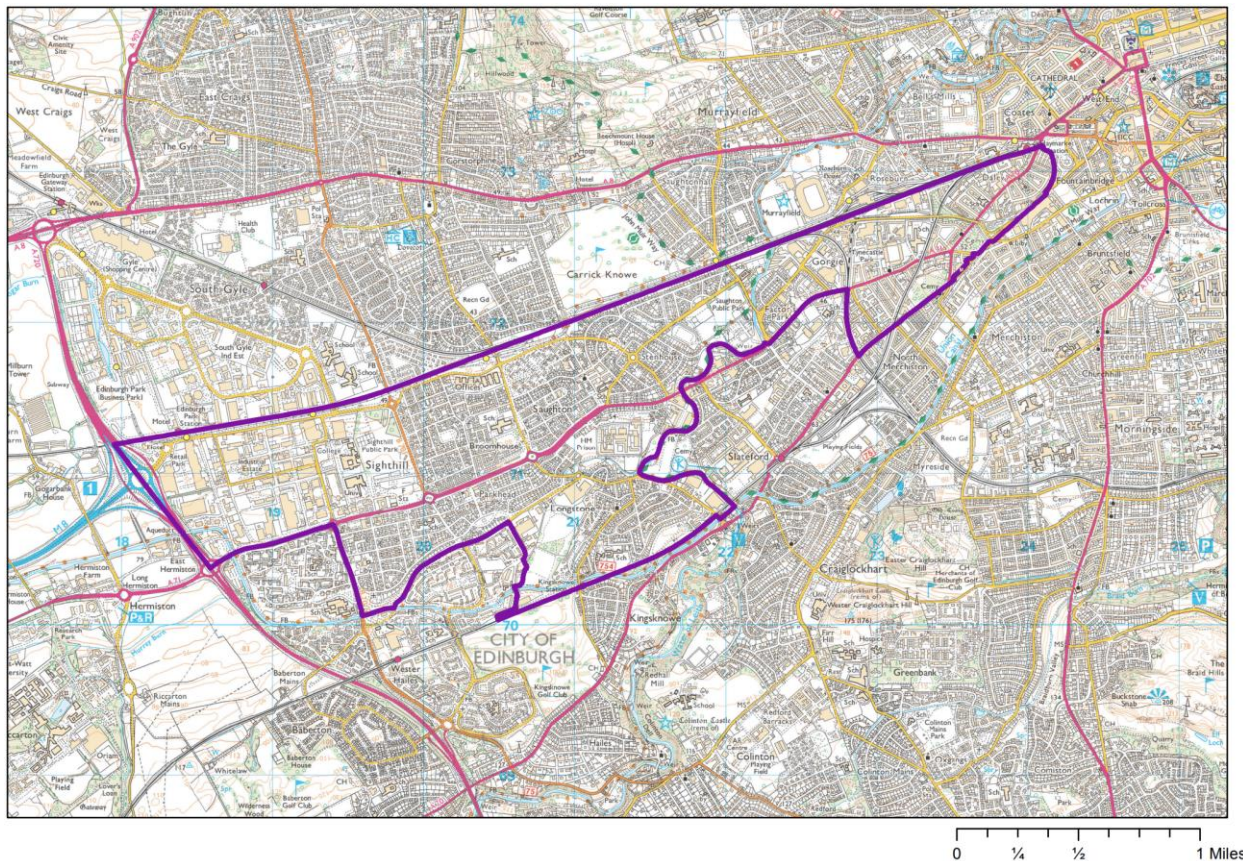
Public Space	Type	Relevant Information
Gyle Park	Park	Gyle Park - Explore parks – Edinburgh Outdoors
Roseburn Park	Park	Roseburn Park - Explore parks – Edinburgh Outdoors
St Margaret’s Park	Park	St Margaret's Park - Explore parks – Edinburgh Outdoors
Union Park	Park	Union Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Alan Beal, Fiona Bennett and Euan Davidson

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 7 – Sighthill / Gorgie - [sighthill-gorgie \(edinburgh.gov.uk\)](http://sighthill-gorgie.edinburgh.gov.uk)



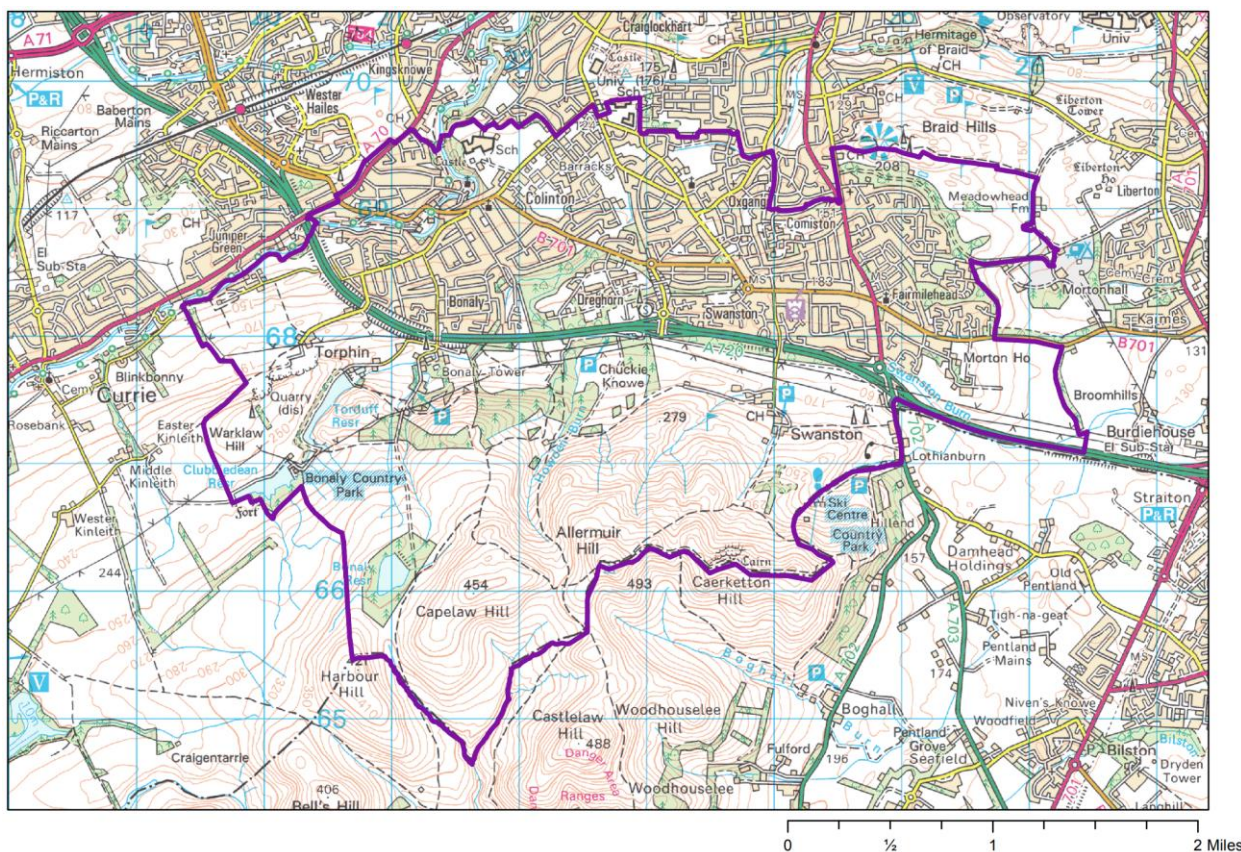
Public Space	Type	Relevant Information
Hailes Quarry Park	Park	Hailes Quarry Park - Explore parks – Edinburgh Outdoors
Saughton Park	Park	Saughton Park and Gardens - Explore parks – Edinburgh Outdoors
Sighthill Park	Park	Sighthill Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Denis Dixon, Catherine Fullerton, Dan Heap and Ross McKenzie

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 8 – Colinton / Fairmilehead - [colinton-fairmilehead \(edinburgh.gov.uk\)](http://colinton-fairmilehead.edinburgh.gov.uk)



Public Space	Type	Relevant Information
Campbell Park	Park	Campbell Park - Explore parks – Edinburgh Outdoors
Colinton Mains Park	Park	Colinton Mains Park - Explore parks – Edinburgh Outdoors
Fairmilehead Park	Park	Fairmilehead Park - Explore parks – Edinburgh Outdoors
Pentland Hills Regional Park	Park	Pentland Hills Regional Park - Explore parks – Edinburgh Outdoors
Spylaw Park	Park	Spylaw Park - Explore parks – Edinburgh Outdoors

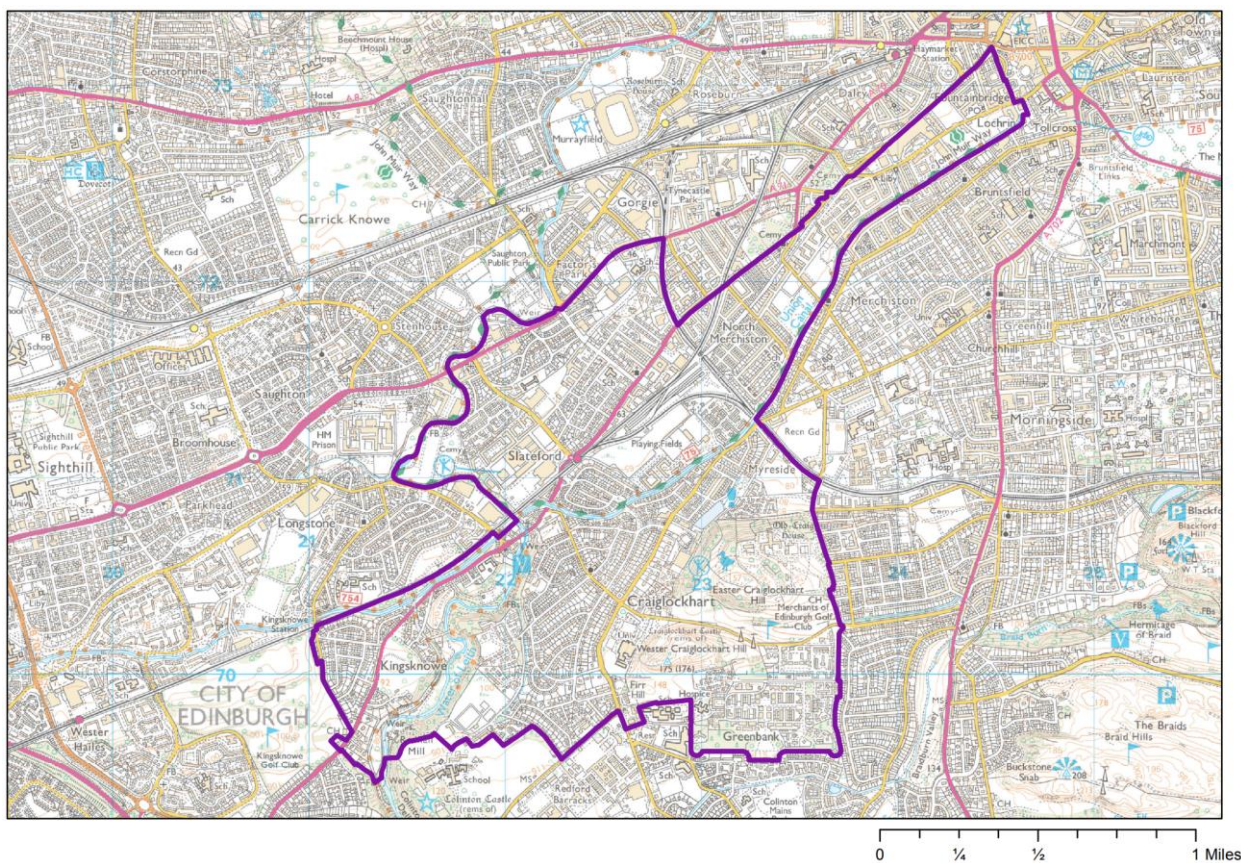
Stakeholders

Councillors: Scott Arthur, Marco Biagi and Jason Rust

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Pentland Hills Regional Park operates a land managers forum - [Home – Pentland Hills](#)

Ward 9 – Fountainbridge / Craiglockhart - [fountainbridge-craiglockhart](https://www.edinburgh.gov.uk)
([edinburgh.gov.uk](https://www.edinburgh.gov.uk))



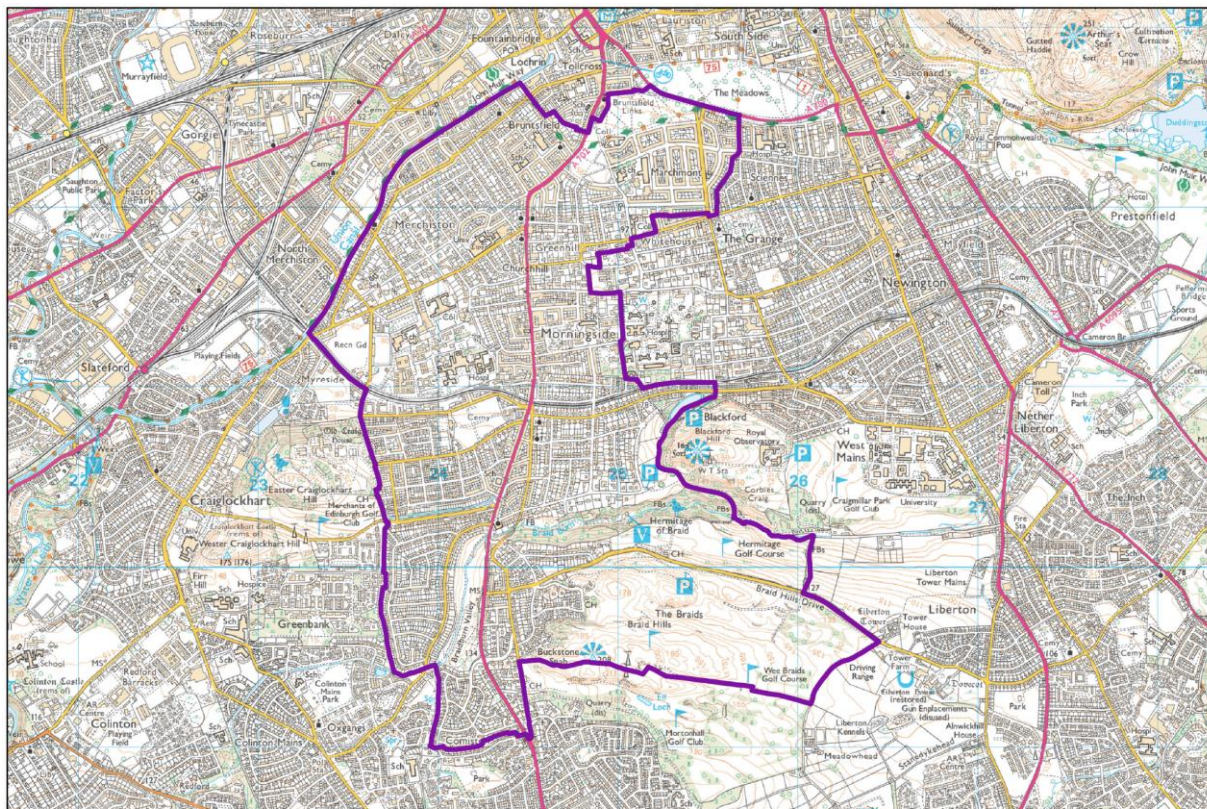
Public Space	Type	Relevant Information
Harrison Park	Park	Harrison Park - Explore parks – Edinburgh Outdoors
Lochrin Basin & Union Canal	Waterway	Scottish Canals Lochrin Basin Lochrin Basin, Union Canal - Inland Waterways
Water of Leith	Waterway	The Water of Leith Conservation Trust

Stakeholders

Councillors: Christopher Cowdy, David Key and Val Walker

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 10 – Morningside - [morningside \(edinburgh.gov.uk\)](http://morningside.edinburgh.gov.uk)



0 ¼ ½ 1 Miles

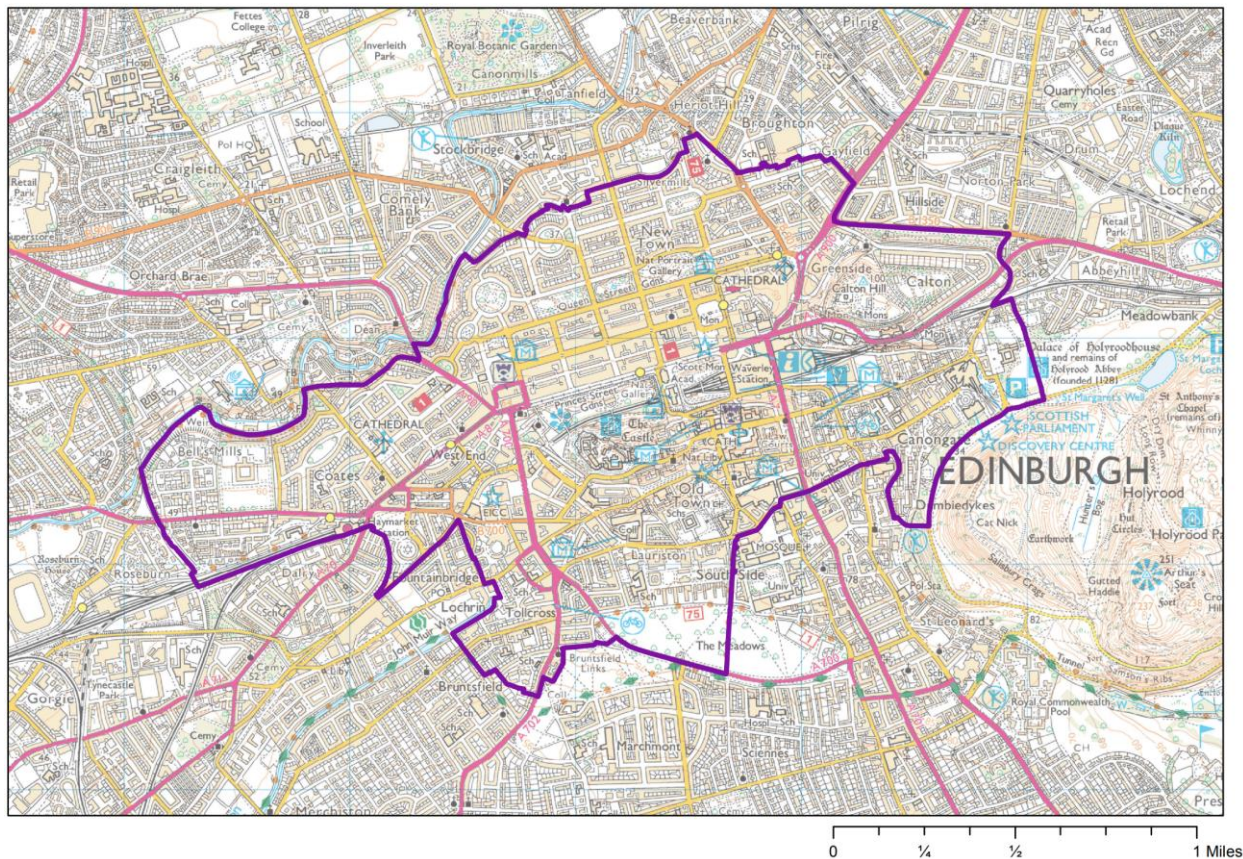
Public Space	Type	Relevant Information
Church Hill Theatre	Venue	Welcome Church Hill Theatre
Hermitage of Braid	Nature Reserve	Hermitage of Braid Local Nature Reserve - Explore parks – Edinburgh Outdoors
Braidburn Valley Park	Park	Braidburn Valley Park - Explore parks – Edinburgh Outdoors
The Meadows & Bruntsfield Links	Park	Meadows - Explore parks – Edinburgh Outdoors Bruntsfield Links - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Marie-Clair Munro, Ben Parker, Neil Ross and Mandy Watt

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 11 – City Centre - [city-centre \(edinburgh.gov.uk\)](http://city-centre.edinburgh.gov.uk)



Public Space	Type	Relevant Information
Calton Hill	Park	Calton Hill - Explore parks – Edinburgh Outdoors
Cambridge Street (Usher Hall)	Road / Pedestrian Area	Pedestrianised area between Usher Hall and Lothian Road. Promotional activities are coordinated by JCDecaux.
Castle Street	Road / Pedestrian Area	Promotional activities are coordinated by JCDecaux. The southern half is pedestrianised and generally hosts markets and/or street traders as per the current licensing policy in place. Limited residents, mostly retail and offices. Power available.
Castle Terrace	Footway	Large footway between the entrance and exit of the NCP car park. Generally used for a weekly farmers market.
Castlehill & Lawnmarket	Road / Pedestrian Area	A busy pedestrian area for businesses, tourists and residents. Regularly used for tour buses and coaches.
Chambers Street	Road / Pedestrian Area	National Museum of Scotland and Sheriff Court operate on this street. A busy pedestrian area for businesses, tourists and residents.

Dunbars Close Gardens	Park	Dunbars Close Garden - Explore parks – Edinburgh Outdoors
Edinburgh Castle & esplanade	Venue	This is managed by Historic Environment Scotland. Edinburgh Castle Public Body for Scotland's Historic Environment
Edinburgh International Conference Centre	Venue	Edinburgh International Conference Centre EICC
Festival Square	Square	Promotional activities are coordinated by JCDecaux. Event space with businesses and cultural venues within close proximity. Power and Water available. Council Estates team manage leasing agreements etc. for temporary events.
George Street	Road / Pedestrian Area	Central axis of first New Town street grid. Busy shopping street. Plans to develop area underway. A busy pedestrian area for businesses, tourists and residents. Essential Edinburgh operate Business Improvement District in area. Tables and chairs permits in place. Cycleway, delivery and emergency access to be maintained.
Grassmarket	Road / Pedestrian Area	A busy pedestrian area (and service road) for businesses, tourists and residents. Weekly market held most weekends. Tables and chairs permits in place. Power available.
Haymarket Station	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
High Street	Road / Pedestrian Area	Historic heart of the Old Town. A busy pedestrian area for businesses, tourists and residents. Tables and chairs permits in place. St Giles Cathedral, Signet Library, French Institute, High Court and City Chambers are all key stakeholders.
Hunter Square	Pedestrian Area	A busy pedestrian area for businesses, tourists and residents. Tables and chairs permits in place.
Johnston Terrace	Road / Pedestrian Area	A busy pedestrian area for businesses, tourists and residents. Used regularly for marches and parades.
King's Theatre	Venue	King's Theatre, Edinburgh - Capital Theatres

Lothian Road	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. A key north/south route for the emergency and public transport services.
Mound	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. A key north/south route for the emergency and public transport services.
Mound Precinct	Square	A busy pedestrian area for businesses, tourists and residents. This space is co-managed by National Galleries of Scotland and City of Edinburgh Council. Weight limit limitations to be observed (precinct also forms roof of NGS). Comply with Mound Agreement.
North Bridge	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. A key north/south route for the emergency and public transport services.
Palace of Holyroodhouse	Venue	Visit the Palace of Holyroodhouse (rct.uk)
Princes Street	Road and Shopping thoroughfare	There is an Act of Parliament which only allows three events to close the tram route. These events are; Festival Carnival, Festival Fireworks and Edinburgh's Hogmanay. Therefore, no other events will be permitted to close the tram route.
Princes Street Gardens (East & West)	Park	Princes Street Gardens - Explore parks – Edinburgh Outdoors Major Events in West Princes Street Gardens and the Ross Bandstand Culture Edinburgh
Queen's Drive/Horse Wynd	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. Key stakeholders are Historic Environment Scotland, Scottish Parliament and Palace of Holyroodhouse). Queen's Drive shuts periodically for events or to allow pedestrianisation of Holyrood Park.
Regent Road Park	Park	Regent Road Park - Explore parks – Edinburgh Outdoors
Ross Bandstand	Venue	Major Events in West Princes Street Gardens and the Ross Bandstand Culture Edinburgh
Royal Mile/Canongate	Road / Pedestrian Area	Historic heart of the Old Town. A busy pedestrian and traffic area for businesses, tourists and residents.

		A route often used for marches and processions.
Scottish Parliament	Venue	Scottish Parliament Scottish Parliament Website
St Andrew Square Garden	Square	Formal garden with paths and café. Managed by Essential Edinburgh. Power and water available.
The Meadows & Bruntsfield Links	Park	Meadows - Explore parks – Edinburgh Outdoors Bruntsfield Links - Explore parks – Edinburgh Outdoors
Usher Hall	Venue	Welcome Usher Hall
Waverley Bridge / Waverley Station and Waverley Mall	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Wellington Statue (Princes Street)	Footway	Large footway between Register House and Princes Street. Promotional activities are coordinated by JCDecaux.
West Parliament Square / Parliament Square / Mercat Cross	Road / Pedestrian Area	Mainly pedestrian areas off High Street. A busy pedestrian and traffic area for businesses, tourists and residents. St Giles Cathedral, Signet Library, French Institute, High Court and City Chambers are all key stakeholders.

Stakeholders

Councillors: Margaret Arma Graham, Finlay McFarlane, Claire Miller and Joanna Mowat

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

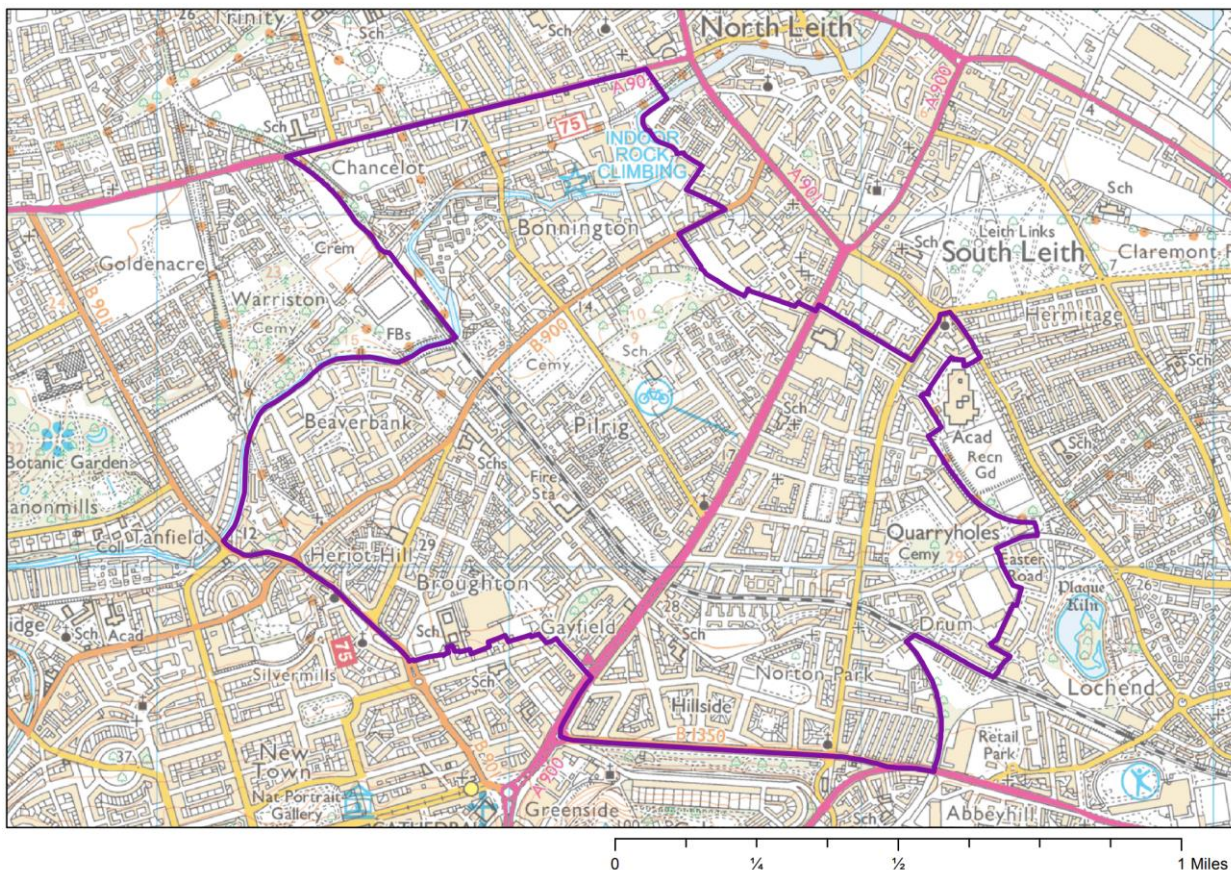
Castlehill Business Partnership

Friends of the Meadows

New Town Broughton Community Council

Tollcross Community Council

Ward 12 – Leith Walk - [leith-walk \(edinburgh.gov.uk\)](http://leith-walk.edinburgh.gov.uk)



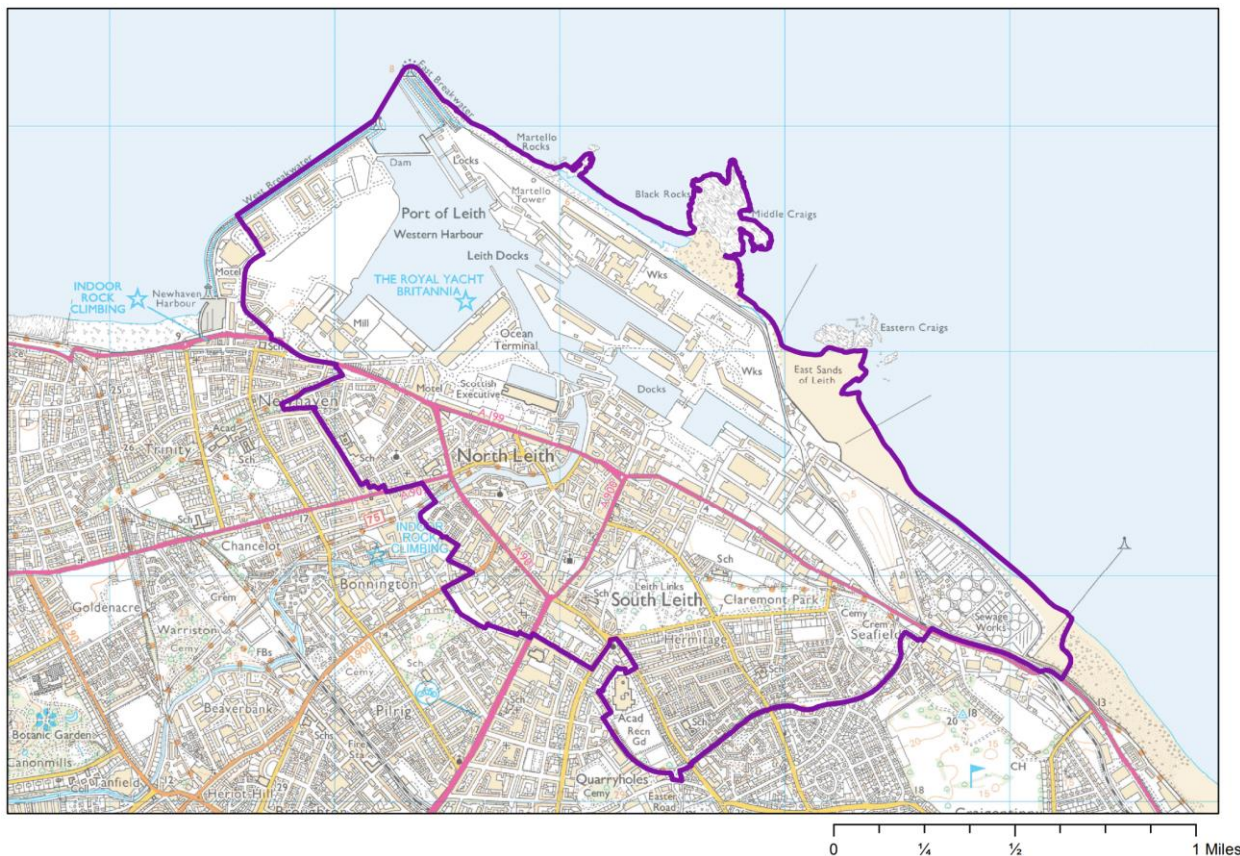
Public Space	Type	Relevant Information
Dalmeny Street Park	Park	Dalmeny Street Park - Explore parks – Edinburgh Outdoors
Montgomery Street Park	Park	Montgomery Street Park - Explore parks – Edinburgh Outdoors
Pilrig Park	Park	Pilrig Park - Explore parks – Edinburgh Outdoors
Leith Walk	Roadway	There is an Act of Parliament which only allows three events to close the tram route. These events are; Festival Carnival, Festival Fireworks and Edinburgh’s Hogmanay. Therefore, no other events will be permitted to close the tram route.
Water of Leith	Waterway	The Water of Leith Conservation Trust

Stakeholders

Councillors: Jack Caldwell, James Dalgleish, Amy McNeese-Mechan and Susan Rae

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 13 – Leith



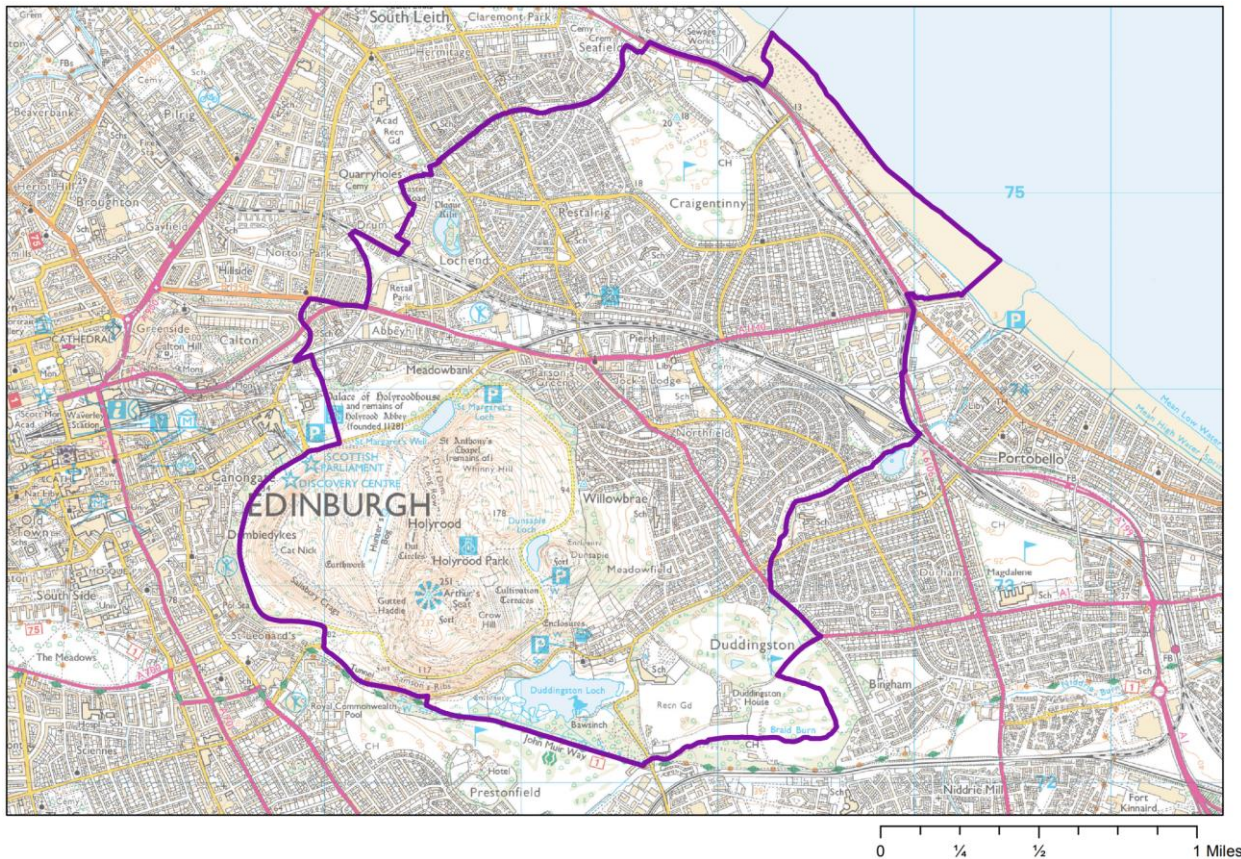
Public Space	Type	Relevant Information
Leith Links	Park	Leith Links - Explore parks – Edinburgh Outdoors
Leith/Newhaven Tram	Tramway	There is an Act of Parliament which only allows three events to close the tram route. These events are; Festival Carnival, Festival Fireworks and Edinburgh’s Hogmanay. Therefore, no other events will be permitted to close the tram route.
New Kirkgate Shopping Centre	Footway	Large footway between the shopping centre, Constitution Street and Great Junction Street.

Stakeholders

Councillors: Chas Booth, Katrina Faccenda and Adam McVey

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 14 – Craigentenny / Duddingston



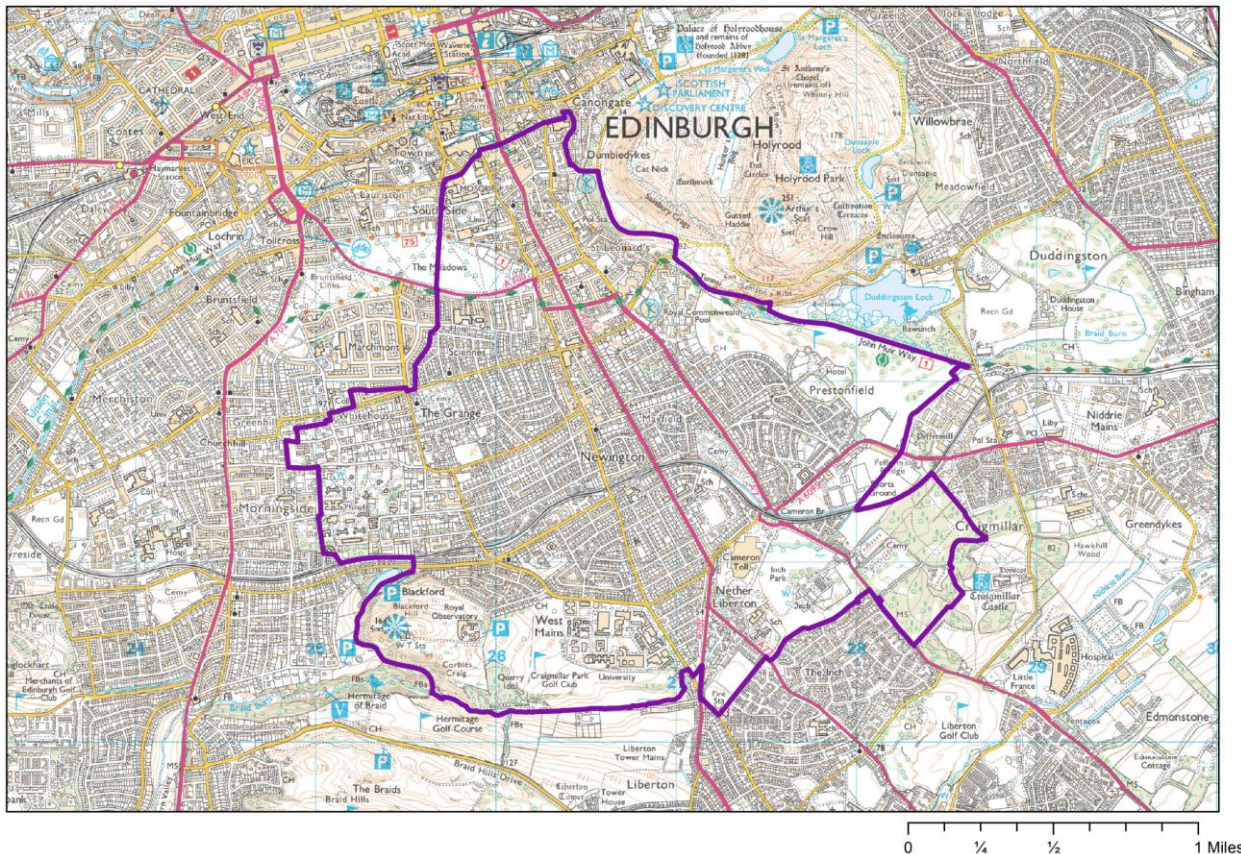
Public Space	Type	Relevant Information
Figgate Park	Park	Figgate Park - Explore parks – Edinburgh Outdoors
Holyrood Park and Arthur's Seat	Park	This public park is managed by Historic Environment Scotland Visit Holyrood Park Lead Public Body for Scotland's Historic Environment
Lochend Park	Park	Lochend Park - Explore parks – Edinburgh Outdoors
Meadowbank Stadium	Stadium	Meadowbank Sports Centre - Edinburgh Leisure
Portobello Beach and Promenade	Beach and Walkway	The beach and promenade are well used by the local community. In the past beach volleyball and other similar events have taken place.
Seafield Recreation Ground	Park	Seafield Recreation Ground - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Danny Aston, Joan Griffiths, Alex Staniforth and Iain Whyte

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 15 – Southside / Newington



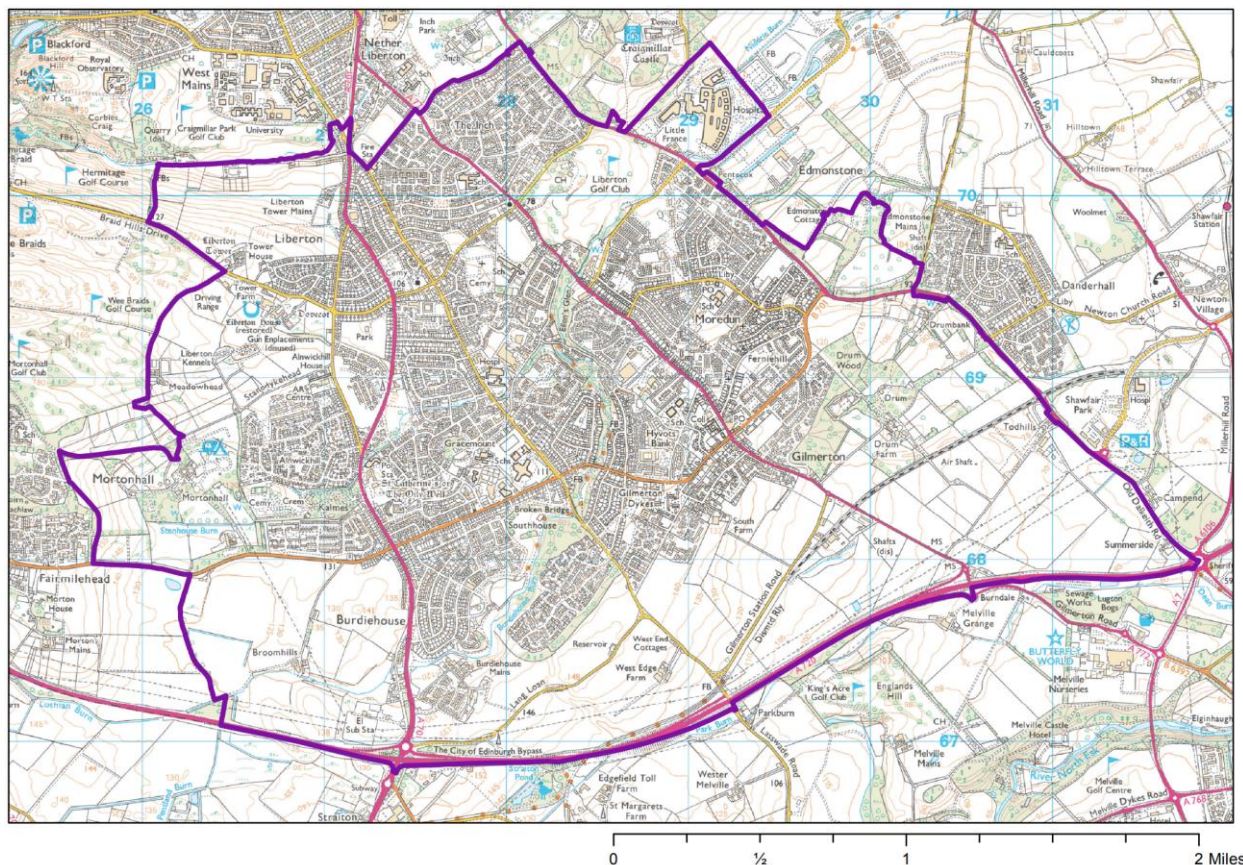
Public Space	Type	Relevant Information
Craigmillar Castle Park (inc Hawkhill Woods)	Park	Craigmillar Castle Park including Hawkhill Woods - Explore parks – Edinburgh Outdoors
Festival Theatre	Venue	Festival Theatre, Edinburgh - Capital Theatres
Hermitage of Braid (inc Blackford Hill & Pond) LNR	Local Nature Reserve	Hermitage of Braid Local Nature Reserve - Explore parks – Edinburgh Outdoors
John Muir Way	Walkway	Home John Muir Way
Inch Park	Park	Inch Park - Explore parks – Edinburgh Outdoors
Peffermill Playing fields	Leisure facility	Peffermill Playing Fields The University of Edinburgh
Royal Commonwealth Pool	Leisure facility	Royal Commonwealth Pool - Swimming, Gym, Classes - Edinburgh Leisure
The Meadows	Parks	Meadows - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Steve Burgess, Pauline Flannery, Simita Kumar and Tim Pogson

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 16 – Liberton / Gilmerton

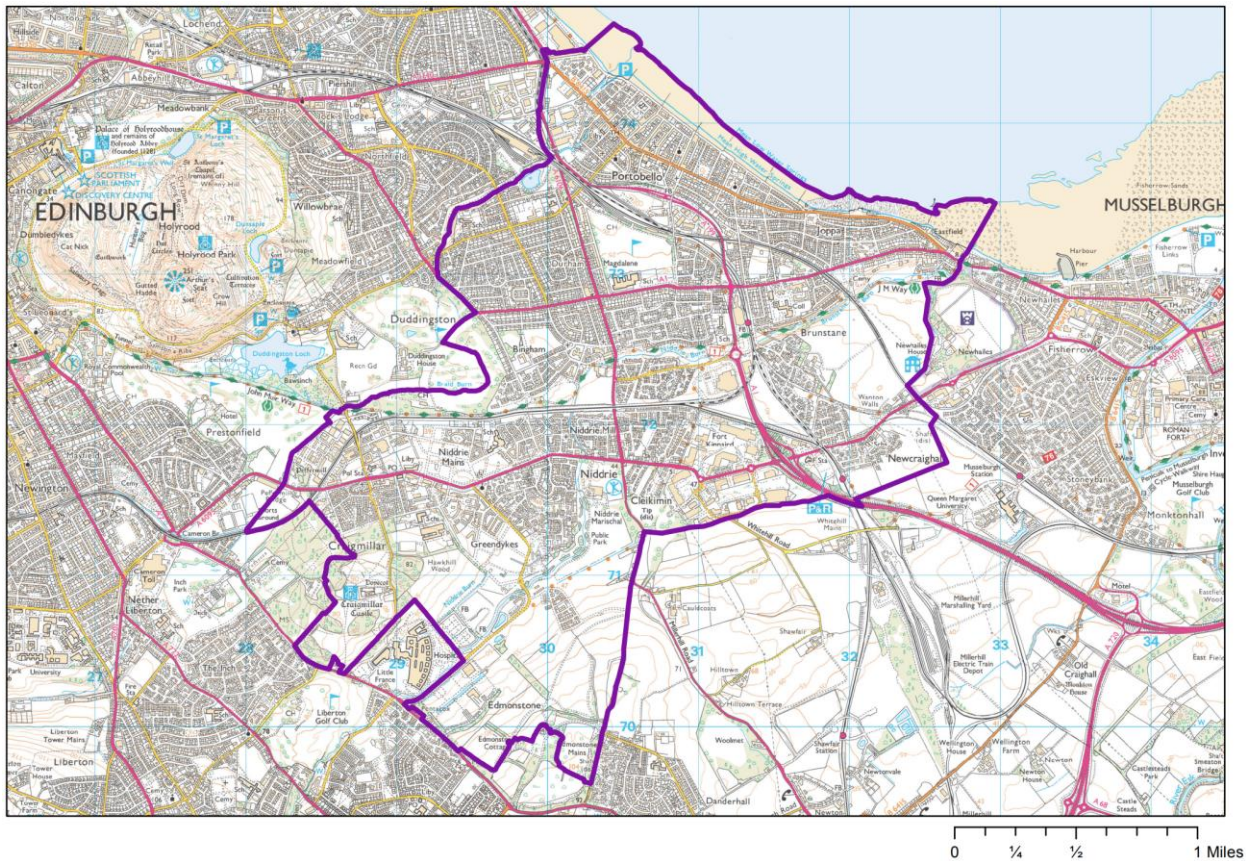


Public Space	Type	Relevant Information
Burdiehouse Burn Valley Park (inc Ellen's Glen & Moredun Wood) Local Nature Reserve	Local Nature Reserve	Burdiehouse Burn Local Nature Reserve - Explore parks – Edinburgh Outdoors
Little France Hospital complex	Hospital	Hospital site incl. A&E facilities. Events taking place in this ward should take into consideration this important medical facility when planning their event
Seven Acre Park	Park	Seven Acre Park - Explore parks – Edinburgh Outdoors
St Katherine's Park	Park	St Katharine's Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Lezley Marion Cameron, Martha Mattos Coelho, Phil Daggart and Lesley Macinnes
 Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 17 – Portobello / Craigmillar - [portobello-craigmillar \(edinburgh.gov.uk\)](http://portobello-craigmillar.edinburgh.gov.uk)



Public Space	Type	Relevant Information
Abercorn Park	Park	Abercorn Park - Explore parks – Edinburgh Outdoors
Bingham Park	Park	Bingham Park - Explore parks – Edinburgh Outdoors
Brighton Park	Park	Brighton Park - Explore parks – Edinburgh Outdoors
Craigmillar Castle Park (inc Hawkhill Woods)	Park	Craigmillar Castle Park including Hawkhill Woods - Explore parks – Edinburgh Outdoors
Figgate Park	Park	Figgate Park - Explore parks – Edinburgh Outdoors
Hunters Hall Park(Jack Kane Centre)	Park	Hunters Hall Park - Explore parks – Edinburgh Outdoors
John Muir Way	Walkway	Home John Muir Way
Newcraighall Park and Ride	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Portobello Beach & Promenade	Beach and Walkway	The beach and promenade are well used by the local community. In the past beach

		volleyball and other similar events have taken place.
Portobello Community Garden	Park	Portobello Community Garden - Explore parks – Edinburgh Outdoors
Rosefield Park	Park	Rosefield Park - Explore parks – Edinburgh Outdoors
Straiton Place Park	Park	Straiton Place Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Kate Campbell, Tim Jones, Jane Meagher and Alys Mumford

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Appendix 2 – Neighbour Notification

Event organisers will be responsible for;

- Contacting stakeholders within the ward that their activity is taking place at least 4 weeks before the start date of the activity
- Contact methods will include;
 - Email to community councils, friends' groups and resident associations within that Ward, copied to publicspaces@edinburgh.gov.uk
 - Letter drop to affected area(s) – 2 weeks before the activity
- Should email notification not be received at the 4 week mark, the council officers monitoring publicspaces@edinburgh.gov.uk will chase the organiser
- Business support will collate correspondence received to this inbox which will be dealt with on a monthly basis by the Event Management Group
- The engagement letter will include the following information;
 - Name of event company, type of event, contact name, telephone number and email address
 - Location of activity
 - Dates and times of activity
 - Description of activity
 - Road closures, removal / alteration, parking disruption
 - Access arrangements
 - Night-time activities: mitigation of noise/light nuisance
 - Any other disruption and mitigation in place
 - Who to contact with concerns or queries

Appendix 3 - Tree & Root Protection

1. All root protection measures should adhere to British Standards 5837 where possible.
2. A Root Protection (RP) zone map is available from Council parks officers on request. The RP areas identified in the maps must be treated as exclusion zones with no infrastructure placed in the red areas marked on the site maps.
3. A detailed Tree Protection Plan should be provided at an early-stage and must clearly indicate the precise location and type of protective barriers planned to form an exclusion-zone around all park trees that are to be affected by the building/hosting of the proposed event; this plan being superimposed onto an up-to-date tree location plan. Drawings and statements demonstrating how trees on-site will be protected throughout the event from access/egress through to build and de-rig will be required. The plan needs to include the type of ground-protection to be used to form the necessary exclusion-zones. The Council stipulates the use of “heras” fencing that is bolted together and installed using concrete footing blocks so no ground excavation is required. The full specification for any barriers must be included within the Tree Protection Plan. All tree protection measures must be in place before any other build commences.
4. These measures will potentially impact the available space for event infrastructure and consequently, the siting of this. This includes but is not limited to fencing, portable toilets, concession stalls (including storage and back-of-house requirements), other large event infrastructure (including Big Tops, Big Wheels and Fairground Rides) as well as ground protection requirements for vehicles (access/egress and build/de-rig), crowds and Plant.
5. It is the responsibility of the main event organiser to ensure any contractors using the site have clear, unambiguous, guidance on the steps they need to take to protect on-site trees and that these measures are communicated and adhered to by any sub-contractors employed carrying-out a role as part of the event. Failure to do so risks incurring a penalty charge and/or determining if an event is permitted to use one of our sites in the future. The penalty for any tree damage occurring as a result of the Event set-up, derig or occupation or due to failure to comply with the agreed Tree Protection Plan, will be based on a percentage of the overall CAVAT** figure for said tree, based on the severity of damage. The decision on any penalty payment will be at the sole discretion of the Council’s Forestry Service.
6. There should be no vehicle movement across any grass / soft landscaped areas, outwith the RP zones, which are going to be used as an event area or for temporary access required for any build/de-rig, without the use of protective matting. The specification for this protection needs to also be included in the Tree Protection Plan and Vehicle Access Plan.
7. The lopping of overhanging branches and any ground excavation to facilitate construction of any infrastructure for the event is not permitted within any Park & Greenspace area.

** **CAVAT (Capital Asset Value for Amenity Trees)** - CAVAT provides a method for managing trees as public assets rather than liabilities. It is designed not only to be a strategic tool and aid to decision-making in relation to the tree stock as a whole, but also to be applicable to individual cases, where the value of a single tree needs to be expressed in monetary terms.

Appendix 4 - Community Benefits

The City of Edinburgh Council is committed to achieving and maximising Community Benefits through its activities. Many events that take place in Edinburgh are community run and therefore are innately beneficial to the community.

However, commercial events that are categorised as “large” or “major” and use public spaces to host their events are expected to choose and deliver one or more of the listed community benefits in order to support the Council’s economic, social or environmental wellbeing outcomes. This ensures that events coming to the city add social value and leave a lasting positive legacy for Edinburgh.

Where an applicant of a large or major commercial event makes a new Community Benefit suggestion, organisations are encouraged to suggest local Community Benefits which provide a positive social, economic or environmental impact in the local community.

The Community Benefit Categories include:

Supply Chain & Business Collaboration – opportunities that support local small business and third sector organisations to build capacity and sustain local communities

Education and Outreach – opportunities that support learning experiences

Community Engagement – opportunities that help sustain communities, including local groups, individuals, community centres, charities, social and voluntary sectors

Funding and Sponsorship – opportunities that invest in local projects or initiatives that help address social and environment and economic impact of individuals or groups via trusts or other contracts.

(note: all donations and sponsorship claimed, must have prior agreement with the Council)

A list of suggested community benefits is shown below;

Benefit Category	Outcome	Description
Community Engagement	Environment Improvements	Area tidy-up campaigns min. 2 hours
Community Engagement	Environment Improvements	Community enhancement - paid for resources provided for community facilities with prior approval by the appropriate Council service area (e.g. playgrounds, habitat enhancements, environmental improvements) and initiatives (e.g. energy efficiency)
Community Engagement	Social impact	Food Banks- Volunteering - Help meet clients and give out food at a food bank centre Food Banks Donations

Community Engagement	Social impact	Local Community charitable projects/events supported by staff volunteers- such Foods banks, local community events, advice shops etc. 2-hour min. of volunteer support
Community Engagement	Social and/or Economic impact	Suppliers paying to use community venues for meetings or functions or other uses
Community Engagement	Social and/or Economic impact	Third sector mentoring / supporting small community organisations, such as specific business support, minimum 2-hour session
Community Engagement	Social and/or Economic impact	Supplier contracting Third Sector organisation to conduct Engagement, Outreach and Inclusion for the project.
Education and Outreach	Social and/or Economic impact	Business Insight Mentoring sessions with Schools & Colleges. Minimum 2 hours of support
Education and Outreach	Social and/or Economic impact	Carry out a workshop in a School or Community Centre in Edinburgh linked to curriculum for excellence – 1-hour minimum
Education and Outreach	Social and/or Economic impact	School or college site visits per year or participating in schools or college careers days
Sponsorship and Funding	Social and/or Economic impact	Community Fund - where a financial sum may be made available to implement projects that the community considers to be a priority. This often ensures ownership, participation and support at a very local level.
Sponsorship and Funding	Social and/or Economic impact	Donation of Tools and or materials to a school for an agreed value.
Sponsorship and Funding	Social and/or Economic impact	Sponsoring local community events including festivals, 10k fun runs, family fun days out etc
Sponsorship and Funding	Social and/or Economic impact	Sponsorship of local organisations, i.e. breakfast club, youth group, football team
Sponsorship and Funding	Social and/or Economic impact	Sponsorship of Council School Crossing Guides (Company logo on PPE Jacket /Hat not Lollypop) for 12 months. Cash donation of £500 for Road Safety campaigns as well as including 2 Jackets.
Supply Chain & Business Collaboration	Economic impact	Offering Small and Medium Enterprises opportunities to provide goods, services and/or works

Supply Chain & Business Collaboration	Economic impact	Offering Voluntary/Third Sector (non-governmental and non-profit making organisations) opportunities to provide goods and/or services e.g. catering, meeting rooms, recycling, etc.
Supply Chain & Business Collaboration	Economic impact	Offering Social Enterprises (business with primary social objectives whose surpluses are reinvested for that purpose in the business/ community) opportunities to provide goods and/or services e.g. catering, meeting rooms, recycling, etc.
Supply Chain & Business Collaboration	Economic impact	Offering supply chain opportunity for a business that's main aim is the social and professional integration of disabled or disadvantaged persons, or the performance of a contract in a sheltered workshop

Appendix 5 – References- Council policies, legislation and guidance

Council Strategies and Policies

[Our Business Plan priorities – The City of Edinburgh Council](#)

[New Culture Strategy agreed for Edinburgh – The City of Edinburgh Council](#)

[City Of Edinburgh Council – 2030 Climate Strategy](#)

[Advertising and Sponsorship Policy - Policy register – The City of Edinburgh Council](#)

[Code of Practice for Filming in Edinburgh - Policy register – The City of Edinburgh Council](#)

[Consultation and Engagement Policy - Policy register – The City of Edinburgh Council](#)

[Fair Trade Policy Statement - Policy register – The City of Edinburgh Council](#)

[Management of Presentation Seats in Public Parks, Gardens, and Streets - Policy register – The City of Edinburgh Council](#)

[Refund of License Application Fees - Policy register – The City of Edinburgh Council](#)

[Waste and Cleansing Policies - Policy register – The City of Edinburgh Council](#)

Legislation/Regulations

Animal Welfare Act 2006

Construction Design and Management Regulations

Civic Government (Scotland) Act 1982

Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005

Control of Noise at Work Regulations 2005

Equalities Act 2010

Fire Scotland Act 2005 & Fire Safety (Scotland) Regulations 2006

Health & Safety at Work Act 1974

Health and Safety (First Aid) Regulations 2013

Land Reform (Scotland) Act 2003

Management of Health & Safety at Work Regulations 1999

Martyn's Law – coming soon*

Occupiers Liability (Scotland) Act 1960

Personal Protective Equipment Regulations 2002

Provision and Use of Work Equipment Regulations 1998

Guidance

[Plan my event | Culture Edinburgh](#)

[The Purple Guide](#)

[Home - JESIP Website](#)

[Temporary demountable structures: Guidance on procurement, design and use \(Fourth edition\) - The Institution of Structural Engineers \(istructe.org\)](#)

[MUTA - the UK's trade association for marquees, tents and structures](#)

[Guide to Safety at Sports Grounds 'Green Guide' - Sports Grounds Safety Authority](#)

[PIPA Inflatable Play Inspection - Safe Bouncy Castles](#)

[Welcome to ADIPS - Home](#)

[Risk assessment: Steps needed to manage risk - HSE](#)

[Code of Practice on Environmental Noise \(gov.je\)](#)

[Fire Safety Risk Assessment for open air events and venues](#)

[Engaging with disabled people: an event planning guide \(equalityhumanrights.com\)](#)

[Access Starts Online - Attitude is Everything](#)

[Is your Festival Accessible? - Euan's Guide \(euansguide.com\)](#)

[Calculating Safe Capacity - Sports Grounds Safety Authority](#)

[Responding to Emergencies | Ready Scotland](#)

[Threat levels | ProtectUK](#)

[ACT Awareness e-Learning | ProtectUK](#)

[Resources | ProtectUK](#)

[Working with Counter Terrorism Security Advisors \(CTSAs\) | ProtectUK](#)

[Lightning Guidance for Outdoor Events - PLASA](#)

[Home | Event Impacts](#)

[Flying drones safely and responsibly | UK Civil Aviation Authority \(caa.co.uk\)](#)

[HSE Explosives - Organising firework displays](#)

[Living Wage Scotland](#)

[Guidance on Public Processions - General Information](#)

[ISO 20121 standard](#)

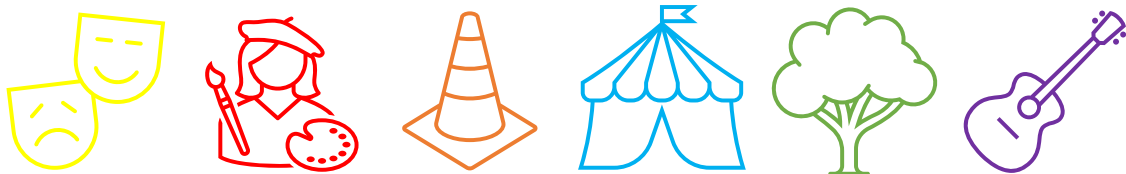
[Starting Point | Creative Carbon Scotland](#)

[Resources | Creative Carbon Scotland](#)

[Sanitation \(thepurpleguide.co.uk\)](http://thepurpleguide.co.uk)

[Home - Volunteer Edinburgh](#)

[Zone Ex - Sports Grounds Safety Authority](#)





Code of Practice for Filming in Edinburgh

Table of Contents

Foreword	4
Use of Public Spaces for Filming and Events	5
Key Themes	5
Apply to film in Edinburgh	6
Location Filming Process Map	7
Notification timescales	8
Cabling	9
Camera Track	9
Catering	9
Child Performers	9
Coning	9
Council Property	10
Council Parks	10
Cranes / Jibs / Cherry Pickers	10
Credits	10
Designated Areas	10
Drones / Unmanned Aircraft Systems	11
Filming from Vehicles	11
Firearms and Weapons	11
Generators	11
Health & Safety	11
Historic Buildings and Conservation Areas	12
Indemnity and Insurance	12
Letters for Residents and Businesses	12
Lighting	12
Locations	13
Night Filming	13
Noise and Nuisance	14
Notifications	14
Parking	14
Pedestrian Access to public spaces	15
Police & Emergency Services	15

Code of Practice for filming in Edinburgh: A-Z Guidelines

Publicity 16

Public Liability Insurance 16

Rates 16

Residents and businesses 16

Risk Assessment 16

Rivers & Waterways 17

Road and Traffic Management (TM) 17

Road Markings 17

Rubbish and Waste Removal 18

Scaffolding / Lighting Towers 18

Security 18

Signage 18

Smoking 18

Street Signs / Street Furniture / Street Lighting 18

Special Effects & Pyrotechnics 19

Stunts 19

Sustainability 19

Traffic Management 19

Trams 20

Tree and Root Protection 20

Waste Removal 20

Wet Downs 20

Unit Parking 20

Appendices 21

Appendix 1: Documents & Permits 21

Appendix 2: Drone filming in Edinburgh 22

Appendix 3: Night Filming 25

Appendix 4: Tree & Root Protection 27

Code of Practice for filming in Edinburgh: A-Z Guidelines

Foreword

(to be finalised)

It is a source of real pride that Edinburgh attracts high profile film and TV productions that project our city onto screens around the UK and the world. In the last few years alone, Edinburgh has been the backdrop for films and high-end TV drama such as Avengers: Infinity War and Outlander, and it is fantastic to see visitors in Edinburgh who have been captivated by films and literature set in or inspired by our city.

We welcome filming not only for the on-screen promotion and tourism benefits but also for the direct economic impact from filming, and the employment and commercial opportunities it brings to our city's creative industries, local businesses and residents.

Our positive reputation as a filming destination is supported by our Code of Practice for Filming which sets out guidelines for successful filming within our community, ensuring the continuation of the city's film-friendly credentials.

The interest in our beautiful capital city as a filming location looks set to grow and we look forward to working with many more exciting productions over the coming months and years.

Councillor Val Walker

Convener of the City of Edinburgh Council's Culture and Communities Committee



Use of Public Spaces for Filming and Events

The City of Edinburgh Council has a diverse range of wards and locations, with various requirements, to host events, filming or other activities. The [Public Spaces Policy 2023](#) is designed to be flexible, while maintaining the standards expected of organisers and the responsible use of the city’s public spaces. Below are the strategic aims of this policy. These are the result of a lengthy engagement process and are to provide support and reference to organisers and the community, and to inform council officers’ decisions.

Key Themes

Process is Transparent & Accountable	Process and Activities are Proportionate	Activities Have a Positive Effect	Organisers will Minimise their Impact
<p>The application and decision-making process will be open and transparent, with a digital platform to hold up to date, public, event and filming information and representation options. A process for rejecting or accepting when applications do not or cannot meet the guidelines will be in place.</p> <p>Incorporates principles: 2, 3, 4, 7, 9, 10, 16.</p>	<p>The application process to be proportionate to the scale of the activity & location. Event & Filming activities will be proportionate to the location via area conditions including organizer engagement with the community.</p> <p>Incorporates principles: 1, 5, 8.</p>	<p>Events will have a net positive effect in one or more of the following areas: community wealth, cultural identity, reputation, quality of life & social value. It is expected that activities will be covered by the living wage and employment practices including training provision.</p> <p>Incorporates principles: 6, 13, 16, 17</p>	<p>Organisers will commit to minimise disruption and impact as far as reasonably practicable, including physical reinstatement and sustainability approach of ‘net zero’ by 2030 and industry best practice. Engagement with residents about proposed activities, with stake holders entitled to explanations.</p> <p>Incorporates principles: 9, 11, 12, 14, 15</p>

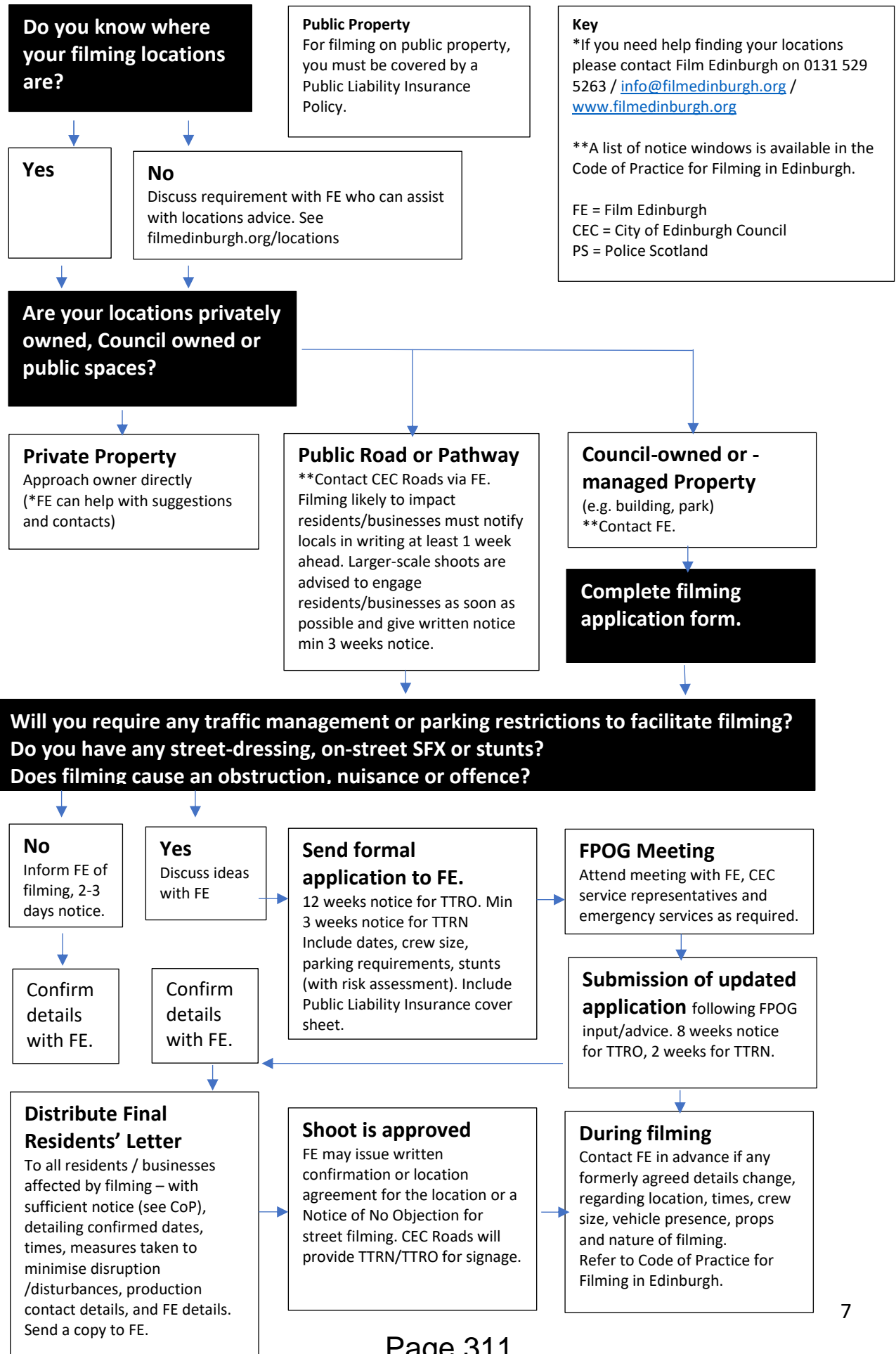
The 17 key principles agreed at committee on 14th September 2021 which are incorporated into the key themes can be read in full here: [Use of Public Spaces for Events and Filming-FINAL.pdf \(edinburgh.gov.uk\)](#)

Apply to film in Edinburgh

Film Edinburgh should be advised of any filming activities taking place within Edinburgh. No filming activity should take place until permissions have been granted by all relevant parties. The Production Company must ensure that all those affected by filming have been consulted and informed of arrangements. Dialogue and special guidance should be sought by the Production Company from CEC for **large-scale productions** and those involving points 1c through 1f below.

1. **CEC** should be informed of all filming activity taking place on public property within their area. The production's first point of contact for this purpose is Film Edinburgh. Film Edinburgh will require copies of the shooting script and the schedule at the earliest opportunity. The following will be required by Film Edinburgh for dissemination to the appropriate local authority services:
 - a. Name of the production company, type of production, contact person and telephone number.
 - b. Scale of production in terms of numbers of personnel and vehicles
 - c. Road closures, removal, alteration and disguising of street furniture and carriageway markings.
 - d. Use of cranes, aircraft, cherry pickers, track, low-loaders, A-frames and other potentially hazardous equipment in a public place
 - e. Parking of production vehicles on yellow lines, in meter bays or residents bays
 - f. Use of special effects, rain or snow machines, wet downs and stunt work on public footways or carriageways.
 - g. Productions which depict subjects of a controversial nature
 - h. Filming involving children or animals.
2. CEC requires that access to filming activity in Edinburgh shall be afforded to a representative of Film Edinburgh; such access not to be unreasonably withheld.
3. The representative of Film Edinburgh or nominated officer of CEC will bring to the attention of the production company non adherence to any aspect of the Code of Practice, especially in relation to Health & Safety. Where resolution cannot be achieved, the matter will be passed to the statutory body for consideration.

Location Filming Process Map



Notification timescales

Activity	Notification period (final deadlines)
Camera track / equipment on the road (partial obstruction)	2 weeks (minor road, no more than 5 days), 8 weeks (main road / more than 5 consecutive days)
Intermittent Traffic Controls (ITC)	2 weeks (minor road, no more than 5 days) following joint agency meeting 8 weeks (major road, more than 5 days) following joint agency meeting
Large-scale production requests	4 weeks
Lighting towers / scaffolds / cranes permits	4 weeks
Location contracts (estates)	2 weeks
Parking in city centre controlled parking zone during restricted hours	3 days
Parking outside controlled zone/hours	2 weeks
Residents and Businesses letter drop	Night filming – 3 weeks High impact filming initial approach - 3 weeks Confirmation of details - 1 week
Road closure	2 weeks (minor road, no more than 5 days) following joint agency meeting 8 weeks (major road, more than 5 days) following joint agency meeting
Small-scale production requests (low/no impact)	1 week
Stunts / Special Effects/ Pyrotechnics	2 weeks (minor road, no more than 5 days) following joint agency meeting 8 weeks (major road, more than 5 days) following joint agency meeting
Yellow Line Dispensation	24 hours

Code of Practice for filming in Edinburgh: A-Z Guidelines

Cabling

No cables should be run over the public highway in such a manner to cause a hazard to the general public. Cables should be flown to a minimum height of 2.6m above the footway and 5.7m above the carriageway or covered with matting when crossing pavements. Where appropriate warning cones and hazard tape should be used.

Camera Track

All matters relating to tracking and filming equipment on the public highway must be discussed with the Roads department via Film Edinburgh at least 2 weeks in advance of filming.

If filming equipment blocks a footway, an alternative safe and supervised route for pedestrians must be discussed with CEC and provided by the Production Company. This route must be fully accessible for wheelchair users, the elderly, parents / guardians with pushchairs, and other pavement users with limited mobility. A minimum safe width of 1.2m must be maintained at all times. However, more available width may be required depending on the location. This should be discussed with CEC.

Roadways must be clear of equipment unless agreed with CEC and relevant permits and traffic management have been obtained.

Catering

Drinks and meals should be taken only in designated areas.

The positioning of catering vehicles must be discussed in advance with CEC via Film Edinburgh.
Productions companies are discouraged from positioning catering vehicles directly in front of residential property or commercial hospitality businesses.

Caterers must provide evidence of licenses to CEC Environmental Health. Wherever possible, the production company should make use of environmentally friendly materials.

Wherever possible, but subject to the Production's or Commissioner's rules, catering should be sourced locally. All catering waste including spillages must be removed from site. Food waste and oils must not be deposited in rainwater gullies.

Child Performers

For performances involving children, filmmakers must comply at all times with the The Children (Performances and Activities) (Scotland) Regulations 2014. For advice and guidance on any matters relating to children in filming, Film Edinburgh can introduce the Production Company to the designated CEC officer.

Coning

No Waiting cones on public roads have no legal status unless they are sanctioned by a Temporary Traffic Regulation Notice/Order or have been issued by CEC's Parking Services. If cones are placed on the road without permission, they are considered an obstruction on the road. They should not be used unless they are being positioned to ensure a pre-arranged TTRN/O is enforceable.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Council Property

Use of Council property as a filming location will be facilitated by Council services wherever feasible; security, confidentiality, daily work requirements and schedules allowing. Location fees will reflect disruption and dedicated personnel time and will be negotiable. Any damage caused by a Production will be re-charged to the production company by CEC.

It should be noted that The City of Edinburgh Council is required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. We will not allow any of our publicly owned venues, including schools and community centres, to be used by any party, individual or group that would be in conflict with our duty under the Counter Terrorism and Security Act (2015)

Council Parks

Permission is required for commercial activity in Council parks, greenspaces and beaches. There are varying conditions of use for each of the Council's parks so please check with Film Edinburgh.

Filmmakers are required to complete a filming application form and provide a risk assessment, proof of public liability insurance, a vehicle access plan (if applicable) and Tree & Root Protection Plan (if applicable, see details below). If filming involves use of heavy equipment on soft ground, a reinstatement bond to cover any damage may be requested, in addition to the fee, and should be paid prior to access to the site.

Depending on the scale and/or complexity of the event, it may be determined that an on-site presence is required by the Council. This will be confirmed by a Council officer once your application has been reviewed and any associated costs charged to the Production Company.

Cranes / Jibs / Cherry Pickers

CEC via Film Edinburgh must be consulted about the positioning of cherry-pickers, cranes, jibs on the public road so that authorisation can be provided. It may be necessary for CEC to carry out an inspection with the Location Manager both before and after a cherry picker is used. Such equipment will require a permit from the Council. Conditions of any permission granted must be adhered to at all times.

Rigging and de-rigging shall be undertaken with respect for local residents and must be carried out outside anti-social hours to avoid any unreasonable noise or nuisance. Any rigging in anti-social hours must be agreed in advance with CEC's noise abatement team and with consultation with local residents and businesses.

Credits

CEC requests that location and/or filming credits, where possible, be acknowledged for filming activity taking place on the public highways in Edinburgh. Credits should refer to 'The City of Edinburgh'.

Designated Areas

Filmmakers' activities should be limited to areas and times for which permission has been granted.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Production vehicles should be parked where agreed at pre-arranged times. Engines should be switched off on arrival. Cast and crew should not park in the immediate vicinity of a location unless strictly necessary to ensure minimum disruption to residents and for which spaces are provided.

Drinks and meals should be taken only in designated areas.

No smoking restrictions in accordance with the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 must be adhered to. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the Production Company.

Crew members must not trespass onto neighbouring property or enter areas of a location which the owner has stipulated may not be used for filming.

Drones / Unmanned Aircraft Systems

Filmmakers' activities should be limited to areas and times for which permission has been granted. Please see appendix 2 for more details.

Filming from Vehicles

The Production must inform CEC via Film Edinburgh when filming from a moving vehicle on public roads. This includes, but is not limited to, filming using low loaders, vehicle mounted cameras, tracking vehicles and A-Frames. Film Edinburgh will consult with Police Scotland when any such request is received. All Road Traffic legislation must be complied with subject to the grant of any concessions by CEC and/or Traffic Scotland and Police Scotland.

Firearms and Weapons

No weapons (armoury) or firearms of any kind, including prop or replica firearms, shall be used without agreement in advance between the Production and Police Scotland. This includes filming exteriors and/or interiors on public and private property.

Where it is a live firing weapon, the Production must have a license holder for that weapon present, or a Registered Firearms Dealer (RFD) or a servant of the RFD. Where it is a blank firing weapon, it is recommended to have the above present.

Generators

All generators must be positioned as far away as reasonably practicable from residential and commercial properties unless prior permission has been given. In line with Edinburgh's 2030 Climate Strategy, renewable / green generators should be used wherever possible. It is recommended that super-silent generators are used, particularly where long term use or use during unsociable hours is anticipated. The production company should be prepared to take action should a reasonable complaint about noise be received.

Health & Safety

It is the responsibility of the Production Company to ensure that employees are in compliance with current Health and Safety Regulations (HSE INDG360) when filming on location. It is a criminal offence to breach Health and Safety Regulations. Failure to comply may invalidate any insurance.

Code of Practice for filming in Edinburgh: A-Z Guidelines

All locations must be assessed for risk and hazard. When necessary a Health and Safety professional should be consulted. The Council's Public Safety Manager should be consulted when filming on Council property.

A person qualified in First Aid should always be present during filming.

Historic Buildings and Conservation Areas

Added restrictions will apply to historic buildings and conservation areas. Details of filming should be discussed with the respective filming contact and regulations observed.

Indemnity and Insurance

Proof of public liability insurance with an adequate limit of indemnity (no less than £10 million) and all other insurances required by law should be made available on demand to anyone affected by the location filming activities of the production company.

Letters for Residents and Businesses

Filmmakers on location are visitors and should be sensitive to the community in which they are working. Members of the public should be treated with courtesy and consideration at all times. All neighbouring residents and businesses affected by filming or film-related activity (unit bases, technical parking etc) should be notified by letter of the filming arrangements, impact and mitigating action. For day-time filming, notice of at least one week should be given. For night-filming in residential areas, three weeks' notice should be given (see Night Filming). A copy of residents' and businesses letters should be received by Film Edinburgh prior to it being printed and distributed and to a timescale so that the notice period above achieved.

Resident letters should include the following information:

- Name of production company, type of production, contact name, telephone number and email address
- Location of filming and filming-related activity
- Dates and times of filming and filming-related activity
- Description of exterior activity / scenes
- Scale of impact in terms of numbers of personnel / vehicles
- Use of drones / large-scale filming equipment
- Road closures, removal / alteration, parking disruption
- Access arrangements
- Disruption and mitigation
- Night-filming: mitigation of noise/light nuisance
- Who to contact with concerns or queries

Lighting

The placement of lighting stands on the carriageway or footway must be agreed with CEC. Lighting must not cause a hazard to the general public. (Please refer to the section *Cabling* for guidance on safe cabling of such items).

Code of Practice for filming in Edinburgh: A-Z Guidelines

No danger or annoyance should be caused to residents or members of the public by the dazzle of lights.

The following considerations should be taken to prevent any risk to the public or Production Company employees:

- Lights above ground level and lighting stands are properly secured
- Lighting stands placed on a footway are attended at all times or are weighted and secured
- Lights do not dazzle any motorists
- Lights are not shone directly towards residential or commercial properties at any time without specific permission
- Blackouts are available so as to protect the public from light pollution when required.

Locations

Filmmakers should ensure that location owners are:

1. Kept fully informed of the intentions of the production company at all stages, whether the location is used for filming eventually or not.
2. Given a reasonable site rental in accordance with the budget of the film.
3. Issued with an approved location contract which clearly states the terms agreed between themselves and the Production Company.
4. Given details of any art department requirements including dressing and construction.
5. Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.
6. Objects belonging to the location must not be moved or removed without the owner's express permission.
7. All property removed or disguised for filming purposes must be reinstated upon completion of filming.
8. The filming location should be kept clean and any waste generated by the filmmakers should be removed.
9. The Production Company must make good any damage (including ground damage) caused by its activities immediately after filming and must notify all parties concerned.
10. Whenever necessary, the company must ensure that the location and its environs are protected by security staff.
11. The crew and members responsible for the location should check it thoroughly before departure to ensure that the property has been restored to its original state and that any evidence of filming activity has been removed.

Night Filming

Filming or filming-related activity on the public road will be limited to no later than 23:00 and no earlier than 07:00 in residential areas unless by prior agreement and adherence to Night Filming guidelines. Any filming or filming-related activity between these hours will require consultation with affected residents / businesses as well as CEC and Police Scotland. Adequate time must be allowed for consultation. Generators must be baffled or integral with the location vehicle. Large equipment must be in place outside anti-social hours and not moved during this period. Any anticipated noise must be limited to a specific short period of time and this made clear to affected residents / businesses.

Where possible, vehicles should use white noise warnings or banksmen as opposed to beeping or spoken word alerts.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Unreasonable noise and nuisance caused by filming may be subject to action under the Environmental Protection Act 1990 and permits / traffic orders may be revoked.

Please see detailed guidance for *Night Filming*.

Noise and Nuisance

Use of audio playback and megaphones must be discussed with CEC via Film Edinburgh. The parking position of generators must be agreed in advance and will depend on local sensitivities. Generators should be baffled or integral with the location vehicle. If numerous days of filming are proposed in the same location the production company should provide one day of respite per week for residents.

Notifications

CEC via Film Edinburgh must be notified of all filming taking place on public property within its area. Film Edinburgh will require copies of the shooting script and schedule at the earliest opportunity. See *Apply to Film in Edinburgh* above.

Police Scotland Edinburgh Operations Planning Dept must be informed of filming activity. Film Edinburgh will notify the police with this information initially but a follow-up dialogue directly between the Police and the Production Company is suggested for larger productions. Special guidance should be sought about the staging of crimes, accidents or use of firearms or other offensive weapons, artists dressed in police uniforms and use of pseudo police vehicles.

Emergency Services should be notified of filming activity and access for emergency vehicles must always be maintained during location filming. CEC will advise Emergency Services of temporary traffic restrictions through distribution of the TTRN / TTRO. The Production Company must advise the emergency services of use of SFX, fires or braziers, fire hydrants, impersonation of emergency services officers or pseudo emergency vehicles.

All neighbouring residents and businesses affected by filming should be notified in advance by letter of filming arrangements in their area. Notice of at least one week prior to the first day of filming should be given for confirming details, though an initial letter setting out intentions should be distributed to all affected residents and businesses at the earliest opportunity in order to give locals a chance to raise questions of impact and activities which may affect the production. See *Letters for Residents and Businesses* above.

Parking

Parking plans should be submitted by the Production Company and discussed with Film Edinburgh and agreed with CEC; in particular for technical vehicles, equipment, and bays reserved for continuity. The Production Company should make every effort to find off street parking for all facilities vehicles. Cast and crew should not park personal vehicles in the immediate vicinity of a location unless spaces are provided. Production vehicles should be parked where agreed at pre-arranged times. Cones for parking should only be used with the prior agreement of CEC.

Engines should be switched off on arrival. Access to homes and businesses should be kept clear at all times unless agreed in advance with the owner. Mandatory or warning traffic signs must not be obscured when parking vehicles on highways that are not closed.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Productions units can apply for a combination of single yellow line dispensation and pay bay suspension for production vehicles if they are operating within restricted zones and times. Parking Services need three working days notice to implement this. See *Parking Operations Special Events Procedure* in the Appendix.

Productions that plan to arrive at a location outside restricted zones or times and need to guarantee their spaces will need to apply for a TTRN / TTRO through the Roads Department. Two weeks notice is required for TTRNs, eight weeks for TTROs. Cones must be used only in agreement with CEC. See *Roads and Traffic Management*.

Parking operations can supply dedicated resources such as parking attendants and removal trucks to ensure that suspensions and TTROs are cleared in time. These services can be employed Monday to Saturday 07:00 – 18:30. Outside these hours a minimum of 1 week's notice is required. See *Parking Operations Special Events Procedure* in the Appendix for pricing.

Pedestrian Access to public spaces

The Production Company may ask members of the public if they would be agreeable to waiting for a few minutes during a 'take', but pedestrian access to public street and paths should be maintained at all times with the exception of reasons of health and safety. The Production Company is responsible for obtaining any appropriate permissions in terms of [The Land Reform \(Scotland\) Act 2004](#), to exempt land from access rights, where necessary.

Police & Emergency Services

Police Scotland – Edinburgh Operations Planning Department must be informed of filming activity. Film Edinburgh will notify the police with this information initially but a follow-up dialogue directly between the Production Company and the Police is suggested for larger productions. In addition to advising the Police of points 1a-h above (see: *Apply to film in Edinburgh*), special guidance should be sought with the following:

1. The staging of crimes, accidents or use of firearms or other offensive weapons
2. The dressing of artists in police uniforms. It is an offence to impersonate a police officer and cast must cover such uniforms between takes.

Any Police presence requested to assist filming events will be by risk assessment and will be subject to cost recovery by Police Scotland. Where management of traffic is involved, a TTRN/O will be required.

Emergency Services should be notified of filming activity and access for emergency vehicles must always be maintained during location filming. Where relevant the emergency services should be duly advised of:

1. Any likely disruption to traffic due to road closures during filming. CEC will distribute the TTRN / TTRO to emergency services in this regards.
2. Use of fire hydrants, special effects, fires or explosions (Fire and Rescue Services)
3. The impersonation of fire officers or use of pseudo fire tenders (Fire and Rescue Services)
4. The impersonation of ambulance staff or use of pseudo ambulances
5. Where occupied premises are used as film locations all fire precautions must be complied with unless previously agreed by the Fire and Rescue Services.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Publicity

The Production (or the Distributor or Broadcaster) shall provide Film Edinburgh with publicity materials on release of the project wherever possible.

Public Liability Insurance

Proof of public liability insurance with an adequate limit of indemnity (no less than £10 million) and all other insurances required by law should be made available on demand to anyone affected by the location filming activities of the production company.

Rates

CEC does not have the authority to waive business rates on its or privately owned property which is rented and occupied by production companies. If however the production company believes that the rateable value is excessive, it can apply to the Valuation Office to have the rateable value reviewed.

Residents and businesses

Filmmakers on location are visitors and should be sensitive to the community in which they are working. Members of the public should be treated with courtesy and consideration at all times.

The production company should consult with local residents and businesses that may be affected by filming prior to and during the shoot. Film Edinburgh should be approached before residents and businesses are contacted because they can provide relevant local information to aid a fair consultation process.

Please see *Night Filming* guidelines for filming in anti-social hours.

Risk Assessment

Risk Assessments are required by both the self-employed and any organisation with employees so that they can meet their statutory duties to employees and those affected by their actions, as well as satisfying their insurance obligations. Specific Risk Assessments, beyond those generic assessments generally applying to film production on location, are also required depending on the type and nature of filming, and also as to the place(s) where filming is to take place. When necessary a Health and Safety professional should be consulted. The Council's Health and Safety Manager should be consulted when filming on Council property.

While the Location contact may demand the provision of copies of the Production's Risk Assessments, the responsibility of the completion and content of this document lies solely with the Production, specifically the Producer. The Producer retains a non-delegable duty to ensure that the film production is performed safely, though the Producer can decide to delegate some element of responsibility to as 'competent other'. All such health & safety duties, and therefore any liability arising, ultimately lie with the Producer – to that extent those duties are non-delegable. It must be underlined that merely because Risk Assessments have been provided as requested by the provisions of the Location contact, that does not mean that the Location contact has approved or signed off the document.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Rivers & Waterways

When planning to film on any waterway, the production company must liaise with the relevant governing body as early as possible. Specific Health & Safety measures will apply.

Road and Traffic Management (TM)

The Production Company will liaise with CEC via Film Edinburgh about using public roads and footpaths for filming or placing down equipment. Once locations and the requirement for street closures, control or occupation are identified, Film Edinburgh will convene a meeting of Police and Council authorities to examine plans, identify difficulties, suggest solutions to problems and settle on schedules. Thereafter, the producer or location manager will liaise with Police and Council officers to conclude the details.

To close roads, restrict parking or control traffic a Temporary Traffic Regulation Day Notice (TTRN) or Temporary Traffic Regulation Order (TTRO) from CEC's Roads Authority is required.

Road closures, parking restrictions and traffic control away from main arterial routes, unlikely to cause widespread disruption and not in effect for longer than 5 consecutive days, will require a TTRN. A minimum of 2 weeks' notice prior to the first restriction is required for a TTRN.

Road closures, parking restrictions and traffic control on main arterial routes and/or likely to cause widespread disruption and/or in effect for longer than 5 consecutive days, will require a TTRO. A minimum of 8 weeks' notice prior to the first restriction is required for a TTRO.

CEC will issue the TTRO or TTRN to the applicant, but it is the filmmaker's responsibility to put out the TTRO notices as well as the yellow Correx 'No Parking' boards and cones on the street. Filmmakers will require the services of a competent TM company to put in place the necessary traffic management (signage, cones, barriers, intermittent traffic controls etc). Drawings showing TM setups should be submitted to CEC for review within the timescales above and approved prior to being placed out on the street.

The Production Company should ensure that access for emergency service vehicles is kept clear at all times (4 metres wide). The Production Company must ensure that measures are taken to minimise public congestion caused by the event.

Where an event requires the closure of a road which forms an established route for cyclists, the Production Company must provide details of the considerations have been made in relation to this and any temporary arrangements that are planned. This must be authorised in writing by the Roads Authority prior to any closure or changes being implemented.

It should be noted that main (trunk) routes outside city and town boundaries are the responsibility of the Scottish Executive and separate negotiations will be required.

Road Markings

Subject to agreement in advance with CEC, yellow lines and other road markings may be covered by the production company, either with loose material which can be swept up afterwards or with water-soluble paints which must be cleaned off after the shoot. The production must fully reinstate any alterations to road markings to the satisfaction of CEC and, when obliged to use official contractors, the production company will cover the cost.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Rubbish and Waste Removal

The filming location should be kept clean and any waste generated by the filmmaker must be removed, including spillages such as oil or fuel.

Scaffolding / Lighting Towers

All requests to erect scaffolding, staging or lighting towers in a public area, highway or footway, must be agreed in advance with CEC. A temporary structure permit will be required. Applications should be submitted to the Permits team in CEC. 4 weeks notice is requested.

Security

Whenever necessary, the production company must ensure that the location and its environs are protected by security staff. Staff should be SIA licensed.

Signage

All production and unit signs to direct the company to location / unit base must be removed promptly when no longer required.

Smoking

No smoking restrictions in accordance with the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 must be adhered to. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the Production.

Street Signs / Street Furniture / Street Lighting

Requests to remove bollards, street lamps, bus stop signs, bike racks, street signs etc can be accommodated but sufficient notice must be given to CEC. All agreed work shall normally be carried out by CEC and filmmakers will be charged at cost for this service. Quotes will be supplied for each request. Other contractors may be used to work on street lights subject to approval by CEC Street Lighting.

Subject to negotiation, street lighting can be removed switched on or off or timings altered, where changes do not cause undue Health & Safety problems. Temporary lighting should be provided by the Production Company if the public access to the area is to be maintained where street lights have been removed or switched off, especially where street lights are disconnected or removed for long periods of time. Any public footpaths and carriageways must be lit to the appropriate standards set out in HSE BS5489 if previously lit.

Notice of at least one week is required.

If necessary, some bus shelters can be removed or replaced, although this can be expensive and dressing may be more cost-effective. CEC rather than the bus companies oversees the management of bus shelters.

Code of Practice for filming in Edinburgh: A-Z Guidelines

All signs or property removed or disguised for filming purposes must be reinstated upon completion of filming. In some cases this will need to be completed before the road can reopen (i.e. where this is statutory signage).

Special Effects & Pyrotechnics

This section refers to, but is not limited to, all sequences including physical, atmospheric and pyrotechnic effects. The Production Company must notify the relevant location contact whenever physical, or pyrotechnic effects are to be used, and must consult CEC, Police Scotland and Emergency Services in advance. In accordance with statutory Health and Safety obligations, the Production Company must provide a Risk Assessment and Method Statement to CEC and the location contact.

The production company must inform local residents and businesses of such activity, in consultation with CEC / Film Edinburgh. All special effects must be under the direct supervision of a JIGS graded SFX Supervisor, or person of similar experience. Atmospheric effects (e.g. wet downs, snow, mist and rain) may only be carried out with the approval of the filming contact (CEC / location representative) after a proper evaluation of the forecast weather conditions and with the proper signage and a clear up and safe disposal schedule. Productions should consider existing industry codes and guidance documents from recognised bodies such as HSE, BECTU etc.

Stunts

The Production Company must notify CEC via Film Edinburgh whenever stunts are to be used and must consult Police Scotland and Emergency Services in advance. In accordance with statutory Health and Safety legislation, the Production Company must provide a Risk Assessment and Method Statement. The production company must inform local residents and businesses of such filming. All stunts must be under the direct supervision of a recognised Joint Industry Stunt Committee (JISC) Coordinator or a person of similar experience.

Sustainability

We expect production companies to take a sustainable approach to production. Productions must comply with Scotland's [ban on single-use plastics](#) (2021) and are encouraged to reduce their carbon footprint by, for instance, arranging shared transport, discouraging use of paper and plastics and ensuring the [protection of biodiversity](#) at key sites. Use of sustainably powered vehicles and green generators should be employed wherever possible.

The Council is supportive of [ALBERT](#) and encourages all productions to become more sustainable. Creative Carbon Scotland are a great source of information and advice on how productions can be adapted to become more sustainable. [Starting Point | Creative Carbon Scotland](#). They also have lots of guides, case studies and reports [Resources | Creative Carbon Scotland](#).

Traffic Management

See Roads and Traffic Management above.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Trams

Filmmakers wishing to film on or near the tramlines are required to familiarise themselves with the Edinburgh Tram Byelaws and with supplementary guidance supplied by CEC and secure relevant authorisation from Edinburgh Trams as required by the Byelaws in advance of filming. Any construction or installation work within the “hazard zone” of the tramway will require an “Authority To Work” (ATW) Permit. More information can be found at <https://edinburghtrams.com/information/working-around-trams>.

Tree and Root Protection

The Council is committed to protecting its greenspaces and therefore when using a Council park or greenspace we expect event organisers to submit a Tree and Root Protection Plan. More information can be found in Appendix 4.

Waste Removal

The filming location should be kept clean and any waste generated by the Production Company should be removed, including spillages such as oil and fuel.

Crew members responsible for the location should check it thoroughly before departure to ensure that the location has been restored to its original state and that any evidence of filming activity has been removed.

Wet Downs

See Special Effects & Pyrotechnics above.

Unit Parking

The Production Company should make every effort to find off-road parking for all facilities vehicles. Where this is not possible, the Production Company should not park facilities vehicles directly in front of residential property or commercial businesses. The Production Company should ensure that generators are silent and parked as far away as reasonably practicable from residential and commercial properties unless prior permission has been given. Residents and businesses likely to be affected by a unit base should be notified by letter within a reasonable time (usually at least 1 week).

Code of Practice for filming in Edinburgh: A-Z Guidelines

Appendices

Appendix 1: Documents & Permits

ROAD OCCUPATION PERMIT

http://www.edinburgh.gov.uk/info/20089/roads_and_pavements/1390/road_occupation_permits

EDINBURGH TRAMS: AUTHORITY TO WORK PERMIT

<https://edinburghtrams.com/uploads/general/AtWform.pdf>

CEC CEMETERIES FILMING GUIDELINES

<https://www.filmedinburgh.org/Filming/Permits>

HEALTH AND SAFETY REGULATIONS HSE INDG360

<http://www.hse.gov.uk/pubns/indg360.pdf>

HEALTH AND SAFETY REGULATIONS: ROAD LIGHTING HSE BS 5489

<http://www.hse.gov.uk/workplacetransport/factsheets/lighting.htm>

CHILDREN (PERFORMANCES AND ACTIVITIES) (SCOTLAND) REGULATIONS 2014

http://www.legislation.gov.uk/ssi/2014/372/pdfs/ssi_20140372_en.pdf

MANAGEMENT OF FIREARMS AND WEAPONS IN FILM & TV PRODUCTIONS

<http://www.hse.gov.uk/pubns/etis20.pdf>

RISK ASSESSMENTS

<http://www.hse.gov.uk/risk/controlling-risks.htm>

REQUEST A TEMPORARY TRAFFIC REGULATION NOTICE / ORDER

Contact Film Edinburgh info@filmedinburgh.org

REQUEST PAY BAY SUSPENSION OR SINGLE YELLOW LINE DISPENSATION

<https://www.filmedinburgh.org/dyn/1536249142707/GG-Special-Events-Procedure-2018-19.pdf>

Code of Practice for filming in Edinburgh: A-Z Guidelines

Appendix 2: Drone filming in Edinburgh

The City of Edinburgh Council has introduced a Drone Policy in response to an upsurge in public request and usage of drones (or Unmanned Aircraft Systems (UAS)) on council managed land including parks, roads and public open spaces. Following the update to the Civil Aviation Authority's drone regulations on 31 December 2020, we have updated our guidance for drone usage in the city.

You can find a great deal of guidance on the CAA website:
www.caa.co.uk/Consumers/Unmanned-aircraft-and-drones

Since 31 December 2020 there is no longer a regulatory distinction between commercial and non-commercial operation. Drone categories and sub-categories, which determine what operators are allowed to do, are now based only on the estimated risk associated with that category or drone, which is determined by the weight of the drone.

The person controlling a UAS is fully responsible for the safe operation of any flight, but it is important to consider whether permission, in addition to and separate from a license from the CAA or others, is needed. The key restriction that covers all drone activity is Article 241 of the Air Navigation Order 2016 which states that:

“A person must not recklessly or negligently cause or permit an aircraft to endanger any person or property.”

City of Edinburgh Council Land Owner Stance – Drone Usage

In general terms, and in line with CAA advice, The City of Edinburgh Council (CEC) should be contacted as a landowner with regard to access to Council land or property from which to launch or land a drone. The operator is responsible for the proper use of the airspace itself, and it is the responsibility of the operator to ensure compliance with the CAA regulations, the law, and terms of insurance.

Under the new regulations, there are some UAS that fall within the Open Category which can be operated from public land or public rights of way without requiring permission. However, please note the Park Enforcement & Bylaws below. If permission is required for take-off and landing sites, the Council should be presented with the operator's up-to-date documentation. If the paperwork is correct and current, no additional responsibilities or legal liabilities will be incurred by the Council.

Park Enforcement & Bylaws

The Management Rules for Public Parks and Greenspace can be seen here:
<https://www.edinburgh.gov.uk/downloads/file/22552/management-rules-for-parks-and-greenspaces>

Item 4 of those rules advises that “The following acts are prohibited unless the Council's written permission has been obtained first:

...4.13 Engaging in any commercial activity whatsoever (including, without limitation, dog walking services, photography, filming and fitness training services)”

Further, item 8 advises that “The following acts are prohibited:

Code of Practice for filming in Edinburgh: A-Z Guidelines

8.2 Operating any motorised or mechanically propelled toy or model vehicle, aircraft or boat so as to disturb wildlife, endanger or give annoyance to other people or if asked by a Council Official not to do so.

If person/persons are found to be using an unauthorised drone or model aircraft on or from CEC land without permission they will be requested to stop immediately. If the user refuses to stop, Police Scotland will be called to attend to cease activity and remove the user from CEC land.

Transport

Roads

Requests to control any part of the roads network of the City of Edinburgh should be made via the appropriate "ROAD OCCUPATION PERMIT"

<https://www.edinburgh.gov.uk/downloads/download/13190/road-occupation-permits>

Trams / Rail

Requests to fly from or near any part of the tram network should be made through the through the "AUTHORITY TO WORK PERMIT" outlined in the Code of Practice.

<https://edinburghtrams.com/uploads/general/AtWform.pdf>

Similar requests for filming on or near railways and rail property should be made to the relevant part of the Rail Authority.

Application Process

Any person whose drone category requires them to seek permission to launch or land their UAS from Council owned or managed land/property should contact the appropriate Council team as below.

Drone use for filming should first contact the Council's film office Film Edinburgh. Drone use for other purposes (e.g. surveys, engineering) should contact the relevant department directly.

Film Edinburgh – film@edinburgh.gov.uk

Apply here: <https://www.filmedinburgh.org/Filming/Permits>

Parks & Greenspaces - parks@edinburgh.gov.uk

Apply here: <http://eventsedinburgh.org.uk/Parks-Greenspace.html>

Roads Permits - roads@edinburgh.gov.uk

Apply here: <https://www.edinburgh.gov.uk/downloads/download/13190/road-occupation-permits>

Applications should be made well in advance and should detail:

- Nature of the proposed activity (e.g. filming, event, structural survey etc);
- Operator details including Operator ID and Flyer ID if applicable;
- Take-off and landing site(s), minimum distance from persons not directly under the operator's control, whether the drone will fly above any people including pedestrians, roads and buildings;
- Category and weight of UAS and CAA paperwork;
- Public Liability Insurance and appropriate UAS insurance compliant to [EC 785/2004](#)
- Risk Assessment and Method Statement which must be specific to the operation in question and include the maximum height, flight plan and control measures.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Depending on the assessment of the above further documentation is likely, these commonly include;

- **A Traffic Order or Traffic Notice as well as A Traffic Management Plan:** required if the flight is close to or includes a highway. A fee will be applicable to obtain this additional permission.
- **Stewarding Plan:** description and maps of what control measures will be in place and where stewards will be located whilst the UAS in use.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Appendix 3: Night Filming

These guidelines are for filmmakers wishing to film or undertake filming-related activity outside social hours in residential and commercial areas in Edinburgh.

Unsocial or 'night filming' refers to any filming activities taking place between 23:00 and 07:00.

The key to successful working outside social hours is effective consultation with those people affected by the work. Therefore when considering night filming in residential and commercial areas it is essential to consult with local residents and businesses in the planning process and adequate time must be allowed for this. Any planned noise in anti-social hours, including the lowering of crane arms, needs to be time-specific and local residents/businesses notified as such.

Residents who have legitimate objections can result in your application being declined. In addition, residents and traders who are left inconvenienced and disgruntled following a shoot may result in an area becoming difficult to film in the future.

Depending on the nature of filming and/or location, CEC may require a deposit to ensure and safeguard against noise and nuisance, reinstatement works, cleansing, damage or staff costs to supervise or assist any other unforeseen circumstances when filming takes place in residential and business areas.

Therefore in all instances, CEC via Film Edinburgh must be fully briefed and informed in advance, working to the following guidelines and best practice:

- Any activity outside of social hours, including filming, is subject to the Environmental Protection Act (1990) regarding noise and nuisance. A legitimate complaint about noise or nuisance from a resident to CEC / Film Edinburgh can result in the termination of filming at that location and withdrawal of any permits or traffic orders obtained. Therefore it is advisable to film all scenes requiring noise above conversational level before 22:00.
- Filming in residential areas should be finished and de-rigged no later than 23:00, unless prior permission has been granted by CEC and the residents have been consulted and no objections have been received.
- Noise should be kept to a minimum.
- All options should be explored to keep noise from generators to a minimum including baffling and the use of super-silent generators, which should be sensitively located.
- In instances where de-rigging of noisy equipment or heavy vehicles cannot be removed silently at the end of filming, they must be left in place and attended overnight by security staff. Should this happen, Film Edinburgh must be informed.
- Technical vehicles must be parked in sensible locations which will not disturb residents.
- All crew should use covert kits with their walkie-talkies.
- Earplugs should be made available to residents and traders if requested.
- Black out material should be made available to residents and traders if required, and the production company should make staff available to assist those residents that are not able to put up or take down the blackout material.
- The production company should be prepared to take immediate action if complaints about noise or lighting in antisocial hours are received.

Code of Practice for filming in Edinburgh: A-Z Guidelines

Requesting approval to film outside social hours

In order to comply with the Environmental Protection Act (1990), where a Production Company identifies a need to work outside normal hours they should liaise as soon as possible with Film Edinburgh who will in turn liaise with CEC's Environmental Protection Unit to discuss the request. Before approval can be given the following information must be provided via a method statement:

- Name of location
- Explanation for out of hours working
- Duration
- Location of noise sensitive premises affected
- Details of proposed consultation with occupiers of noise sensitive premises
- Working methods
- Mitigation methods to minimise noise.

It is recommended that filmmakers factor in three week's notice in order to allow adequate time for community consultation.

Appendix 4: Tree & Root Protection

All root protection measures should adhere to British Standards 5837 where possible.

A Root Protection (RP) zone map is available (speak to Film Edinburgh) the RP areas identified in these appended maps must be treated as exclusion zones with no infrastructure placed in the red areas marked on the site maps.

A detailed Tree Protection Plan should be provided at an early-stage and must clearly indicate the precise location and type of protective barriers planned to form an exclusion-zone around all park trees that are to be affected by the building/hosting of the proposed event; this plan being superimposed onto an up-to-date tree location plan. Drawings and statements demonstrating how trees on-site will be protected throughout the event from access/egress through to build and de-rig will be required. The plan needs to include the type of ground-protection to be used to form the necessary exclusion-zones. The Council stipulates the use of “heras” fencing that is bolted together and installed using concrete footing blocks so no ground excavation is required. The full specification for any barriers must be included within the Tree Protection Plan. All tree protection measures must be in place before any other build commences.

These measures will potentially impact the available space for event infrastructure and consequently, the siting of this. This includes but is not limited to fencing, portable toilets, concession stalls (including storage and back-of-house requirements), other large event infrastructure (including Big Tops, Big Wheels and Fairground Rides) as well as ground protection requirements for vehicles (access/egress and build/de-rig), crowds and Plant.

It is the responsibility of the main event organiser to ensure any contractors using the site have clear, unambiguous, guidance on the steps they need to take to protect on-site trees and that these measures are communicated and adhered to by any sub-contractors employed carrying-out a role as part of the event. Failure to do so risks incurring a penalty charge and/or determining if an event is permitted to use one of our sites in the future. The penalty for any tree damage occurring as a result of the Event set-up, derig or occupation or due to failure to comply with the agreed Tree Protection Plan, will be based on a percentage of the overall CAVAT** figure for said tree, based on the severity of damage. The decision on any penalty payment will be at the sole discretion of the Council’s Forestry Service.

There should be no vehicle movement across any grass / soft landscaped areas, outwith the RP zones, which are going to be used as an event area or for temporary access required for any build/de-rig, without the use of protective matting. The specification for this protection needs to also be included in the Tree Protection Plan and Vehicle Access Plan.

The lopping of overhanging branches and any ground excavation to facilitate construction of any infrastructure for the event is not permitted within any Park & Greenspace area.

**** CAVAT (Capital Asset Value for Amenity Trees)** - CAVAT provides a method for managing trees as public assets rather than liabilities. It is designed not only to be a strategic tool and aid to decision-making in relation to the tree stock as a whole, but also to be applicable to individual cases, where the value of a single tree needs to be expressed in monetary terms.

Integrated Impact Assessment Checklist

This checklist should be used to structure the group discussion and will inform the final IIA. The boxes may also help you to write your ideas down before discussion within the group. For further support read the **Supporting Information**.

1. **Before going through the checklist, consider:**
 - **What do you think will change as a result of this proposal?**
2. **Now consider impacts on different populations**
 - **Which groups will be affected?**
 - **Go through the checklist below to identify how different people could be affected differentially, and possible areas of impact.**

Population Groups	Differential impacts (<i>how may each group be affected in different ways?</i>)
<p>People with protected characteristics</p> <ul style="list-style-type: none"> • Older people and people in their middle years • Young people and children • Men (include trans men), Women (include trans women) and non-binary people. (Include issues relating to pregnancy and maternity including same sex parents) • Disabled people (includes physical disability, learning disability, sensory loss, long-term medical conditions, mental health problems) • Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers) • Refugees and asylum seekers • People with different religions or beliefs (includes people with no religion or belief) • Lesbian, gay, bisexual and heterosexual people • People who are unmarried, married or in a civil partnership 	<p>Public spaces are a shared resource with the whole population able to use the parks and streetscape for their daily business. The temporary change in the use of space will have an effect on all persons who use the space, and this policy will provide proportionality to the mixed use of public space and guide those organising events to ensure that they comply with legislation, including the Equalities Act. Including information on providing welfare facilities for all, accessibility, and a myriad of subjects. This policy offers tactical guidance and ensures all events meet the guidelines.</p> <p>This policy intends to provide accountability to those who use public spaces for events and filming and the ability to refuse those who do not adhere to reasonable guidance to minimise impacts.</p>

Population Groups	Differential impacts (<i>how may each group be affected in different ways?</i>)
<p>Those vulnerable to falling into poverty, eg have low or no wealth, on low income, live in areas of deprivation, experiencing material deprivation (socio-economic disadvantage)</p> <ul style="list-style-type: none"> • Unemployed • People in receipt of benefits • Lone parents • Vulnerable families, e.g. young mothers, people experiencing domestic abuse, children at risk of statutory measures, including disabled adult/children, minority ethnic families • Families with a child under 1 • Larger Families (3+ children) • People in receipt of pensions • Care for experienced children and young people • Those leaving care settings (including children and young people and those with illness) • People experiencing homelessness • Carers (including young carers and carers with protected characteristics) • Those involved in the criminal justice system • People with low literacy/numeracy • People experiencing difficulties with substance use • Others, e.g. veterans and students 	<p>This policy includes a statement about the positive impact that operators would need to bring to the area, including community benefits. These benefits can range from accessible pricing structures to job training opportunities. At the same time, every event is different; this policy supports those on low incomes and enhances the local community.</p>

Population Groups	Differential impacts (<i>how may each group be affected in different ways?</i>)
<p>Geographical communities</p> <ul style="list-style-type: none"> • Rural/semi-rural communities • Urban communities • Coastal communities • Business community 	<p>This policy will provide transparency on the decisions made about hosting events and other activities in their communities. They can plan their actions by providing up-to-date and accurate information on activities in their area. This policy will encourage engagement with local communities, including businesses, noting the economic impact of hosting events on the city.</p>
<p>Staff</p> <ul style="list-style-type: none"> • Full-time • Part-time • Shift workers • Staff with protected characteristics • Staff vulnerable to falling into poverty 	<p>The impact of having a concise policy that staff can refer to intends to alleviate pressure and stress on individuals by having a policy statement and escalation process on which decisions can be based. Staff should not feel their decision is personal or reliant on an individual.</p> <p>This policy will affect all staff equally.</p>

3. Consider how your proposal will impact each of the following from an equalities and human rights perspective.

Objectives Equality and Human Rights	Positive/negative impacts
Eliminate discrimination and harassment.	The guidance on safety and welfare to all activities using public spaces will provide industry-specific relatable information about how to eliminate discrimination and harassment. It allows for a formal escalation process if any reports of unfair practice occur.
Advance equality of opportunity, e.g. improve access / quality of services / digital access.	The advancement of equal opportunity is managed through the policy statement of the activities needing proportionate action. It provides officers with a criterion that can be tied to industry guides.

Foster good relations within and between people who share protected characteristics	The event industry sector is about creating shared experiences, ensuring that all activities have done everything reasonable to ensure no one is excluded, and allowing those who wish to have the opportunity to foster new relationships.
Enable people to have more control of their social/work environment	This policy aims to provide transparency in the process of events and other activities using public spaces. The policy will enshrine the community engagement process, with the public being able to gain direct answers from organisers and escalate if they disagree. By providing this route for all, the public will have more control over the public environment.
Reduce differences in status between different groups of people	This policy will reduce the differences in status between different groups of people by having one access point to apply without prejudice or existing contacts. Those attending the activities will benefit from the framework guidance of community benefits.
Promote participation, inclusion, dignity and control over decisions	This policy reinforces the transparent nature of decision-making and promotes direct contact with organisers for inclusion in decisions and an escalation route if further consideration is required.
Build family support networks, resilience and community capacity	This policy is not expected to impact family support networks.
Reduce crime and fear of crime including hate crime	By instilling industry best practices for events for the use of public spaces, the council is reinforcing working with partner agencies to ensure suitable crime prevention measures are taken.
Protect vulnerable children and adults	Promoting best practices in the welfare and protection of vulnerable people is included in the event guidance at a tactical level; this high-level policy statement will ensure that those using public spaces are held to this standard.
Promote healthier lifestyles including: <ul style="list-style-type: none"> • diet and nutrition, • sexual health, • difficulties with substance use • physical activity • life skills • wellbeing and mental health 	This policy does not directly impact healthier lifestyles. Still, indirectly, the well-being of citizens attending properly run cultural events will be promoted, along with an active travel policy to access the locations.

Environmental - consider how your proposal will reduce greenhouse gas emissions, plan for and adapt to the impacts of climate change and incorporate the principles of sustainability on each of the following.

Consideration needs to be given to the specific type and nature of impact in the following areas, for example, in relation to the energy sources and construction materials used.

Objectives - Environmental	Positive/negative impacts
<p>Address/respond to the climate crisis and reduce greenhouse gas (GHG) emissions by eg:</p> <ul style="list-style-type: none"> • improving fuel or energy efficiency • reducing the need to travel • switching to low-carbon energy sources • reducing the need for heating or lighting 	<p>This policy will highlight the best practices for using public spaces, highlighting suitable sites with permanent facilities such as power connections and reduce the reliance on and transportation of temporary structures, where appropriate environmental industry standards can be applied.</p>
<p>Plan for and adapt to the unavoidable impacts of climate change (surface water flooding, sea level rise, hotter and drier summers, milder and wetter winters) by eg:</p> <ul style="list-style-type: none"> • installation of Sustainable Urban Drainage Systems (SUDS) in new developments • use of greenspace and nature based solutions • reducing urban creep through greening and permeable surfacing • building standards to cool and storm proof buildings 	<p>Due to the temporary nature of the activities this policy will cover, this topic has no impact.</p>
<p>Increase local renewable energy generation</p>	<p>The policy will provide a strategic vision for using best industry practices, including temporary renewables, where appropriate guidance allows.</p>
<p>Protect and enhance biodiversity</p>	<p>This policy states that organisers are to minimise their impact, which relates directly to protecting the areas they use.</p>
<p>Reduce pollution: air/ water/ soil/ noise</p>	<p>This policy states that organisers are to minimise their impact directly related to the surrounding areas' pollution through management and technical advances.</p>
<p>Encourage resource efficiency (energy, water, materials and minerals) by eg:</p>	<p>Best practice industry guidance highlights efficiencies such as limiting single-use plastics and</p>

Objectives - Environmental	Positive/negative impacts
<ul style="list-style-type: none"> • using less material (more compact design) • promoting material reuse • procuring goods manufactured from recycled materials content • selecting local products to minimise transport emissions • using low-carbon construction materials (cement substitutes such as PFA or GGBS, sustainably sourced timber)¹ • selecting low maintenance and durable products/materials avoiding single use plastic 	<p>allowing the public to use centralised systems such as plumbing. The policy provided the council with a statement in which those not seen to be achieving this aim can have their use in the public realm refused.</p>
<p>Change in land use:</p> <ul style="list-style-type: none"> • avoid converting wildland or greenfield to developed land, by reusing redundant buildings or repurposing brownfield sites or derelict urban land • maximise greenspaces and tree planting where possible 	<p>The temporary use activist that this policy covers means there will be no impact on the change in land use.</p>
<p>Enhance public safety eg:</p> <ul style="list-style-type: none"> • infection control • accidental injury • fire risk 	<p>This policy has solid provisions for public safety; if those arranging events do not follow the guidance at a tactical and operation level, they will fail on policy statements of being proportionate, having a positive effect, and minimising impact. Those combined failures mean that there is a lack of accountability, and with such a distinct breach, the use of the public space would be against this policy.</p>
<p>Protect water sources</p>	<p>This policy has a statement to minimise impact and speaks directly to protecting water sources.</p>
<p>Reduce need to travel and promote sustainable forms of transport</p>	<p>The use of public spaces for events and filming policy is to support all organisers, including local events. Promoting local uses of spaces will reduce the need to travel and significant cooperation with public transport providers to ensure sustainable transport is enhanced.</p>

¹ [More information on reducing embodied carbon in construction projects](#)

Objectives - Environmental	Positive/negative impacts
Improve the physical environment eg: <ul style="list-style-type: none"> • housing quality • public space • access to and quality of green space 	The impact of this policy to provide a balance in the access to public spaces beside having attraction and activity in the public space. There is intended to be a positive impact by providing transparency and accountability to the activities.

Economic – consider how your proposal will impact on each of the following

Objectives - Economic	Positive/negative impacts
Improve quality of and access to services including digital infrastructure	The policy includes a statement about transparency in the process, providing all applications a single point for accessing the service. The implantation is hoped to be a section of the website to allow for accessibility to be built in and any automation to make the workflow more efficient and improve quality.
Cost of living, including food and fuel	This policy is not expected to impact the cost of living.
Support local business	Public spaces for events and filming can, directly and indirectly, support local businesses, from the staff required to carry out the activity to accommodation for temporary staff, catering, and suppliers; the economic demand on local providers and services is substantial.
Income from employment, eg: <ul style="list-style-type: none"> • Improve local employment opportunities • Help young people into positive destinations • Help people to access jobs (both paid and unpaid) • Improve working conditions, including equal pay • Improve literacy and numeracy 	This policy includes a statement that the use of public spaces should have a positive effect on the community. The benefits guidance will ensure to help for all.
Income from Social Security/Benefits in kind, eg: Maximise income and/or reduce income inequality	This policy is not expect to impact income form Social Security or Benefits in kind.

4. **As a group agree:**

- **A summary of the impacts identified**

The impacts identified are positive with the policy intentions to make the process and activities more accountable and accessible. The majority of the impact is providing policy statements to ensure that best industry practices are followed and there is a clear recourse if the activities fall short. There should be reduced staff stress as officers will have the backing of the policy rather than personal decisions.

- **Is further evidence needed to understand these impacts and make any recommendations? If so complete an interim report and agree a timescale to complete a final report.**

- **What recommended actions should you make to mitigate negative impacts and enhance positive impacts?**

This checklist has now been completed and the findings provide the basis for completed the ***Summary Report Template*** (Section 4 Guidance document).

This page is intentionally left blank

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

Third Party Cultural Grants – Strategic Partnerships Funding Programme Review

Executive/Routine
Wards

Executive
All

1. Recommendations

- 1.1 Culture and Communities Committee is asked to:
- 1.1.1 Approve the continuation of the three-year in principle Strategic Partnerships Funding programme;
 - 1.1.2 Approve the application process timeline;
 - 1.1.3 Approve the introduction of a new funding programme strand, established from within the existing revenue grants fund, to provide resources to the city's creative community hubs (specifically to develop and own community-based projects in partnership with established city-based Council funded cultural organisations);
 - 1.1.4 Approve an additional transition year, if required, to support applicant change management requirements, recognising that this will mean that the programme would therefore run for four years; and
 - 1.1.5 Note that a report will be presented on 29 February 2024 on the recommended Strategic Partnerships grants programme to commence on 1 April 2024.

Paul Lawrence

Executive Director of Place

Contact: Lindsay A Robertson

E-mail: lindsay.robertson@edinburgh.gov.uk | Tel: 0131 529 6719

Third Party Cultural Grants – Strategic Partnerships Funding Programme Review

2. Executive Summary

- 2.1 This report provides an update on the programme review of the third party cultural grants strategic partnerships, and recommends next steps for grant funding from 1 April 2024 onwards.

3. Background

- 3.1 The Council continues to play an essential partnership and facilitation role with stakeholders, Strategic Partners, communities and creative practitioners in the city's cultural ecosystem. This is reflected in the [Culture Strategy 2023/30](#).
- 3.2 In [June 2019](#), Committee approved the introduction of a fully revised third party cultural grants model known as Strategic Partnerships (revenue funding) programme. This represented the culmination and outcomes of an extensive consultation and review process of the Council's third party cultural grants programme.
- 3.3 As part of that model, it was agreed that Strategic Partnerships would be in place, in principle, for three years and that the programme would be reviewed during the final year (year 3 of 3), and any revisions subsequently implemented for a further three-year programme of revenue funding.
- 3.4 A key cross-sector ask from the original review process was the introduction of Flexible Funding to provide grassroots essential access to project funding, as well as diversity and inclusion, development funding citywide to enrich the city's creative, networking, collaboration and participatory ladder of opportunity.
- 3.5 This had not been in place previously and has subsequently been widely acknowledged as a very positive and welcomed element of the Council's role in supporting the sector's practitioners in the city, particularly during COVID-19, as well as fulfilling its original remit described at 3.3.
- 3.6 Given the on-going impact of COVID-19 on the sector, Committee agreed on [1 February 2022](#) that the three-year Strategic Partnerships programme would be extended by one year to maintain stability and contribute to broader sector recovery

and to conclude the current Partnerships programme at the end of financial year 2023/24.

- 3.7 Since 2019, 27 organisations across the city have been funded via the Strategic Partnerships programme. The current revenue budget, funding allocations and most recent update were [presented](#) to Committee in May 2023.

4. Main report

- 4.1 To support the funding programme review, 29 consultation meetings have taken place with partners and stakeholders. A list of those organisations consulted is included at Appendix 1.
- 4.2 The feedback from the current strategic partners highlighted that Council funding support is fundamental to the success of the city's cultural ecosystem and provides vital leverage supporting the success of other funding applications, sponsorship, and resource partnerships. The Council's funding also ensures a continued focus on citywide year-round resident benefit and access to opportunities for creative practitioners, participants, and audiences. The feedback also highlighted that a simplified process would be welcome.
- 4.3 In addition, to further strengthen collaborative project development opportunities between the strategic partners and creative community hubs, the recommendations also include a proposal to set aside some funding towards this.
- 4.4 The Strategic Partnerships funding programme review recommendations include the reduction of the Culture Grants revenue budget by £150,000 agreed as part of the Council's budget setting process in February 2023. It is important to acknowledge within the context of this report that the available budget has also been at a standstill for several years. Therefore, the budget value has reduced annually in real terms.

Recommendations from the review

- 4.5 As noted above, the feedback has highlighted the importance of the Council's financial support for Strategic Partners.
- 4.6 To further support collaborative partnership projects, it is proposed to ring-fence a maximum of 3% of the budget from 2024/25 onwards for creative community hubs. While this will mean a reduction in the funding directly available to Strategic Partners, it is intended to progress the aim of a more balanced partnership model supporting projects and activities developed with Strategic Partners and communities across the city.
- 4.7 There is a possibility that not everyone who applies will receive the level of resources requested and that a transition year may be required to accommodate and adjust to any change. Should this be needed, the funding programme could be implemented over a four-year period.

- 4.8 Based on the feedback from all the current Strategic Partners, it is proposed to implement a simpler application, reporting model and funding agreement format aligned, where practicable, to other public funders' grant management formats

5. Next Steps

- 5.1 If Committee approve the recommendations in this report, the guidance for applications will be updated and published for current Strategic Partners to apply and an Independent Panel, facilitated by Council Officers, will assess the applications. It is anticipated that the application process will be concluded by mid-December 2023, with the outcome reported to Committee on 29 February 2024 for approval. This will enable grants to be in place from 1 April 2024.

6. Financial impact

- 6.1 The budget available to the Strategic Partnerships Funding Programme will be £4,108,900. This includes a reduction of £150,000 which was agreed as part of the Council's budget setting process in February 2023. This impact was temporarily mitigated to maintain the programme budget for the final year (2023/24).
- 6.2 Therefore, the projected available, in principle, budget total 2024/25 is currently £4,108,900. The overall cultural grants budget will be £4,439,279.

7. Equality and Poverty Impact

- 7.1 All organisations are expected to have relevant employment, equalities, rights and sustainability policies in place as set out in the Council Conditions of Grant.
- 7.2 All organisations must have a commitment to mainstream equalities and rights in accordance with the Equality Act 2010. Both in terms of its practices employing staff and volunteers and in providing services, they should be able to show how their organisation advances equality of opportunity; fosters good relations; and eliminates any unlawful discrimination, harassment and victimisation.
- 7.3 The funding relationship with the Strategic Partners also offers to engage the organisations in its Diversity Programme which better connects ethnically diverse artists to the associate organisations through communications platforms, networking events and funding opportunities hence contributing positively to shifting the culture of the organisations to better embed equality in their activities.
- 7.4 All Strategic Partners are expected to contribute to the annual Community Engagement Report which outlines the activities designed and developed for the benefit of groups and communities listed under the protected characteristics, including those affected by socio-economic disadvantages, per the Integrated Impact Assessment guidelines. The report allows the Service to monitor, assess

and share the positive impacts on individuals and communities engaged in those activities.

8. Climate and Nature Emergency Implications

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

Environmental Impacts

- 8.3 The Council’s funding agreement conditions include carbon impact reduction action and planning requirements. Progress reports are collected annually and shared with the Council’s Policy and Strategy Service for information, and potential inclusion in the Council’s public bodies reporting processes.

9. Risk, policy, compliance, governance and community impact

- 9.1 The citywide Strategic Partnerships Funding programme is well established.
- 9.2 The fund decision-making panel is comprised of external expertise and the process is managed by Council Officers.
- 9.3 The report recommendations are designed to maximise the positive impact, and further progress the widest feasible dissemination, of cultural development funding opportunities citywide, and in particular to the network of creative community hubs.
- 9.4 The continuation of the funding programme would have no further risk, policy, compliance, governance, or community impact.

10. Background reading/external references

- 10.1 Committee reports and relevant Council Strategy document links are provided throughout the report.

11. Appendices

11.1 Appendix 1 – List of Consultation Meetings, June to August 2023

List of Consultation Meetings June-August 2023

1. Creative Scotland CE & artform managers
2. Scottish Government Culture
3. EVOG
4. Capital Theatres
5. Lung Ha
6. Royal Lyceum
7. North Edinburgh Arts
8. Queens Hall
9. Sculpture Workshop
10. Edinburgh International Festival
11. Festivals Edinburgh
12. Edinburgh Art Festival
13. Scottish Chamber Orchestra
14. TRACS (Traditional Arts and Culture Scotland)
15. UNESCO City of Literature
16. Dance Base
17. Edinburgh Jazz and Blues Festival
18. Fringe
19. Imagine
20. Artlink
21. Edinburgh Performing Arts Development (EPAD)
22. Edinburgh Multi-cultural Festival
23. Edinburgh Printmakers
24. Edinburgh Science
25. Scottish Book Trust
26. Scottish Poetry Library
27. Edinburgh International Book Festival
28. Stills Gallery
29. Traverse

This page is intentionally left blank

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

Bonfire Night

Executive/routine
Wards

Routine
All

1. Recommendations

- 1.1 Culture and Communities Committee is asked to note this update on current planning for Bonfire Night 2023 and on the development of a Community Safety and Anti-Social Strategy for the city.

Paul Lawrence

Executive Director of Place

Contact: Simon Porteous, Family and Household Support Service Manager

E-mail: simon.porteous@edinburgh.gov.uk | Tel: 07769960956

Bonfire Night

2. Executive Summary

- 2.1 This report provides an update on planning for Bonfire Night 2023 and outlines plans for the development of a Community Safety and Anti-Social Behaviour Strategy for the city.

3. Background

Bonfire Community Improvement Partnership

- 3.1 Following extensive damage to property during Bonfire Night 2017, partners created a Bonfire Community Improvement Partnership (CIP) in January 2018 to develop a co-ordinated and consistent partnership response to resource planning for Bonfire Night focussing on keeping people safe.
- 3.2 The CIP has continued to operate since its inception and its membership includes Police Scotland, Scottish Fire and Rescue Service (SFRS), Lothian Association of Youth Clubs (LAYC), Lothian Buses, Scottish Ambulance Service, the City of Edinburgh Council (including officer representatives from areas across the Council.
- 3.3 Throughout 2022, the Bonfire CIP hosted regular CIP meetings to support Bonfire Night safety planning and preparations.
- 3.4 On 25 November 2022, a Bonfire CIP debrief meeting took place to review the planned activities implemented on 5 November 2022, and to evaluate the impact of the co-ordinated approach on levels of disorder and antisocial behaviour reported during the bonfire period. Delivery of bonfire safety preparations took place against a backdrop of COVID-19 recovery which is likely to have reduced the number of public gatherings planned during the period. The CIP debrief also considered opportunities for improvement and agreed recommendations for Bonfire Night preparations in 2023.

Bonfire Night 2022

- 3.5 Bonfire CIP partners individually and collectively carried out a range of preparatory activities in the lead up to Bonfire Night 2022 including:

- 3.5.1 Each partner completing an agreed standard bonfire procedure template outlining planned activity to support a co-ordinated citywide approach to bonfire safety planning and consistency in reporting;
- 3.5.2 Conducting spotter patrols to communal stairs and green spaces to ensure areas were free from combustibles;
- 3.5.3 Registered Social Landlord (RSL) patrols conducting spotter and uplift activity;
- 3.5.4 Patrols inspecting fly tipping hotspots for hazardous material and removal of accumulations identified as a potential risk to keep public areas safe;
- 3.5.5 Removing fly tipping and bulky items from open spaces and hotspot areas;
- 3.5.6 Week of action activities in the South West and North West in mid-October with Council officers and community volunteers tidying Wester Hailes and the surrounding area including fly tipping removal, litter picking and free removal of bulky items for a limited period ahead of Bonfire Night;
- 3.5.7 Dedicated joint patrols conducted with key partners (Police Scotland Community Officers, SFRS, Council officers) providing safety advice and public reassurance;
- 3.5.8 Lothian Buses and Police Scotland joint patrols, including police officers boarding buses in hot spot areas to engage with passengers and young people;
- 3.5.9 Liaison with local RSLs to agree joint working protocols in areas of mixed tenure;
- 3.5.10 Engaging with young people and their parents through targeted joint partner visits to provide advice in relation to safety and antisocial behaviour during the bonfire period;
- 3.5.11 Joint educational letters sent to parents/guardians of school pupils requesting their co-operation and support for the emergency services on Bonfire Night and encouraging appropriate behaviour to reduce the risks of harm;
- 3.5.12 Liaising with youth clubs and diversionary activity providers to ensure that plans were in place for Bonfire Night to discourage people from engaging in antisocial behaviour;
- 3.5.13 Licensing and trading standards officers visiting all premises licensed to store and sell fireworks to conduct safety checks and provide advice on safe fireworks storage, underage sales, unlicensed sales and penalties for non-compliance;
- 3.5.14 SFRS delivering educational presentations in secondary schools on bonfire and fireworks safety delivered either by face to face or video formats according to each school's preference and circumstance;

- 3.5.15 Raising awareness amongst young people in schools and through young people engagement activity to improve understanding of dispersal zones and their impact;
- 3.5.16 Communications planning to promote a co-ordinated public safety message across communities, residents' associations, and the third sector; and
- 3.5.17 Highlighting the importance of bonfire safety through social media and posters, as well as delivering safety awareness letters to residents in hotspot areas.

Amendment approved by the Council

- 3.6 On 24 November 2022, in response to a motion by Councillor Campbell on Bonfire Night, the Council approved an [amendment](#) by Councillor Thornley. The amendment noted the concerns about incidents related to fireworks disorder and requested a report to Committee which, following a meeting of stakeholders, should outline the options for the Council to pursue a city-wide anti-social behaviour strategy.

4. Main report

Planning for 2023

- 4.1 LAYC has now routinely started to engage with local area CIPs to support the co-ordination of preventative and other activity in the lead up to and on Bonfire Night 2023. LAYC was also able to offer small grant funding to four organisations across the city to provide diversionary activity; engaging with 232 children and young people over the bonfire weekend and supplementing the contributions awarded by the Bonfire CIP. Activities included arts and crafts sessions, haunted house activity, trampolining, laser tag, some food provision, bonfire safety sessions and a drop-in youth club. Additional diversionary activity is highlighted below.
- 4.2 Partners shared their bonfire plans within the Bonfire CIP, setting out the safety activity taking place in each locality area and provided contact details for all staff working on Bonfire Night to ensure the swift and efficient sharing of relevant information between partner agencies. Partnership activity locally and citywide on Bonfire Night included:
 - 4.4.1 Council co-ordination of CCTV cameras in collaboration with Police Scotland, to gather any relevant evidence on Bonfire Night;
 - 4.4.2 Deployment of movable CCTV cameras to provide coverage of known hotspots;
 - 4.4.3 Waste and street cleansing staff and Housing Operational staff removing fly-tipping and accumulations, responding to requests to pick up identified flammable materials needing transported to a refuse site;
 - 4.4.4 A day/evening inclusive trip to Alton Towers for young people in collaboration with Goodtrees Neighbourhood Centre in the South East of the city;

- 4.4.5 Street work engagement with young people in the greater Craigmillar area with indoor activity to encourage them to engage with indoor entertainments and minimise the risk of antisocial behaviour;
- 4.4.6 A trip for identified young people organised by the Ripple Project and funded by LAYC;
- 4.4.7 Activities in Ratho Retreat Centre for young people organised by the Muirhouse Youth Development Group with transport provided by Lothian Buses;
- 4.4.8 Evening streetwork activity conducted by Granton Youth providing community-based support for young people in the North West neighbourhood area;
- 4.4.9 Police Scotland designating 10 dispersal zones in areas of the city previously experiencing vandalism and antisocial behaviour; and
- 4.4.10 A multi-agency command arrangement with the Council, Police Scotland, and SFRS and Lothian Buses in place to ensure efficient and co-ordinated deployment of resources where required, allowing a swift response to address reports of bonfire/firework related antisocial behaviour, criminal activity and minimising the risk of harm to staff, the public and transport/emergency services.

Community Safety and Anti-Social Behaviour Strategy

- 4.5 The current community safety and anti-social behaviour [strategy](#) has been in place since 2020 and runs until the end of 2023.
- 4.6 This is a joint strategy between the Council and Police Scotland. The strategy has three interrelated policy themes:
 - 4.6.1 Reduce harm and safeguard people from antisocial behaviour, specifically the impact of noise;
 - 4.6.2 Reduce the likelihood of children and young people engaging in harmful or offending behaviour; and
 - 4.6.3 Digital strategy: Safeguard people from online harm.
- 4.7 There continues to be a legal requirement under the Anti-social Behaviour etc. (Scotland) Act 2004 for each local authority and relevant Chief Constable to act jointly in preparing and publishing an Antisocial Behaviour Strategy. Officers are currently working on the development of a new strategy which will cover the period 2024 - 2029.
- 4.8 As part of the development of a new joint strategy for the city, a consultation will shortly go live on the Council's Consultation Hub. The consultation will run for 12 weeks and will gather feedback about how residents feel about antisocial behaviour and crime within their communities and on the proposed themes for the new strategy.

- 4.9 In addition to the online consultation, a series of stakeholder events will take place. These will include (but will not be limited to) representatives from the Community Safety Partnership, Elected members, Council officers, Police Scotland and representatives from community councils, people with disabilities, LGBTIQ+, faith groups, schools and LAYC.

5. Next Steps

- 5.1 A citywide CIP structure is in place, with format central co-ordination of bonfire safety preparation activity and attendance at the Police Scotland multi-agency control centre (MACC) on Bonfire Night. For 2023, planning arrangements are well underway.
- 5.2 The Council continues to support the MACC arrangements used in 2022, to ensure efficient deployment of resources, monitoring of CCTV, and a swift response to reports of bonfire/fireworks related antisocial behaviour and crime.
- 5.3 The consultation on the new strategy will run for 12 weeks and the outcome will be reported back to the Community Safety and Justice Partnership. The approach to this is outlined above in paragraphs 4.8 – 4.10. Culture and Communities Committee will also be kept updated on progress in the development of the new strategy.

6. Financial impact

- 6.1 The Community Safety and Justice Partnership (CSJP) contributed to the costs of bonfire safety planning in 2022 and the amounts allocated are shown in the table below which has also been agreed for 2023.

CSP grant recipient	Amount awarded (£)
Locality CIP areas (4 x areas at £1,000)	4,000
Clear up operation (Community Payback)	1,000
Waste services	1,000
CCTV and Community Safety Night Team	1,000
	Total 7,000

7. Equality and Poverty Impact

- 7.1 None An interim IIA has been completed for the community safety and anti-social behaviour strategy. This will be updated with partners as consultation progresses.
- 7.2 This found positive impacts relating to equality, health, wellbeing and human rights including enabling people to have more control of their social/work environment by seeking ways to address anti-social behaviour in the city. This may include ways to reduce anti-social behaviour in both social and work environment and empower people to feel safe in these areas.

8. Climate and Nature Emergency Implications

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

Environmental Impacts

- 8.3 Smoke from bonfires has negative environmental impacts as they release large amounts of gases and particles such as carbon monoxide into the air.

9. Risk, policy, compliance, governance and community impact

- 9.1 There are no direct risk, policy, compliance, governance or community impact arising from this report as this report, is updating on activity.

10. Background reading/external references

- 10.1 Changes to Legislation on the Sale and Use of Fireworks in Scotland
<https://democracy.edinburgh.gov.uk/documents/s52786/7.7-%20Firework%20and%20Pyrotechnic%20Articles.pdf>

11. Appendices

- 11.1 None.

This page is intentionally left blank

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

WASPS – 2/3 West Park Place

Executive/routine
Wards

Executive
7- Sighthill/Gorgie

Recommendations

- 1.1 That the Culture and Communities Committee notes the information provided in response to the motion by Councillor Heap on WASPS Studio Space in Dalry.

Paul Lawrence

Executive Director of Place

Contact: Peter Watton – Service Director – Sustainable Development

E-mail: peter.watton@edinburgh.gov.uk | Tel: 0131 529 5962

WASPS – 2/3 West Park Place

Executive Summary

- 2.1 This report responds to a motion by Councillor Heap, which was approved by the Culture and Communities Committee on [11 May 2023](#).

Background

- 3.1 On 11 May 2023, the Culture and Communities Committee approved a motion by Councillor Heap on WASPS Studio Space in Dalry which stated:-
- “Committee
1. Notes that WASPS provides studio spaces for artists and creatives and operates a studio space at West Park Place in Dalry.
 2. Understands that WASPS wrote to ward councillors indicating it is examining the future of the space in light of what it states are high costs of maintenance.
 3. Is given to understand that the building had previously been purchased from the City of Edinburgh Council.
 4. Notes with regret the under provision of arts facilities in Dalry and believes the studio is an integral part of the cultural scene in this part of the city.
 5. Requests a report be submitted in two cycles of the Culture and Communities Committee covering (1) The details of any sale of the property by the City of Edinburgh Council and (2) What can be done to support WASPS to keep their studio provision at West Park Place or within the Gorgie/Dalry area.
 6. Requests the Convener to contact WASPS and representatives of the tenants at West Park Place to discuss what can be done to retain the thriving artistic community at West Park Place in Dalry.”
- 3.2 This report responses to the above motion.

Main report

Details of the Sale

- 4.1 On 2 February 1995, the former Edinburgh District Council Policy and Resources Committee approved a report for the acquisition of a property 2/3 West Park Place for £150,000 and that it be leased to WASPS for a period of 25-years at a rent of £20,000 per annum. It also approved that, at the end of the lease, WASPS had the right to acquire ownership of the property for £1.
- 4.2 WASPS implemented their right to purchase at the end of the lease with the sale completing in April 2021. While the Council was legally obliged to sell property unconditionally for £1, WASPS were asked to enter into a voluntary arrangement whereby the Council had some protection against a quick onward sale for profit (something that was not considered in 1995). The outcome was a condition in the sale contract which stated that if the property was sold, within 10-years from the date of sale, and the proceeds not invested in artist accommodation in Edinburgh, the Council could claw-back 50% of the sale price.

Support for WASPS for retaining West Park Place or in the Gorgie Dalry Area

- 4.3 The Convenor visited West Park Studios and met with artists there on two separate occasions and has also met with senior representatives of WASPS.
- 4.4 During these visits, it was clear that the building is structurally compromised, is not fully accessible, and safe use was becoming severely restricted and impractical.
- 4.5 WASPS outlined their change management plan of providing alternative fit-for-purpose studio accommodation that all the artists currently housed in West Park Place would be relocated and could tailor to their own model of use.
- 4.6 While the aspiration was to secure a property within a reasonable distance, WASPS were not in a position at the time to name the new site given commercial terms of acquisition.

Current Position

- 4.7 On 10 August 2023, WASPS wrote to the Convenor providing an update. The letter is attached as Appendix 1.
- 4.8 The letter confirms that WASPS have secured an interest in the former office building at Riverside House, Gorgie Road where they intend to relocate the artists from West Park Place. The existing facility will eventually be sold with the proceeds invested in Riverside House.

Next Steps

- 5.1 This report responds to a motion for information and there are currently no next steps required.

Financial impact

6.1 This report has no financial impact on the Council.

Equality and Poverty Impact

7.1 There are no Council actions arising from this report.

Climate and Nature Emergency Implications

8.1 There are no Council actions arising from this report.

Risk, policy, compliance, governance and community impact

9.1 There are no Council actions arising from this report.

Background reading/external references

10.1 None.

Appendices

11.1 Appendix 1 – Letter from WASPS to the Convenor of Culture and Communities of 10 August 2023.

Private and confidential

New Gorgie Road studios

Dear Councillor,

I hope you are well. Wasps' Chief Executive Officer Audrey Carlin is on leave just now, but I know she was keen for Wasps to keep you updated on developments at West Park Place. I was privileged to take over as Chair in March and having met tenants in person, I am well aware of the strength of feeling and the emotional attachment to a building that has served us well for so many years.

To recap, at the request of tenants we commissioned a second independent survey which confirmed our worst fears regarding the condition of the building, to the extent that we are having to undertake emergency remedial work.

During our consultations, we were open in admitting that, as a charity, we cannot afford the £4million needed to bring West Park Place up to standard in terms of structural condition, accessibility and energy efficiency. As we depend solely on rents to pay maintenance and running costs and there is no subsidy funding available, this would necessitate an unacceptable rise in rents.

Of our limited options, the preference of our trustees was to move to a new sustainable home, where our artists and makers can prosper and thrive, but finding studio space in Edinburgh is difficult. Wasps is running at 100% occupancy with a seven-year waiting list. And although we identified a potential new home some time ago, negotiations have been protracted and complex.

From our forums with tenants, our 1-1 meetings, our calls and emails, we acknowledge the stress and anxiety caused by this period of uncertainty. So, we are pleased to say that, although a deal has not been formally concluded, we are confident we will be in a position to open new studios at Riverside House on Gorgie Road – just 1.5 miles from West Park Place and still in the heart of the community.

A more modern building, Riverside House is easier to maintain and run, fully compliant with today's fire and environmental standards and offers space for exhibition and community use. Unlike West Park Place, Riverside House is accessible for all. It has good transport links, sitting on a main bus route, as well as car parking. It has good transport links, sitting on a main bus route, as well as car parking.

The Gorgie Road building offers us a blank canvas – an opportunity for artists and makers to conceive and mould studios and spaces fit for the future. As we promised, we will work with you in partnership on the design and facilities as well as the logistics of the move to Riverside.

So, today we are writing to all tenants to inform them of the Gorgie Road development and, as a first step, inviting four representatives on to a small working group comprising Wasps staff and architects for an initial meeting and tour of the building. This collaborative approach will help us meet tenants' needs with the fit-out of the studios, design of communal or community space and the organisation of the move.

For the moment, we cannot provide details on the timetable for a move. But we hope to provide more clarity after the site visit, further discussions with tenants on their requirements and the formal legal conclusion of the acquisition of Riverside House. I acknowledge that there has been some misinformation or misunderstanding surrounding the challenges at West Park Place. Please understand that our priority is to keep it open at all costs until our Gorgie Road premises are ready.

All profits from the sale West Park Place will be reinvested into artists' provision in the community. We are a not-for-profit charity with a board comprising unpaid Trustees, so the only beneficiaries from any sale of West Park Place will be artists and the local community.

In 1995 the then Edinburgh District Council agreed to lease West Park Place to Wasps, with an option to purchase at the end of the 25 years for £1. In 2021, Wasps exercised that option and took over the building. As part of the agreement Wasps gave a commitment that all profits from any sale will be reinvested to support art in the Edinburgh community. We will honour that commitment through our redevelopment of Riverside House into a thriving home for the arts at the heart of the community.

I hope you find this update useful and take some reassurance that we are working in the best interests of not just this generation of artists and makers, but of future generations. If you have any questions or observations, I would be delighted to hear from you.

Kindest regards,

Karen Anderson
Chair, Wasps

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

Culture and Communities: Revenue Budget Monitoring 2023/24 – Month Three position

Executive/routine
Wards

Routine
All

1. Recommendations

- 1.1 It is recommended that the Culture and Communities Committee notes:
 - 1.1.1 the forecast adverse outturn variances of £1.5m for the Culture and Wellbeing service and £0.050m for the Parks and Greenspaces service, based on the three-month revenue budget monitoring position;
 - 1.1.2 Place Directorate is forecasting a pressure of £1.95m as at month three;
 - 1.1.3 the need for all existing pressures, savings delivery shortfalls and risks to be fully and proactively managed within Directorates;
 - 1.1.4 measures will continue to be progressed by Place Directorate to offset budget pressures and to fully deliver approved savings targets to achieve outturn expenditure and income in line with the approved budget for 2023/24;
 - 1.1.5 the ongoing risks to the achievement of a balanced budget projection for services within the remit of the Culture and Communities Committee; and
 - 1.1.6 updates will continue to be provided to members of the Committee during the remainder of the year.

Paul Lawrence

Executive Director of Place

Contact: Iain Shaw, Principal Accountant

E-mail: iain.shaw@edinburgh.gov.uk | Tel: 0131 469 3117

Culture and Wellbeing: Revenue Budget Monitoring 2023/24 – Month Three position

2. Executive Summary

- 2.1 This report forecasts adverse outturn variances of £1.5m for the Culture and Wellbeing service and £0.050m for the Parks and Greenspaces service, based on the three-month revenue budget monitoring position.
- 2.2 Measures will continue to be progressed by Place Directorate to offset budget pressures and to fully deliver approved savings targets to achieve outturn expenditure and income in line with the approved revenue budget for 2023/24.
- 2.3 The 2022/23 audited accounts were [approved](#) by the Finance and Resources Committee on 21 September. The accounts have been submitted by the statutory deadline with an unmodified audit opinion issued on the 2022/23 accounts. The audited statements confirm a revenue budget underspend for 2022/23 of £13.7m.
- 2.4 The projected Council-wide revenue budget position, based on month three, was reported to the Finance and Resources Committee on 21 September. At this stage, an overall overspend of £13.2m is being projected, including a forecast overspend of £1.95m for the Place Directorate. Without identification of mitigating actions, this would require application of the 2022/23 underspend to achieve a balanced in-year position, as well as giving rise to recurring pressures for future years.
- 2.5 There is potential for further risks to emerge, including the 2023/24 non-teaching employee pay award. Given these factors, no additional commitments should be taken on until the forecast adverse variances have been fully mitigated.

3. Background

- 3.1 The Council's Financial Regulations require submission of quarterly monitoring reports on service financial performance to service committees and to Finance and Resources Committee.
- 3.2 This report provides an update on financial performance for services which are within the remit of the Culture and Communities Committee - Culture and Wellbeing services, Parks and Greenspaces and Scientific Services.

4. Main report

- 4.1 Culture and Wellbeing service revenue budget for 2023/24 is £24.666m. Services provided include Cultural Partnerships and Strategy, Winter Festivals, Community Empowerment, Cultural Venues, Heritage, Museums, Libraries, Sport and Wellbeing.
- 4.2 An adverse variance of £1.5m is forecast for Culture and Wellbeing services due to the budget pressures noted at paragraphs 4.3 to 4.6.
- 4.3 The forecast variance includes £0.8m of Library service budget pressures due to:
 - 4.3.1 Previously approved employee budget savings of £0.350m not being achieved and a reduction in external funding, partly mitigated by employee expenditure forecast to be at the same level as 2022/23, resulting in a £0.300m budget pressure;
 - 4.3.2 Additional security costs of £0.140m;
 - 4.3.3 Additional refuse and cleaning costs of £0.050m; and
 - 4.3.4 A forecast reduction in income of £0.310m from fines, photocopying, room rentals and audio/visual rentals.
- 4.4 Winter Festivals – a budget pressure of £0.4m is forecast, due to the expected level of Winter Market rental income and the expected cost of the Hogmanay Festival.
- 4.5 Under a long-standing contractual commitment, the Council meets property costs of the Traverse Theatre’s premises at Saltire Court. Additional costs of £0.125m are currently estimated for 2023/24. The Council is liaising with the landlord’s property agent seeking to mitigate this cost.
- 4.6 At this stage, income recovery from the Summer Sessions is estimated to be £0.125m less than budget, principally due to constraints on the use of the Ross Bandstand. This budget pressure was reported to Culture and Communities Committee on 4 October 2022 in the report [Terms and Conditions for Operating Events in Parks: West Princes Street Gardens and the Ross Bandstand](#). A further update will be provided to Committee when reporting the Month Five forecast.
- 4.7 Parks and Greenspaces revenue budget is £4.4m for 2023/24. An unmitigated budget pressure of £0.050m is forecast.
- 4.8 Bereavement Services provided by Scientific Services are within the remit of Culture and Communities Committee. The service is forecasting outturn in line with budget.
- 4.9 The forecasts for Culture and Wellbeing, Parks and Greenspaces and Scientific Services are included in the Place Directorate budget pressure of £1.95m at month three.
- 4.10 The projected Council-wide General Fund budget position based on month three, was reported to the Finance and Resources Committee on 21 September in the

report [Revenue Monitoring 2023/24 – month three report](#). A Council-wide overspend of £13.2m is being projected.

- 4.11 Without identification of mitigating actions, the forecast Council-wide overspend of £13.2m will require application of the General Fund revenue underspend for 2022/23 of £13.7m to achieve a balanced position for 2023/24.
- 4.12 There is potential for further risks to emerge, including the 2023/24 non-teaching employee pay award. Given these factors, no additional commitments should be taken on until the forecast adverse variances have been fully mitigated.
- 4.13 All current and emerging risks will be subject to ongoing tracking, development of mitigating measures where required and review for the remainder of 2023/24.
- 4.14 The approved revenue budget for 2023/24 requires Culture and Wellbeing services to achieve incremental savings of £0.796m. These are detailed in Appendix 1 (b). It is anticipated that the 'red' assessed organisation review savings will be mitigated through vacancy savings in 2023/24.

5. Next Steps

- 5.1 Given the range of pressures outlined in this report and the Council-wide report, Executive Directors will be required to bring forward measures to offset residual service pressures and risks during 2023/24.
- 5.2 The month three reports acutely emphasise the importance of proactive management of pressures and delivery of approved savings in maintaining the integrity of the budget framework. Given the extent of subsequent years' funding gaps, early action is required to deliver robust savings proposals, aligned to the priorities set out in the Council's business plan.

6. Financial impact

- 6.1 This report forecasts adverse outturn variances of £1.5m for the Culture and Wellbeing service and £0.050m for the Parks and Greenspaces service.
- 6.2 As of month three, an overall Council-wide overspend of £13.2m is forecast. This includes a projected overspend of £1.95m for services delivered by Place Directorate.
- 6.3 The Executive Director of Place and the Place Senior Management Team is committed to developing mitigating measures, in consultation with elected members where appropriate, with a view to achieving a balanced position by the year-end.

7. Equality and Poverty Impact

- 7.1 There are no equality, human rights (including children's rights) and socio-economic disadvantage implications arising as a consequence of this report.

8. Climate and Nature Emergency Implications

- 8.1 There are no Climate and Nature Emergency implications arising as a consequence of this report.

9. Risk, policy, compliance, governance and community impact

- 9.1 Whilst the report provides forecasts of financial outturn based on financial performance and conditions existing on 30 June 2023, there remains a risk that changing circumstances and events will result in further budget pressures.
- 9.2 All current and emerging risks will be subject to ongoing tracking, development of mitigation measures and review for the remainder of 2023/24.
- 9.3 Financial performance will be tracked by Place Directorate Senior Management Team and service management teams to identify and mitigate emerging financial risks.
- 9.4 There are no health and safety, governance, compliance or regulatory implications arising from this report.

10. Background reading/external references

- 10.1 [Revenue Monitoring 2023/24 – month three report](#), Finance and Resources Committee, 21 September 2023
- 10.2 [Terms and Conditions for Operating Events in Parks: West Princes Street Gardens and the Ross Bandstand](#), Culture and Communities Committee, 4 October 2022

11. Appendices

- 11.1 Appendix 1 (a) – Culture and Communities Committee: Revenue Budget Monitoring 2023/24 - Month Three position.
- 11.2 Appendix 1 (b) – Culture and Communities Committee: Approved Revenue Budget Savings 2023/24.

Appendix 1 (a) Forecast Revenue Outturn by Service

Service	Revised Budget	Projected Outturn	Projected Variance	Adverse / Favourable
	£'000	£'000	£'000	
Culture and Wellbeing				
Cultural Partnerships and Strategy	6,455	6,983	528	Adv
Community Empowerment	570	570	0	-
Heritage, Cultural Venues and Museums	2,341	2,466	125	Adv
Libraries, Sport and Wellbeing	15,111	15,911	800	Adv
Directorate and service-wide costs.	189	229	40	Adv
Total – Culture and Wellbeing	24,666	26,159	1,493	Adv
Parks and Greenspaces	4,366	4,416	50	Adv

Appendix 1 (b) Approved Revenue Budget Savings 2023/24

Service	Saving Description	2023/24 £'000	Red/Amber/Green/Black assessment
Cultural Partnerships and Strategy	Non-core cultural grants	250	Amber
Cultural Partnerships and Strategy	Public Safety and Resilience Organisational Review	40	Amber
		200	Red
Community Empowerment	Lifelong Learning Organisational Review	170	Green
Heritage, Cultural Venues and Museums	Fees and Charges uplift	78	Amber
Service Wide	Fees and Charges uplift	58	Amber
	TOTAL	796	

SUMMARY	£'000	%
Green assessed	170	22
Amber assessed	426	53
Red assessed	200	25
Black Assessed	-	-
TOTAL	796	100

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

Community Centre Strategy Reporting

Executive/routine
Wards

Routine
All

1. Recommendations

- 1.1 Culture and Communities Committee is asked to note this update on the development of a community centre strategy for the city.

Paul Lawrence

Executive Director of Place

Contact: Andrew Field, Head of Community Empowerment

E-mail: Andrew.field@edinburgh.gov.uk | Tel: 0131 529 7354

Community Centre Strategy Reporting

1. Executive Summary

- 1.1 This report responds to an adjusted motion by Councillor Thornley which was approved by Committee on 10 August 2023 on community centre strategy reporting.

2. Background

- 2.1 On 7 March 2023, Culture and Communities Committee [approved](#) the proposed approach to be taken to the development of a community centre strategy for the city. In addition to approving the approach, Committee agreed to establish a time limited All Party Oversight Group (APOG) to oversee the strategic review and development of a community centre strategy.
- 2.2 On 10 August 2023, Committee approved a [motion](#) by Councillor Thornley entitled Community Centre Strategy Reporting. The motion requested an interim report be presented to Committee at its October meeting, providing an update on the approach being taken and progress to date.

3. Main report

Approach to developing a Community Centre Strategy for the city

- 3.1 Following Committee approval of the approach to developing a Community Centre Strategy for the city, a briefing note on this was circulated to all Councillors in July 2023. A copy of the briefing note is attached in Appendix 1.
- 3.2 The note highlights that, in addition to community centres operated by the Council, there are a number of community spaces which the Council has no involvement in but which provide valuable support and services in local areas.
- 3.3 As reported to Committee (and summarised in the note), the plan for a strategic review of the current arrangements, focused on:
 - 3.3.1 Service provision and building use.
 - 3.3.2 Management committee structures, function, and sustainability.
 - 3.3.3 Property condition, location, and accessibility.
 - 3.3.4 Lease arrangements.

3.3.5 Staffing.

3.3.6 Finances, including funding, expenditure and income.

3.3.7 Local context, such as neighbouring community assets/projects.

Progress Update

3.4 An invitation was sent to all community centre management committees in July 2023 to set up an introductory meeting with them to discuss the work of the Community Empowerment and Engagement service.

3.5 At time of writing, introductory meetings have taken place with the management committees of:

- Sandy's Community Centre
- Pentland Community Centre
- Southside Community Centre
- Balerno Village Trust
- Bingham Community Centre
- Craigentiny Community Centre
- Gilmerton Community Centre
- Gorgie War Memorial Hall
- Kirkliston Community Centre
- Rannoch Community Centre
- Rosebery Hall
- Valley Park Community Centre
- St Brides Community Centre
- Colinton Mains Community Centre
- Muirhouse Millenium Centre

3.6 In addition, meetings are scheduled with the centre management committees of:

- Royston Wardieburn Community Centre
- Gate 55 Community Centre
- Drylaw Neighbourhood Centre
- Tollcross Community Centre

3.7 The meetings begin with an introductory presentation, followed by discussion. A copy of the presentation is attached in Appendix 2.

3.8 At the request of the APOG in June 2023, an all councillor briefing on the approach to the development of our strategy was arranged for 15 August in the Business Centre at the City Chambers. This took the format of a short presentation (attached

in Appendix 3) from officers followed by a discussion with members. Eighteen Councillors were in attendance and at time of writing, a number of those unable to attend have requested a further session to be arranged.

4. Next Steps

- 4.1 Introductory meetings will continue with management committees and engagement will be on-going (including those non-Council Community spaces) throughout the development of the new Community Centre Strategy.

5. Financial impact

- 5.1 There are no direct financial impacts arising from this report.

6. Equality and Poverty Impact

- 6.1 Any proposals resulting from the strategic review of community centre provision would require an equality and poverty impact assessment.

7. Climate and Nature Emergency Implications

- 7.1 Any proposals resulting from the strategic review of community centre provision would require to be considered and agreed in line with the Climate Change (Emissions Reductions Targets) (Scotland) Act.
- 7.2 Any proposals would need to be made in cognisance of building condition and would thus have to be closely aligned to the Corporate Property Strategy.

8. Risk, policy, compliance, governance and community impact

- 8.1 Community centre management committees and stakeholders are being consulted with throughout the development of this work programme.

9. Background reading/external references

- 9.1 Community Centre Strategy [report](#) for Culture and Communities Committee, 7 March 2023.

10. Appendices

- 11.1 Appendix 1 – Councillor Briefing Note.
- 11.2 Appendix 2 – Management Committee Presentation.
- 11.3 Appendix 3 – Councillor Presentation 15 August 2023.

Appendix 1 - Elected Member Briefing

Community Centre Strategy

Community Empowerment and Engagement Service
Place Directorate
10 July 2023

1. Introduction

- 1.1 This briefing gives an overview of the current management arrangements of Community Centres in Edinburgh and the development of a Community Centre strategy.

2. Background

- 2.1 There are 35 Council run Community Centres in Edinburgh. Each Community Centre is leased to a Management Committee who are a Charity in their own right. By virtue of this the CEC avoids paying rates on the Centres which would be a significant cost to the Council.
- 2.2 The current leases are now out of date and in 2019 the Council agreed to carry out a lease review with a view to updating all leases, after consultation with Management Committees. This process was delayed by the pandemic.
- 2.3 The current leases allow for Management Committees to let out rooms in their Centres and charge a fee. They also allow them to sub-lease rooms but only with the express permission of the Council and, any agreed sub leases must reflect the terms of the lease the Management Committee holds with the Council.
- 2.4 Most Centres have Council staff on site from Business Support and Facilities Management. The level of staffing hours provided varies across each Centre. All energy and cleaning costs are covered by the Council as well as health and safety, wind and watertight repairs.

3. Main Points

- 3.1 At present an assessment of Council owned community centre buildings in 2020 identified that improvements are required to the fabric of many of these buildings, with an estimated capital cost of £13.6m (which is currently unfunded). A programme of building surveys is underway to bring this assessment up to date.
- 3.2 In addition to the community centres which are operated by the Council, there are a number of community spaces which provide valuable support and services in local areas but in which the Council has no involvement. As noted in a motion to

the Council in June 2022 and again on 9 February 2023, some of these centres are having difficulties in raising funding and are facing an uncertain future.

3.3 It is proposed to undertake a strategic review of the current arrangements for community centres looking at the following aspects:

- Service provision and building use.
- Management committee structures, function, and sustainability.
- Property condition, location, and accessibility.
- Lease arrangements.
- Staffing.
- Finances, including funding, expenditure and income.
- Local context, such as neighbouring community assets/projects.

3.4 The Governance of the strategic review and the development of the Community Centre Strategy will be overseen by a time limited All Party Oversight Group (APOG) and a new Community Empowerment Board chaired by Paul Lawrence with representatives from relevant Council departments. .

4. Next Steps

- 4.1 The APOG will meet throughout the duration of the development of the strategy.
- 4.2 Consultation will be carried out with all Community Centre Management Committees, including those non-Council Community spaces, over the financial year 2023/24.

5. Contact Details

Name: Andrew Field

E-mail: andrew.field@edinburgh.gov.uk

Tel : 07885 233 181

Community Centre Management Committee 2 August 2023

The Lifelong Learning Review

3 new service areas came from the review of the Lifelong Learning service which was situated in the Children & Families Directorate.

Community Empowerment & Engagement – Place Directorate

Libraries & Wellbeing - Place Directorate

Wider Achievement & Lifelong Learning – C&E Directorate

Community Empowerment & Engagement

Who Are We?



What We Will Do - Our Work With You

We are responsible for working with management committees to ensure that community centres have a sustainable future.

We will be working with you to develop a community centre strategy for the City.

You will have a named officer for your centre.

What We Will Do - Our Work With You

Working with you, we will look at issues of

- Management committee structure and function, building use and service provision,
- Property condition, location and accessibility,
- Ownership and leasing arrangements,
- Staffing
- Funding, spend and community centre income.

Our Work With you

Community Centre Strategy

We want to ensure we have a sustainable community centre estate in the City.

We are responsible for the development of a community centre strategy for Edinburgh

Service delivery is our single most important consideration.

A focus on what sort of activities are taking place for local communities will drive our work.

Community Centre Strategy

The Outputs

One size does not fit all. We will produce a series of individual reviews by the end of this year upon which an overall strategy can be developed.

Community centres will not be looked at in isolation. The strategy will be aligned with other Council led initiatives.

Community Centre Strategy Governance Arrangements

We will have a regular programme of meetings with management committees to help develop this strategy.

Internally we will be helped through an officers' group which includes officers from the Finance, Legal, Health & Safety, Facilities Management, Communications, Estates, Business Support and Children & Education services.

An All-Party Oversight Group will oversee this work. It is made up of Councillors from the Culture & Communities Committee and will meet every two months. We will report to this Committee

Community Centre Strategy and the Shared Prosperity Fund

Alongside the development of the strategy, we are partnering with EVOG on the governance requirements of existing committees.

This will be delivered through a 2-year SPF programme

This will be a tailored programme of work developed in consultation with Management Committees and will cover all areas of your business including charitable responsibilities and law, business planning, recruitment and succession

Questions & Discussion

Community Engagement and Empowerment Service

Community Centre Strategy – Councillor Discussion Session 15th August 2023

The Purpose of the Session

To discuss with Members the approach that will be taken to the development of a community centre strategy for the City.

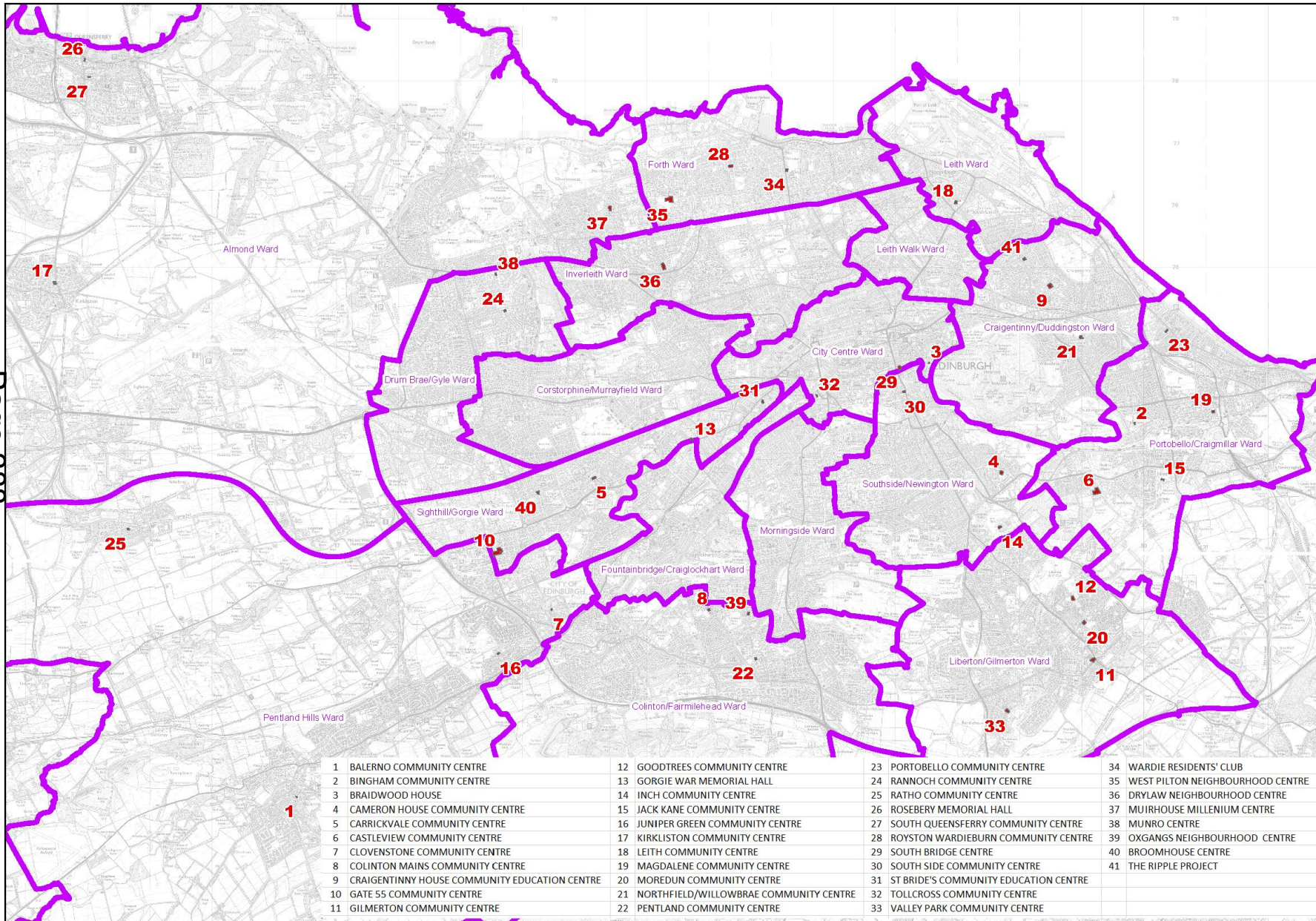
Community

Engagement

Empowerment

Why A Review ?

- The Public Funding Environment
- Unfunded Capital Requirements
- Council Staffing Re-Organisation
- Variable Management Committee strengths
- Historic Leasing Arrangements



Community Centres and Community Owned Buildings by Ward

What Are We Doing ?

Culture and Communities Committee March 2023

- Approved the proposed approach to be taken to the development of a community centre strategy for the city. To include non-Council owned buildings.
- Agreed to establish a time limited All Party Oversight Group (**APOG**), to oversee the strategic review and development of a community centre strategy

Who is carrying this work out?

The Community Empowerment & Engagement service is leading on this work.

Internally we will be helped through an officers' group which includes officers from the Finance, Legal, Health & Safety, Communications, Facilities Management, Estates, Business Support and Children & Education services.

How Will We Do It?

Working with:



Aim:

Develop a series of individual profiles of community centres across the City.

What We need to Consider

Under 6 headings
and taking an area-
based approach we
will look at issues of:

Management committee
structure and function

Property condition,
location and
accessibility

Ownership and leasing
arrangements

Staffing

Funding, Spend and
Community Centre
Income

Building use and
service provision

The Leasing of Community Centres



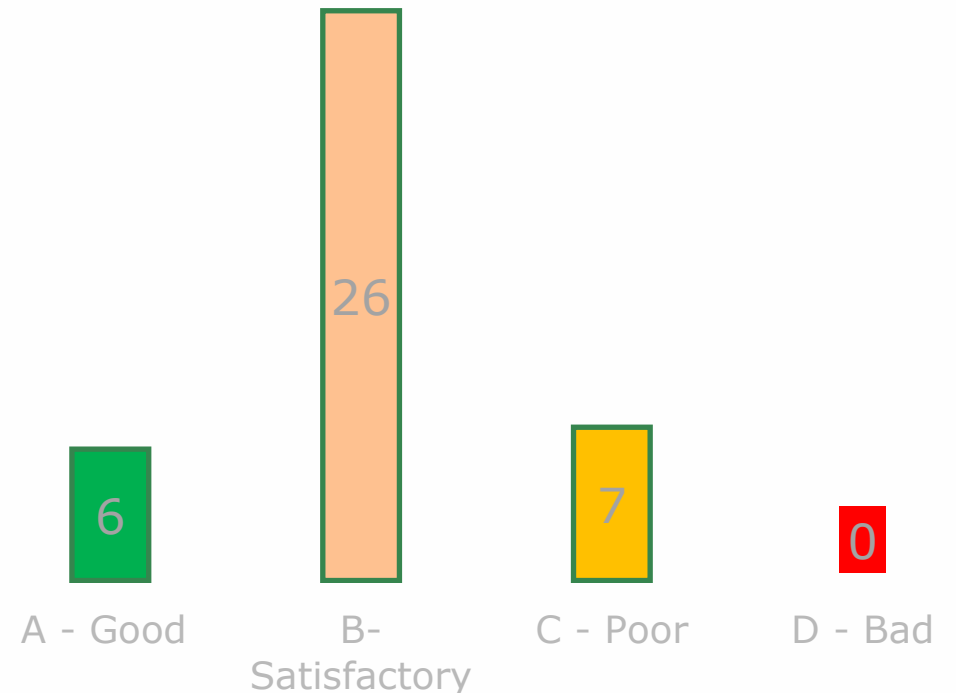
The Condition of Community Centres



Condition Summary

- 39 Community Centres Surveyed
- Total identified 5 year investment requirement of circa £15.5m
- Inflationary pressures on construction costs – estimates provided as part of survey are for guidance purposes and actual project costs will vary

Condition Banding - Community Centres



Our SPF Partnering Programme



The Timeline

To Complete a strategic Review

To prepare proposals for the budget setting process for the financial year 2024/25

**Financial Year
2023/24**

Strategic Links

Corporate
Property
Strategy



20 Minute
Neighbourhood –
Living Well Locally



Net Zero



Our Future Work



Questions, Comments, Discussion

This page is intentionally left blank

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

Edinburgh Cemetery Tour Registration Scheme - Update

Executive/routine
Wards

Routine
All, particularly Ward 11 – City Centre

1. Recommendations

- 1.1 It is recommended that the Culture and Communities Committee:
 - 1.1.1 Notes the progress in implementing the revised scheme; and
 - 1.1.2 Notes the proposal to carry out further engagement with stakeholders, with the outcome reported to Committee in early 2024.

Paul Lawrence

Executive Director of Place

Contact: Andrew Mitchell, Head of Regulatory Services

E-mail: andrew.mitchell@edinburgh.gov.uk | Tel: 0131 529 4042

Edinburgh Cemetery Tour Registration Scheme - Update

2. Executive Summary

- 2.1 On 11 May 2023, Committee [agreed](#) to amend the Edinburgh Tour Guide Registration Scheme, specifically in relation to the fees applicable. This report provides an update on progress on implementation of these changes and proposes further engagement with stakeholders with regard to the impact of the scheme.

3. Background

- 3.1 The Council owns and operates 43 cemeteries, churchyards, and burial grounds across the city. For ease of reference, in this report they are all referred to as cemeteries.
- 3.2 The city has five historic city centre cemeteries in the UNESCO World Heritage area. Three of these (Canongate, Greyfriars and Old Calton) are Category A listed for the national significance of their monuments, memorials and walls. These cemeteries require expensive ongoing conservation and maintenance to keep them safe.
- 3.3 These cemeteries remain hugely popular with visitors, for example, around two million annual visitors to Greyfriars, making it the third most visited free to enter attraction in Scotland. Other city centre cemeteries (such as St Cuthbert's and Old Calton) also receive significant annual footfall.
- 3.4 Whilst many visitors visit independently, there exists a significant number of organised commercial tours which generate significant visitor numbers. These tours are often organised by tour guide companies (employing individual tour guides), although some guides work independently.
- 3.5 A Cemetery Tours Registration Scheme was approved by Committee and introduced in 2020. The Council's costs for maintaining the three busiest city cemeteries in 2022/23 was £86,000, with a further £38,000 incurred in staffing costs. On 11 May 2023, following receipt of data which showed that the current scheme had raised approximately £5,000 in the each of the previous two years, Committee agreed to revise the applicable fees.

- 3.6 The revised fee structure agreed, with effect from 1 July 2023, included:
- 3.6.1 An annual registration for each individual company of £150; and
 - 3.6.2 Each individual guide to pay a registration fee of £120.
- 3.7 A previous informal practice of tour companies paying one fee, irrespective of how many guides they had operating in the cemeteries, ceased on implementation of the revised structure on 1 July 2023.
- 3.8 Without radical change, the unfunded pressure of the continued use of cemeteries for commercial purposes is unlikely to be sustainable. The Council maintains a capital budget for general maintenance of the cemeteries, but that is not able to contain the costs resulting from large visitor numbers.
- 3.9 A second aspect of the previous tour guide registration scheme was that tour guides were expected to either collect a 50p donation from each customer or to encourage customers to use donation points to donate the same amount. Income from this second aspect of the scheme remains low. Committee agreed that further work should be undertaken with the tour guides on that aspect, with a further report being brought back to Committee.

4. Main report

Implementation of the revised fee structure

- 4.1 After a short period of notice to relevant parties, a new fee structure for Cemetery Tours took effect on 1 July 2023. Uptake of the registration scheme was good, and there is no sign that the number of guides has dropped compared to the estimate provided to Committee in May 2023.
- 4.2 As of 29 August 2023, a total of 321 registrations have been issued - 225 tour companies and 96 individual tour guides. This has raised a total income of £45,000.
- 4.3 In order to assist with the efficient issuing of registrations, the Licensing Service provided expertise to manage the large volume of applications in a time sensitive manner by processing applications and issuing registrations.

Enforcement of the Scheme

- 4.4 It is recognised that the revised scheme requires to be properly enforced to ensure that legitimate businesses, which complied, are not put at a competitive disadvantage by competitors which either did not register with the scheme or sought to continue to register multiple users under one registration.
- 4.5 Consequently, training and support has been and will continue to be provided to the Bereavement Services team to ensure that they were appropriately equipped to engage with tour guides and to ensure consistent compliance with the scheme. In particular, enforcement resources from Licensing and Trading Standards were deployed during July to support monitoring of compliance. This led to high levels of compliance ahead of the August festival period. It is proposed to make these

additional resources available periodically to enhance and support colleagues within Bereavement Services to ensure that compliance remains high.

Engagement

- 4.6 Generally, the changes to the scheme have been well received with some positive feedback received. A number of operators have expressed concerns about the consultation with the sector prior to implementation of the revised fees and the short notice provided, particularly when operators might have already set their fees for the season. A small number of operators also expressed concern that the previous arrangement of one fee per company, irrespective of the number of guides, is no longer available.
- 4.7 It is acknowledged that the changes were implemented in a relatively short time scale, and this should be avoided in the future, if possible. However, this has to be set against the backdrop of unsustainable financial pressures and that the previous fee structure had been set with the expectation of additional income from visitor donations, which did not materialise.
- 4.8 Some operators wish the fee charged to recognise differing sizes of companies in terms of the number of guides, and for the Council to reinstate the previous practice of issuing a registration for one month to take account of the festival period.
- 4.9 Officers have had discussions with, and have offered to engage with, the relevant companies during the period from October to December 2023, to explore the possibility of making revisions to the scheme early in 2024. Any changes would be contingent on progress being made in areas such as addressing the need to ensure that visitors participating in tours make contributions, and putting in place a robust method to ensure that this happens. It was also explained to stakeholders that any changes to the fee structure could not lead to a reduction in income, or make the scheme overly complex to operate.

5. Next Steps

- 5.1 Engagement sessions with tour companies and guides will be arranged to discuss how the Cemeteries Tour Guide Scheme could evolve in terms of fee structure and visitor contributions. Officers will report back to Committee with an update on these discussions and proposals for revisions to the scheme in two cycles, and thereafter will provide the Committee with an annual report on the scheme.
- 5.2 Additional engagement will be held with key stakeholders (such as Edinburgh World Heritage) to ensure that tour operators continue to respect the historic nature of the cemeteries and ensure no damage is caused.
- 5.3 Monitoring of compliance with the scheme and also of the income received will continue.

6. Financial impact

- 6.1 The revised fee structure has generated £45,000 in the current financial year. This has addressed an immediate funding pressure to meet the cost of the Cemeteries Officer position (which is deployed to manage the five city centre cemeteries).
- 6.2 During the current financial year, no capital works have been undertaken. However, this remains a risk and it is likely that at the end of the busy summer period the immediate need for repair work to deal with wear and tear due to heavy footfall over the period will have to be assessed.

7. Equality and Poverty Impact

- 7.1 There are no issues directly relevant to equality or poverty arising from this report.

8. Climate and Nature Emergency Implications

- 8.1 The report does not have an impact on any issues relating to the climate or nature Emergency.

9. Risk, policy, compliance, governance and community impact

- 9.1 Engagement with operators has been and will be carried out as reported at 4.6 to 4.9 and 5.1 and 5.2 above.

10. Background reading/external references

- 10.1 [Report](#) to Culture and Communities Committee 15 May 2020

11. Appendices

- 11.1 None.

This page is intentionally left blank

Culture and Communities Committee

10.00am, Thursday, 5 October 2023

Sprint World Orienteering Championships – Budget Update

Executive/routine
Wards

Executive
All

1. Recommendations

- 1.1 Culture and Communities Committee is asked to approve a further allocation of £50,000 towards the delivery of the Sprint World Orienteering Championships 2024 from the 2024/25 Events budget.

Paul Lawrence

Executive Director of Place

Contact: David Waddell, Senior Culture and Events Officer

E-mail: david.waddell@edinburgh.gov.uk | Tel: 0131 529 4929

Sprint World Orienteering Championships – Budget Update

2. Executive Summary

- 2.1 Edinburgh will host the Sprint World Orienteering Championships in July 2024. A budget allocation of £200,000 was originally approved at Culture and Communities Committee on [20 March 2018](#) to deliver the event. This report seeks approval to allocate an additional £50,000 to deliver the Championships. This is because of significant inflationary increases in the budget, most notably in staffing costs.

3. Background

- 3.1 The Sprint World Orienteering Championships are a relatively new event, owned by the International Orienteering Federation, where athletes compete over an urban city centre course. The first iteration of the event was held in Denmark in 2022.
- 3.2 The Sprint World Orienteering Championships was a new event in 2018, with the first Championships scheduled for 2020.
- 3.3 Edinburgh was awarded the Championships in 2019, originally scheduled to be delivered in 2022. However, the Coronavirus pandemic meant the 2020 (Denmark) and 2022 (Edinburgh) events were delayed to 2022 and 2024 respectively. The budget for the Championships was originally prepared in 2018 before the first edition. As such, it was based on the working budget for the Denmark (2020) edition.
- 3.4 In March 2018, Committee noted the benefits of hosting this event and approved a financial contribution to the cost of the Championships of £200,000. This funding has been carried forward annually in the Council budget to meet the cost of the event when it goes ahead.
- 3.5 The event is now scheduled to go ahead in July 2024 and is being delivered by the Scottish 6-Day Company in partnership with Scottish Orienteering and the British Orienteering Federation. A Steering Group comprised of these organisations plus the Council and EventScotland oversee the strategic development and delivery of the Championships.

4. Main report

- 4.1 Following the conclusion of the Denmark event, the organisers have reviewed the cost of running future events. This review considered the final event costs from Denmark (which were higher than the original budget) and that Edinburgh was likely to be a more expensive event due to the complexity of the urban layout in the city centre, the staffing resources required to safely deliver it and security costs.
- 4.2 Most notably, the UK entered a period of significant inflation after the Denmark event, pushing the costs for all elements (but particularly staffing costs) beyond those contained within the agreed budget.
- 4.3 The Steering Group re-engineered the budget to assess what elements could be scaled back or delivered differently. Based on revisions to the event format and staffing structures, a revised budget was produced that reduced the deficit.
- 4.4 As a result, both the Council and EventScotland have been asked to contribute a further £50,000 each as well as a contribution from Scottish Orienteering. The remainder of the deficit has been backed by guarantee from the British Orienteering Federation and the Scottish 6-Day Company.
- 4.5 With these additional commitments, a balanced budget can be achieved to deliver the Championships.
- 4.6 The organisers require confirmation from all of the partners of the additional funding required now in order to ensure all of the event arrangements are in place in time for July 2024.

5. Next Steps

- 5.1 If agreed, the additional funds will allow the event to proceed. The Council funding will continue to be released at agreed milestones.
- 5.2 The organising Steering Group will continue to meet monthly to regularly review plans for the event, including financial updates (cashflow projections and budget updates).

6. Financial impact

- 6.1 The budget for this event has been allocated from the Events budget across three financial years reducing the impact on any one year. The allocation of £200,000 (agreed in 2018) has been carried forward from previous financial years.
- 6.2 To date, the Council has contributed £60,000 of the £200,000 original allocation. Payments are released against pre-agreed milestones. Should the event be cancelled due to lack of budget, it is unlikely that the Council would be able to recover any of the released sums as they have been used for expenditure to date.
- 6.3 The further £50,000 will be contained within the 2024/25 Events budget.

- 6.4 The full Events budget is £356,200 per annum. This is nominally divided 50:50 between culture events and sports events. A full summary of the proposed allocations for 2024/25 will be shared with Committee before the end of this financial year.
- 6.5 However, it is not currently anticipated to have an adverse effect on any of the planned events in 2024/25

7. Equality and Poverty Impact

- 7.1 There are no Equality or Poverty impacts expected to arise as a result of this report.

8. Climate and Nature Emergency Implications

- 8.1 There are no climate and nature emergency implications expected to arise as a result of this report.

9. Risk, policy, compliance, governance and community impact

- 9.1 The additional cost can be contained within the Council's Events budget. The Events budget is allocated on an annual basis and, while this allocation will be deducted from the 2024/25 budget allocation, it is not currently anticipated to have an adverse effect on any of the planned events in 2024/25. If Committee does not approve the recommendations contained within this report, it is possible that the Steering Group will recommend cancelling the event, which will have a significant negative reputational impact for the city.
- 9.2 This event will comply with the recommendations contained within the Policy for the Use of Public Spaces, which is also being considered on this agenda.
- 9.3 The Steering Group has appointed an Event Director to deliver this event. The Director has significant experience of delivering large events in public spaces, including in Edinburgh. In addition, a specific Permissions Officer has been appointed to directly engage with the Council and to ensure that all permissions are in place. The event will also be subject to the Council's Events Planning and Operations Group.
- 9.4 Engagement with Lothian Buses and the Council's Roads Events Team has already started to ensure that any disruption is minimised. Resident and Stakeholder communications will be sent out by the Event Director in due course.

10. Background reading/external references

- 10.1 None.

11. Appendices

11.1 None.

This page is intentionally left blank