

Culture and Communities Committee

10.00am, Thursday, 11 May 2023

Use of Public Spaces for Events and Filming Update

Executive/routine Wards Council Commitments	Routine All, particularly 11 - City Centre
---	---

1. Recommendations

- 1.1 Culture and Communities Committee is asked to:
 - 1.1.1 Note this update on the development of plans to implement new arrangements for the use of public spaces for events and filming;
 - 1.1.2 Agree the change of wording proposed in December 2022 in respect of the key principles point four will be considered alongside finalising the plans for implementing the new arrangements (paragraph 4.9); and
 - 1.1.3 Note that it is intended to further develop the approach to implementing the key principles, including discussing this with stakeholders, before presenting a final proposal for the new arrangements to Committee in October 2023 for approval.

Paul Lawrence

Executive Director of Place

Contact: Name, job title

E-mail: [e-mail address](#) | Tel: 0131 123 4567

Report

Use of Public Spaces for Events and Filming Update

2. Executive Summary

- 2.1 This report provides an update on the development of new arrangements for the use of public spaces for events and filming.

3. Background

- 3.1 This report follows a number of previous updates to Committee on the development of new arrangements for the use of public spaces for events and filming.
- 3.2 On [13 December 2022](#), Committee received a progress update on the emerging new arrangements, following a period of public consultation.
- 3.3 Committee heard from two deputations who had contributed to the development of the key principles and both were keen to ensure that the new arrangements considered all of the feedback received and ensured that all parties worked collaboratively to finalise the approach.
- 3.4 The [decision](#) of Committee was to:
- 3.4.1 Note the results of the public consultation;
 - 3.4.2 Note the finalised key principles and process for submitting applications for the use of public spaces as set out in the report, subject to some changes (which are set out in the decision);
 - 3.4.3 Agree that an action plan to implement the responses to the key principles would be presented to Culture and Communities Committee on 23 May 2023 for approval;
 - 3.4.4 Discharge a number of outstanding motions (as set out in the report) which had been addressed by the key principles or in previous updates to the appropriate Committee;
 - 3.4.5 Note that officers would continue to progress implementation of the motion on Greening the Fringe, working with partners as appropriate and that Committee would be kept updated on progress via the Committee Business Bulletin;

- 3.4.6 Agreed to host a briefing session for members to consider the historical work undertaken;
 - 3.4.7 Approve the progression of the practical steps outlined in paragraph 4.16 of the report and agreed an update would be provided in the Business Bulletin in two cycles;
 - 3.4.8 Continue consideration of proposed changes to wording in Appendix 2, point 4 (of the December 2022 report) to replace the wording with the final decision on any event application which does not meet the criteria will rest with the Service Director, Culture and Wellbeing and that decision will be taken in consultation with the Convener of Culture and Communities Committee.
- 3.5 Section 8 of this report summarises the previous reports and motions which relate to the use of public spaces for events and filming.

4. Main report

Use of Public Spaces for Events and Filming Update

- 4.1 Following December's Committee, an officer working group has been established to finalise the arrangements for implementing the key principles for the use of public spaces for events and filming.
- 4.2 The working group has reviewed the historical work undertaken in preparing the key principles for consultation and then refining them prior to presenting them to Committee in December. A briefing on this took place at the Festivals and Events All Party Oversight Group on 20 April 2023.
- 4.3 Recognising the feedback received through the consultation and from the deputations in December 2022, officers have revisited the approach proposed to implementing the key principles and are progressing actions in respect of four overall themes and workstreams in order to ensure the effective implementation of the use of public spaces for events and filming approach moving forward.
- 4.4 The themes are:
 - 4.4.1 Ensure that the applications process is transparent and accountable;
 - 4.4.2 Ensure the application process and the activities applied for are proportionate;
 - 4.4.3 Ensure activities have a positive effect; and
 - 4.4.4 Ensure organisers minimise their sustainability impact.
- 4.5 The workstreams are:
 - 4.5.1 Use of Public Space Policy;
 - 4.5.2 Code of Practice and Event Management Guidance;
 - 4.5.3 Resources; and
 - 4.5.4 Stakeholder briefing.

- 4.6 In reviewing this approach, officers have identified that further discussions with stakeholders and further refinement of the implementation plans would be beneficial before the approach is finalised. It is proposed that these discussions will take place by the end of June 2023.
- 4.7 Recognising the work required to progress these workstreams, it is expected that the final report on the policy and guidance will be presented to Committee in October 2023.

Amendment to wording – Delivering the Key Principles, Point 4

- 4.8 On 13 December 2022, Committee agreed to continue consideration of proposed wording of delivering the key principles point 4.
- 4.9 The draft change is shown in the table below:

<p>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.</p>	<p>The Key Principles will be clearly advertised in advance to deter applications that do not meet the criteria. Where an applicant does not meet the criteria, the application will be 'red flagged' to relevant Senior Officers and Elected Members for comment. The final decision on any event application that does not meet the criteria will rest with the Service Director, Culture and Wellbeing in consultation with the Convener of Culture and Communities Committee</p>
---	---

Progress with the actions set out in December report

- 4.10 In December 2022, officers set out some practical steps to addressing some of the operational challenges in hosting events and filming in public spaces.
- 4.11 A progress update is attached in Appendix 1.

5. Next Steps

- 5.1 Officers have set up further discussions with stakeholders to discuss the key principles and to identify any concerns about the implementation of the principles.
- 5.2 The officer working group will continue to develop plans for implementing the approach for the use of public spaces for events and filming.
- 5.3 Final proposals for implementing the key principles for the use of public spaces for events and filming will be presented to Committee in October 2023.

6. Financial impact

6.1 There are no financial impacts arising from this report.

7. Stakeholder/Community Impact

- 7.1 Stakeholders, including event and filming organisers, community councils, resident groups, business groups, friends' groups, Council officers and interested individuals collaboratively engaged in the development and refinement of the key principles for the use of public spaces for events and filming.
- 7.2 A stakeholder working group contributed to the development of draft principles and a public consultation on the principles was carried out between 22 September and 15 December 2021. The results of the consultation were reported to Committee in December 2022.
- 7.3 In finalising the new arrangements for the use of public spaces for events and filming, officers intend to engage with stakeholders who previously contributed to this work prior to reporting back to Committee in October 2023.

8. Background reading/external references

- 8.1 Code of Practice for Filming – report to Culture and Communities Committee, [29 January 2019](#);
- 8.2 Public Spaces Management Plan (proposing to combine the Parks Events Manifesto and Public Spaces Protocol) – report to Culture and Communities Committee, [January 2020](#);
- 8.3 Use of Public Spaces for Events and Filming (draft key principles approved for consultation) – report to Culture and Communities Committee, [14 September 2021](#);
- 8.4 Use of Public Spaces for Events and Filming Consultation – [Council Consultation Hub](#);
- 8.5 Summary of motions linked to the use of public spaces for events and filming – Appendix 1 of report for Culture and Communities Committee, [13 December 2022](#). Committee agreed to the close all except the motion in respect of Greening the Fringe.

9. Appendices

- 9.1 Appendix 1 – Progress Update on addressing operational challenges

Appendix 1 – Progress update to address operational challenges

Action	Progress Update
<p>An application form for using public spaces for events has been created and includes a dedicated email address for submission of applications. The application includes a request for a Temporary Traffic Regulation Order (TTRO) and request for permission to use parks or greenspaces</p>	<p>A joint application form is available for events in public spaces and on roads. Officers are now working to incorporate parks events onto the same form.</p>
<p>The process for applications, planning and delivery of events is now clearly set out, with details of what is required at each stage. The processes to support this are already in place. It is hoped that the information presented will make it clear to applicants when and how the process works</p>	<p>A briefing for Elected Members was presented at the Festival and Events All Party Oversight Group on 20 April 2023. A briefing for stakeholders who were involved in the initial consultation is also planned.</p>
<p>Officers will create a dedicated page on the Council website to show the applications received. This will be updated with the decision once the application has been considered</p>	<p>This work is underway. Initially, it is anticipated that a calendar monthly will be uploaded. This will note the major filming and events taking place by ward.</p> <p>In finalising the report for Committee in October, officers will investigate the resources required to develop a more sophisticated web presence will be investigated.</p>
<p>While event organisers are required to notify residents of upcoming events or filming, providing a named contact and dedicated telephone number (contactable 24 hours) for any issues. However, recognising that residents have reported that issues are not always addressed by event organisers, officers will ask them to provide details to the Council of the issues raised by residents and the action taken to address them</p>	<p>This work is underway. Guidance for organisers will include details of the Council's expectation on engagement with local stakeholders, including contact details.</p> <p>This will be reinforced throughout the planning process. Local stakeholders who will have access to the calendar of activities will be able to alert the Council to any planned events where contact has not been made.</p>