

Background Note - PUBLIC SPACE MANAGEMENT PLAN draft development

This background note contains thoughts and ideas for the development of a draft Public Space Management Plan (PSMP) for engagement/discussion with Stakeholders, to then be further developed into a draft PSMP for Committee approval for wider public consultation.

Background

A report to [Culture and Communities Committee on 28 Jan 2020](#) "*Development of a Public Space Management Plan*" asked Committee to note that:

...it is intended to... develop a single Public Space Management Plan (PSMP) to be supported by a single set of processes, criteria and procedures when applications are received in the future.

A report to [Policy and Sustainability Committee on 25 Feb 2020](#) "*Review of Event Management Operations in Edinburgh - Edinburgh's Christmas*" stated:

A review is being undertaken of the Edinburgh Parks Events Manifesto and Public Spaces Protocol to ensure that the approach to the management of public spaces in the city is co-ordinated and that simplified, transparent processes are in place to support the use of these spaces. The aim is to develop a single PSMP to be supported by a single set of processes, criteria and procedures when applications are received in the future; the new PSMP will combine public spaces and parks into one document and will set out a strategy for how each of the city's public spaces can be used.

Policy and Guiding Principles

A structured and extensive consultation exercise into events and the use of public space was carried out in 2016 and learning from this exercise was reflected in the Public Spaces Protocol, introduced in 2018. It is not intended to repeat this consultation. The Public Spaces Protocol contains a set of guiding principles for the use of public space. These principles can apply to all public open areas across Edinburgh.

The Edinburgh Parks Events Manifesto was first published in 2010 and has been developed as a strategic and proactive approach to the planning and managing of events within Edinburgh's parks and green spaces. It provides a framework through which a balanced and sustainable events program can be achieved, whilst ensuring that the quality of the land is maintained to the highest standard possible.

Edinburgh's commitment to Filming in Edinburgh is sealed in the Film Charter and operational information and advice is detailed in the Code of practice for Filming in Edinburgh.

The Council's 'Strategic Events Partnership' with representatives of key stakeholders, leverage city wide delivery and support for events, allowing Edinburgh to compete effectively to secure major events.

The hosting of major events is considered by the Councils Festival and Events All Party Oversight Group.

The guiding principles as outlined in the Public Space Protocol will be the overarching principles covering all Edinburgh areas in the PSMP. The use of each area for events and filming, while defined generically by the guiding principles, will in time have their own area conditions that add detail to the guiding principles to define for example, the types of activities suitable for the area, timing of activities, noise levels, rest periods etc. These already exist for frequently used areas and the Parks Events Manifesto adds conditions for frequently used parks and green spaces.

The guiding principles, developed as part of the Public Space Protocol, along with Edinburgh Parks Events Manifesto, the Film Charter and Code of Practice, and the Festival and Events All Party Oversight Group, will work together to allow filming, festival and event proposals to be assessed and processed equitably and openly.

Event and Filming office

It is proposed to establish an Event and Filming office to act as a conduit for all proposals for events, festivals and filming in Edinburgh. All proposals for events, festivals and filming, whether small, medium or major, are to be applied for, assessed, processed and approved on behalf of the whole Council by this office. Major events and filming will be referred by this office to the Festival and Events All Party Oversight Group for consideration, who will then advise the Event and Filming Office how to proceed with the proposal.

Complex events, filming and festivals will be considered, advised and refined by the Events Planning and Operations Group (EPOG); an advisory, multi-agency team made up of all relevant Council services and partner agencies, including the emergency services, in conjunction with venue owners, managers and event organisers.

It is proposed the office is headed by a Public Space Manager, with either a directly reporting team or a matrix managed virtual team of specialists to advise on and process events, festivals and filming (specialist officers to cover events, filming, public safety, licensing, roads, community engagement). The Public Space Manager and Event and Filming Team Specialists will require an appropriate level of responsibility to ensure consistency of process and application of policy.

Organiser contact for Events, Filming and Festivals

Any organiser of an event, filming or festival, will use the Event and Filming Office as their primary point of contact. They may have other sponsors within the Council, but an organiser's proposal for an event, filming or festival will need to be registered with, processed by, and approved on behalf of the whole Council by the Events and Filming Office.

The application process

Organisers will submit their proposal for events, filming or festivals, taking place on any open area owned or managed by the council, on a web-based platform. The web platform will contain or link to all the information organisers require to propose and plan their event, filming or festival at a suitable location and at a suitable time. From this web-based platform, organisers will be able to see, prior to proposing their event, filming or festival, conditions for use of an area, its availability, the likely permits and permissions required, and the timescales and costs for all elements of the application and approval process.

Organisers will complete the application proposal form on the web-based platform, supplying detailed information where required, and if the proposal meets with the guidelines, the selected area conditions and the area is available, it can be submitted as a proposal to the Events and Filming Team. The Events and Filming Team will assess the proposal, if it's a major event or filming they will refer it to the Festival and Events All Party Oversight Group for consideration; otherwise they will check that it complies with the PSMP and conditions and advise the organiser that it has been accepted as a proposal, and of the next steps required. When a proposal is accepted by the Events and Filming Office, key information is made available for the general public on the web platform, that also includes information on all approved events, filming and festivals.

Community engagement

When a proposal is accepted by the Events and Filming Office and key information made public on the web platform, a text or email notification can be sent automatically to elected members, community representatives, stakeholders and registered interested parties. Accepted proposals would be in accordance with the guidelines and conditions of use for the area, whether a road, pavement, plaza, square, park or other green space.

Feedback on proposals, approvals and completed events, filming and festivals will be welcome and encouraged. This feedback will be assessed (usually annually), the findings made public and if required, a meeting held with interested parties to review conditions of use for the area in question.

It is not expected that feedback will influence an individual proposal as the Events and Filming Office will process the application in accordance with the agreed guidelines and conditions for each area.

Thoughts and Ideas