# [Public Space Management](https://edinburghtalksclimate.dialogue-app.com/ksm6bjz1lw" \l "idea-count-container)

#### **Background**

The use of parks, green and public spaces in the city are managed through a variety of policies and procedures.

The [Edinburgh Parks Events Manifesto](https://www.edinburgh.gov.uk/park-activities-events/edinburgh-parks-events-manifesto-1/1)and [Public Space Protocol](https://cultureedinburgh.com/plan-my-eventprocess/public-spaces-protocol) both have the same goal. To protect, maintain and enhance the built and natural environment, while also balancing the desire for events and activities with the need for the city to function for the wide range of people who live, work and visit the city.

A range of City of Edinburgh Council services are involved in the planning, organising and licensing of the activities which take place within these spaces.

Late in 2019, officers discussed the current management plans, policies and procedures. They considered how these could be improved to provide a more comprehensive, joined up approach.

#### A new approach

The Public Space Management Plan (PSMP) will set out how we can manage public open spaces (parks, greenspace, roads, plazas, squares under City of Edinburgh Council control) for events, filming and festivals. We're engaging with you to help develop and refine a draft plan.  
  
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.

#### **Help us shape how we can manage our public spaces**

A draft set of key principles has been developed for inclusion in the draft PSMP under the following headings:

1. Safety
2. Organiser’s obligations
3. Environment and Amenity
4. Noise
5. Parking
6. Transport and Accessibility
7. Waste and Recycling
8. Public Conveniences and Welfare
9. Sharing Information

**We want to hear what you have to say about each of these principles.**

Following the 2016 consultation, the following set of guidelines was also agreed:

1. The use of space must balance the needs of different users
2. The use of a space must support and reinforce the special ‘place’ quality of its surrounds
3. Each space must have periods of ‘rest’ when it is free from temporary events or activities
4. The use of spaces must reflect Edinburgh’s unique city offering
5. The use of public space should encourage all people to access the city, throughout the year
6. The spread of activities to spaces across a wider area of the city will be encouraged
7. Temporary activities or events in public spaces must be well managed, and adhere to standard terms and conditions.

**We want to hear what you have to say about each of these guidelines.**

--

**How to take part**

* Start by taking a look at a ideas we have initiated for each principle and guideline or review other ideas with the highest rating or most comments
* Use the search and filter tools to find specific topics
* Register to leave a comment
* If you have a new idea that isn’t already on the site, click Add Idea to submit it

There's a lot here. It's complex and we're all likely to have to make some compromises. None of us will probably get everything we want but hopefully we'll understand why and agree the outcome is fair and right for Edinburgh as a whole.

All ideas and suggestions are good ideas. They may even spark something transformational. We welcome positive input with a focus on what will work and what’s good.

If you don’t like something (and we won’t all agree!), try to come up with something better, that you feel may be accepted, possibly as a compromise, by the wider group.  
  
**What happens after I post?**

* Ideas and comments will be published as soon as possible
* Posts that duplicate existing ideas will be locked to keep the conversation in one place
* Posts that are off-topic or don’t meet our moderation policy will not be published

Please give your input by 23rd November 2020 to allow time for it to be included in the draft PSMP.

[Public Space Management Plan - Key Principles](https://uk-sandbox-13.dialogue-app.com/sbylt64cny#idea-count-container) (KP) and Guidelines (G)

# **1. Safety** (KP)

This key principle includes the following guidelines:

* Responsibility for safety rests with the organiser
* The Council has a duty to ensure all relevant health and safety guidance is followed, including the preparation of full risk assessments and method statements

## **Why the contribution is important**

The safety, health and wellbeing of everyone is of paramount importance; from the workers creating and operating the activity, to attendees, passers-by, local community and anyone else who may come in contact with it for any reason. All ideas and suggestions are good ideas, and they might spark something transformational. Please try to be positive and focus on what will work, what’s good, rather than criticising; if you don’t like something, and we won’t all agree, try to come up with something better that you feel may be accepted, possibly as a compromise, by the wider group.

# **2. Organiser’s obligations** (KP)

This key principle includes the following guidelines:

* The organiser must have appropriate insurance and liability cover
* Permissions, licences and safety documentation must be provided well in advance, in accordance with the timetables set out in the more detailed guidelines

## **Why the contribution is important**

Organisers must operate professionally, in a planned, organised and efficient manner. All ideas and suggestions are good ideas, and they might spark something transformational. Please try to be positive and focus on what will work, what’s good, rather than criticising; if you don’t like something, and we won’t all agree, try to come up with something better that you feel may be accepted, possibly as a compromise, by the wider group.

# **3. Environment and Amenity** (KP)

This key principle includes the following guidelines:

* Public open spaces intended for people to enjoy should remain open and available for their enjoyment.
* It will only be possible in exceptional circumstances to close off public access to a major part of any public space. The organiser will need to provide strong justification for any request to do so.
* Air quality and the quality of the local environment must not be compromised.
* Permanent power supplies will be considered for frequently used areas with appropriate cost recovery.
* The historic character and fabric of the city must not be damaged.
* Temporary, reversible decoration may be justified in some circumstances.
* The Council must agree any works that affect the highway and associated assets or street furniture.
* All advertising methods must be agreed with the Council
* The return to normal life of the city following an event or filming is to be achieved as quickly and as safely as possible

## **Why the contribution is important**

Edinburgh’s public spaces should be used in a way that enhances the city’s cultural identity, reputation and quality of life. The use of public spaces must be balanced to function for the wide range of people who live, work and visit the city, throughout the year. All ideas and suggestions are good ideas, and they might spark something transformational. Please try to be positive and focus on what will work, what’s good, rather than criticising; if you don’t like something, and we won’t all agree, try to come up with something better that you feel may be accepted, possibly as a compromise, by the wider group.

# **4. Noise** (Key Principle)

This key principle includes the following guidelines:

* Conditions will be placed on organisers to minimise and limit noise.
* Noise levels generated from an event or filming need to be agreed in advance and kept at a reasonable level for the area.
* Noise should not create an unreasonable impact on any business or residential premises in the vicinity of the event site.  The organiser is expected to reduce sound levels if conditions require it.
* If the event benefits from an Entertainment Licence, then it must operate in accordance with any sound level limit or conditions attached to the licence
* A sound level limit may need to be set and/or continuous noise monitoring put in place, to ensure compliance with Licence conditions and ensure that the event does not cause a statutory nuisance.

## **Why the contribution is important**

The use of public spaces must be balanced to function for the wide range of people who live, work and visit the city, throughout the year. All ideas and suggestions are good ideas, and they might spark something transformational. Please try to be positive and focus on what will work, what’s good, rather than criticising; if you don’t like something, and we won’t all agree, try to come up with something better that you feel may be accepted, possibly as a compromise, by the wider group.

# **5. Parking** (Key Principle)

This key principle includes the following guidelines:

* Additional parking requirements for events and filming must be planned, such as loading/unloading, dropping off visitors, and space for taxis
* Some parking bays (pay and display, permit parking, shared use parking bays) can be suspended for use by an event or film shoot to accommodate vehicles, equipment or to ensure an area is kept clear, but suspensions only apply during the hours of operation of the parking bay.
* Any loss of parking income will be covered by the organiser.
* In most cases a Temporary Traffic Regulation Order (TTRO) will be the preferred option for an event or filming which extends into the evening/night or takes place over several days. TTROs should also be used in cases where an entire section of street is required, including yellow line areas.

## **Why the contribution is important**

The use of public spaces must be balanced to function for the wide range of people who live, work and visit the city, throughout the year. Edinburgh needs parking income to help fund pavement, cycleway and road maintenance and improvements. All ideas and suggestions are good ideas, and they might spark something transformational. Please try to be positive and focus on what will work, what’s good, rather than criticising; if you don’t like something, and we won’t all agree, try to come up with something better that you feel may be accepted, possibly as a compromise, by the wider group.

# **6. Transport and Accessibility** (Key Principle)

This key principle includes the following guidelines:

* Events or filming requiring traffic management measures, such as road closures, must be co-ordinated with other activities in order that the Council can meet its obligation to keep pedestrians, cyclists and vehicles moving around the city
* Residents, visitors and those engaged in business must be able to move reasonably freely through the city, and public services should be able to operate without unreasonable disruption
* Residents and businesses must be able to access their premises with minimum disruption, with advance notice given of any changes of access route or mode, with particular reference to the needs of people with mobility and sensory impairments
* Applications will not be accepted where it is considered that people with disabilities will be discriminated against.
* Access to residential properties for care and support needs and arrangements for deliveries must be maintained. Access for emergency vehicles must always be maintained with minimal impact on response times

## **Why the contribution is important**

The use of public spaces must be balanced to function for the wide range of people who live, work and visit the city, throughout the year. All ideas and suggestions are good ideas, and they might spark something transformational. Please try to be positive and focus on what will work, what’s good, rather than criticising; if you don’t like something, and we won’t all agree, try to come up with something better that you feel may be accepted, possibly as a compromise, by the wider group.

# **7. Waste and Recycling** (Key Principle)

This key principle includes the following guidelines:

* The event and filming organiser must provide a waste management plan, with an emphasis on recycling for approval by the Council in advance of the event
* The waste management plan should show how the organiser will ensure that no extra Council cleansing is required
* The waste management plan should show how the organiser will manage, recover and recycle or dispose of waste and street litter safely, and meet all environmental regulations and statutory requirements

## **Why the contribution is important**

We should all support sustainability and minimise environmental damage. All ideas and suggestions are good ideas, and they might spark something transformational. Please try to be positive and focus on what will work, what’s good, rather than criticising; if you don’t like something, and we won’t all agree, try to come up with something better that you feel may be accepted, possibly as a compromise, by the wider group.

# **8. Public Conveniences and Welfare** (Key Principle)

This key principle includes the following guidelines:

* The event organiser is responsible for the welfare of the public, which includes temporary toilets
* Temporary toilets must not obstruct the road, and must meet all health and safety requirements
* Public conveniences and welfare facilities should be set up in accordance with the relevant public health guidance

## **Why the contribution is important**

People need facilities. All ideas and suggestions are good ideas, and they might spark something transformational. Please try to be positive and focus on what will work, what’s good, rather than criticising; if you don’t like something, and we won’t all agree, try to come up with something better that you feel may be accepted, possibly as a compromise, by the wider group.

# **9. Sharing Information** (Key Principle)

This key principle includes the following guidelines:

* Communications and publicity about events and filming must be agreed with the Council prior to launch to allow for coordinated communications to residents and/or businesses where appropriate.
* All event organisers or filming companies will be required to set out clear timelines for site occupation and vacation, as well as any proposals which may adversely impact on residents or businesses (e.g. excessive noise, potential for light pollution) as part of their application
* Information on proposed, approved and past events and filming should be transparent and easily accessible online for all.
* Digital technology should be used to allow residents, businesses and visitors to see what events are planned at any time, so they can visit or avoid them as appropriate.

## **Why the contribution is important**

Events, festivals and filming bring major benefits to residents and visitors, but largescale filming and events will bring a degree of disruption. Communication and engagement with residents and businesses are therefore a core component of any Event or Filming Plan, not least to understand and, where possible, mitigate any negative impacts. Plans and proposals need to be open, honest and transparent. All ideas and suggestions are good ideas, and they might spark something transformational. Please try to be positive and focus on what will work, what’s good, rather than criticising; if you don’t like something, and we won’t all agree, try to come up with something better that you feel may be accepted, possibly as a compromise, by the wider group.

# **10. Use of space for different users** (Guideline)

No exclusive use, or single type of event, will dominate any one space. Uses of public space must reflect the interests of a wide range of user groups, and reflect the city’s ever-changing context. The Council supports a range of types of events in public spaces; each of these is required to be well planned, well managed, deliver agreed outcomes and mitigate impacts on a wide range of different users.

The Council’s consideration of proposed temporary events / activities must assess the needs of those who regularly access or interact with a public space (including residents and businesses) as well as providing opportunities for diverse attractions for the city’s population.

The temporary use of public spaces for the provision of a bar only, or primarily bar focused facility is not considered to balance the needs of a wide range of different users of a public space and will not be supported.

## **Why the contribution is important**

The use of space must balance the needs of different users

# **11. Impact on the surrounds** (Guideline)

Temporary use of public spaces for events, activities or installations should support the qualities, characteristics, heritage considerations and functions of the surrounding built environment.

## **Why the contribution is important**

The use of a space must support and reinforce the special ‘place’ quality of its surrounds

# **12. Duration of events and activities** (Guideline)

There must be periods of time when each public space is free from temporary events and activities, to support the ‘normal’ day to day use of a sustainable, living city.

The length of time a space should be kept free from temporary events and activities that impact ‘normal’ day to day use will vary, but will reflect the social, physical, historic, and economic context of the space, as well as the impact of previous events and activities.

Temporary events should not transform a space beyond a single season or festival period. Sometimes, there is a request to extend a temporary event. Only one extension can be supported. The duration of the extension should be for less than the original agreed length of the event.

## **Why the contribution is important**

Each space must have periods of ‘rest’ when it is free from temporary events or activities

# **13. Reflecting Edinburgh** (Guideline)

Temporary uses of public spaces should actively promote Edinburgh’s role and reputation as:

* the capital city of Scotland,
* a globally recognised Festival City,
* an historic city (with Unesco World Heritage Site status),
* a cultural and sporting city,
* a great place to live, do business, visit or study.

The use of public spaces supports Edinburgh’s 2050 City Vision and Edinburgh’s ‘Events Strategy’, which aims to attract the best events to Edinburgh, as well as actively encouraging local and grassroots activities, and acknowledges the Council’s partnership role reflected in ‘Thundering Hooves 2.0’, the strategy to strengthen Edinburgh’s position as the world’s leading Festival City. Key partners of the Council, that contribute to the city’s unique offering, such as festivals, heritage bodies, cultural institutions and business improvement districts are well placed to help promote these principles in the public spaces that they utilise or own.

## **Why the contribution is important**

The use of spaces must reflect Edinburgh’s unique city offering

# **14. Access throughout the year** (Guideline)

It’s important that people can have opportunities to experience or take part in social and cultural activities across the year. Temporary events, or activities bring seasonal animation to a space and add interest and opportunity for social interaction, in the city.

Use of public spaces should encourage people outside throughout the year and provide opportunities to respond to and experience key festivals.

## **Why the contribution is important**

The use of public space should encourage all people to access the city, throughout the year

# **15. Use of spaces across the city** (Guideline)

It is increasingly necessary to manage the intensity of activity in concentrated central areas of the city, and spread economic benefits of additional footfall over a wider area. The Council will support and encourage the use of a wider range of spaces for activities and events, while being mindful of the economics of organising and managing events and activities and delivering community benefit.

## **Why the contribution is important**

The spread of activities to spaces across a wider area of the city should be encouraged.

# **16. Managing activities and events in public spaces** (Guideline)

Events and activities in public spaces must adhere to the Standard ‘terms and conditions of use’ for Council-managed public spaces; previous management issues will be taken into consideration by the Council, before further use of public space is agreed.

Higher demand sites have specific area conditions that must also be met by event organisers in addition to standard terms and conditions.

The Council may instruct additional conditions for any event, if required, at any stage before or during an event.

Organisers of larger events are required to support and facilitate Event Planning and Organising Group meetings and will be instructed on event specific safety (or other) requirements.

Organisers of events need to be aware that further roads consent, planning permissions or licensing conditions may be required.

## **Why the contribution is important**

Temporary activities or events in public spaces must be well managed and adhere to standard terms and conditions.