
Meeting	Cabinet
Date	17 July 2012
Subject	Events in Parks Policy
Report of	Cabinet Member for Environment
Summary	<p>This report seeks approval to use the Events in Parks Policy for the hiring of parks and open spaces for organised events.</p> <p>The report also seeks approval to hire parks and open spaces for private events in line with the Events in Parks Policy.</p>

Officer Contributors	Matthew Gunyon – Leisure Contracts Manager
Status (public or exempt)	Public
Wards Affected	All
Key Decision	Yes
Reason for urgency / exemption from call-in	N/A
Function of	Cabinet
Enclosures	Annex 1 - Events in Parks Consultation Analysis Annex 2 - Events in Parks Policy Annex 3 - Events in Parks Equalities Impact Assessment
Contact for Further Information:	Matthew Gunyon (matthew.gunyon@barnet.gov.uk) Tel: 0208 359 7403)

1. RECOMMENDATIONS

- 1.1 That Cabinet approve the implementation of the Events in Parks Policy.**
- 1.2 That Cabinet approve subject to any legal restrictions the hiring of the four sites as identified in the Events in Parks Policy for Private Events.**
- 1.3 That authority is delegated to the Cabinet Member to approve the review and amendment of the Events in Parks Policy.**
- 1.4 That authority is delegated to the Interim Director of Environment Planning and Regeneration to waive charges for events that offer community benefit.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 *Better services with less money* – Over the coming years the council faces a number of strategic challenges, including the need to: (i) improve its services, at a time of reduced funding; (ii) prepare for significant growth within the borough; (iii) modernise services for changing needs; and (iv) raise resident satisfaction to reflect the improved services. The Events in Parks Policy aims to support the Council's drive to provide these improved services with less money through managing parks and open spaces effectively and sustainably across Barnet.
- 3.2 *A successful London suburb* – The Events in Parks Policy aims to protect and enhance our natural and built environment so that the borough is clean and green. With a robust policy in place the Council will be able to ensure there is a successful events programme offering a wide range of events and activities across Barnet whilst having the controls in place for managing the number, size and location of these events.

4. RISK MANAGEMENT ISSUES

- 4.1 It is recognised that there is a risk that the new policy could generate negative feeling with local communities as highlighted from the consultation responses.
- 4.2 In order to mitigate the risk the events in Parks Policy has been redrafted in order to control the impact events have on the local community through the use of restrictions which are designed to manage the size, frequency, and number of events held in each park along with existing booking processes and procedures which are designed to ensure each and every event is managed and operated safely.

4.3 Within the consultation a small number of residents also noted that they would seek to raise a legal challenge to the policy and the use of parks and open spaces for private events.

4.4 The revised policy takes into account residents concerns as raised through the consultation and seeks to mitigate these through restriction in the total number, frequency and size of events in the Parks and Open Spaces.

5. EQUALITIES AND DIVERSITY ISSUES

5.1 Pursuant to the Equalities Act 2010, the Council is under an obligation to have due regard to eliminating unlawful discrimination, advancing equality and fostering good relations in the contexts of age, disability, gender reassignment, pregnancy, and maternity, religion belief and sexual orientation. The duty applies to a person, who is not a public authority but who exercises public functions and therefore must, in the exercise of those functions, have due regard to the general equality duty. This includes any organisation contracted by a local authority to provide services on its behalf.

5.2 The Council completed (See Annex 3) a full Equalities Impact Assessment (EIA) in order to understand if any groups with protected characteristics would be affected by the implementation of the Events in Parks Policy.

5.3 Section 1f of the EIA notes that; it is not considered that any one section of the community will benefit exclusively from the new policy.

5.4 Section 1g of the EIA notes that; the analysis concludes that there is no potential negative impact on any of the protected groups

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

6.1 The Greenspaces department has an annual income target of £80,000 for event income.

6.2 The income target was increased from a baseline of £30,000 as part of the Medium Term Financial Strategy. The increase of £50,000 spread over 2011/12 (£20,000) and 2012/13 (£30,000) led to a review of the fees and charges for events and to the formation of the Events in Parks Policy.

6.3 The income generated from events in parks is part of the Greenspaces budget and is used to support the expenditure for the maintenance, improvement and upkeep of Barnet's parks and open spaces.

- 6.4 There is no impact on staffing. Event applications are managed by the Greenspaces team within Environment Planning and Regeneration. It is anticipated that this function will remain within the existing team within the existing resources.

7. LEGAL ISSUES

- 7.1 Legal advice was sought from Counsel on the use of its parks and open spaces for private events, in summary Counsel main conclusions are:

- 7.2 **Wedding ceremonies:** Barnet has no legal power to permit outdoor wedding ceremonies to be conducted in its parks and open spaces. This is because the Marriages Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005, provide a comprehensive code regulating what premises may be approved to conduct civil services and these measures, properly interpreted, provide that outdoor ceremonies are not permissible.

- 7.3 **Wedding receptions and other types of private events** – in principle, the Localism Act 2011 (and other pre-existing legislation) should provide Barnet with the legal power necessary to allow it to conduct/permit wedding receptions and other types of private events in its parks and open spaces. However, this is subject to any limitations which apply because of pre-existing legislation- in particular, section 10 of the Open Spaces Act 1906 (the 1906 Act), and/or any other restrictions) for example, in the form of restrictive covenants.

Section 10 of the 1906 Act provides (in relevant part);

“A local authority who have acquired any estate or interest in or control over any open space or burial ground under this Act shall, subject to any conditions under which the estate, interest, or control was so acquired-

- (a) hold and administer the open space or burial ground in trust to allow, and with a view to, the enjoyment thereof by the public as an open space within the meaning of this Act and under proper control and regulation and for no other purpose...”

- 7.4 Further and in any event, even if one or more of Barnet’s parks are affected by the 1906 Act it may be possible to lawfully permit private events in such spaces, provided that Barnet adopts a policy which ensures that the relevant park or open space remains freely accessible for use by the general public while the event is being held. Determining what scale and frequency of events will be permissible in each park and open spaces is a question of fact and degree to be determined following consideration of the particular circumstances of each case.

In order to minimise the risk of successful legal challenge, Counsel advised that Barnet should take appropriate mitigating steps (see 7.1.4

below) and limit the extent to which private events are permitted by reference to the restrictions imposed on non-recreational use of public parks and open spaces by pre-existing statutory powers..

7.5 To a certain extent, Barnet can take positive steps to mitigate its exposure to the risk of legal challenge in connection with its proposed policy regarding private events in parks and open spaces by:

- a) scheduling events during periods when empirical evidence demonstrates park usage is lower;
- b) limiting the sites available for private events to areas or sections of the relevant park or open space which are less frequented by ordinary users;
- c) instituting appropriate measures to ensure that any inconvenience or disruption caused by private events to other park users' activities is minimised;
- d) if appropriate, extending opening hours to offset any period in which use is restricted; and
- e) using limitations provided in pre-existing park-related legislation as a touchstone in considering what level of private use is compatible with any section 10 of the 1906 Act 'statutory trust' duty.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

8.1 Constitution Part 3, Responsibility for Functions – Section 3.8, Responsibilities of the Cabinet includes responsibility for 'Considering policy initiatives, initiating new policy proposals and determining the way in which policy reviews will be carried out'.

8.2 This decision is considered 'Key', by nature of having an effect on two or more wards of the borough.

9. BACKGROUND INFORMATION

9.1 Aims of the Policy

9.1.1 The council completed a consultation exercise from the 4th November 2011 to the 16th January 2012. The exercise was designed to consult residents on the draft policy and specifically present the plan for Private Events in pre-identified pilot sites.

9.1.2 The consultation received over 1,200 responses with a large majority showing the concerns residents had over the policy and its impact on their local parks. The full consultation analysis is attached detailing the

responses received below is a breakdown of the representations by park.

Total Number of Responses by Park				
Park	Positive	Negative	Neutral	TOTALS
Edgwarebury Park	1	3	3	7
	14%	43%	43%	0.6%
Hendon Park	2	6	0	8
	25%	75%	0%	0.6%
Highlands Gardens	0	7	0	7
	0%	100%	0%	0.6%
Lyttelton Playing Fields	2	296	0	348
	1%	99%	0%	27.7%
Oak Hill Park	1	54	2	57
	2%	95%	4%	4.5%
Princes Park	1	5	2	8
	13%	63%	25%	0.6%
Scratchwood	1	0	0	1
	100%	0%	0%	0.1%
Victoria Park	0	720	41	761
	0%	95%	5%	60.6%
Unknown	2	55	2	59
	3%	93%	3%	4.7%
TOTAL	10	1196	50	1256
	1%	95%	4%	

9.1.3 The concerns raised as part of the consultation are mitigated through the redrafted Events Policy, the Events, the updated Terms and Conditions and through the existing hire and event procedures.

9.2 Private Event Restrictions

9.2.1 On consideration of the responses received from the consultation, and subsequent analysis the council removed Oak Hill Park, Victoria Park and Lyttelton Playing Fields from the list of sites available for private events and Highlands Gardens from the policy in its entirety as it is a small park with no open areas where an event could be held and in the middle of a residential area where parking would be a huge concern.

9.2.2 Restrictions will be applied to the remaining pilot sites in order to mitigate the concerns raised by residents. These restrictions are detailed within the attached policy but they are designed to restrict the;

- Maximum number of events in each year
- Length of each event including the set up and take down
- Maximum number of attendance

9.2.3 The above restrictions are designed to control and manage the hiring of parks for private events, allowing the close control over the number and size of events in order to reduce the impact on the local community.

This has been assessed on a case by case basis for each park in scope.

9.2.4 With the events points system (detailed below) the council will be able to manage the number of large events but still allow small low impact community events to continue.

9.3 Event Points

In order to allow the council to manage the number of events held in any one year within the policy the council has developed a method whereby events are attributed a number of Event Points depending on the attendance levels and each park is allocated a maximum number of Event Points. These points have been calculated taking into account comments and concerns through the consultation, size of the park, its suitability for large events and according to its already existing event programme. The below table summarises some of the parks and their allocated Event Points and the number of points attributed to the already existing Events Programme (A full list of parks and their allocated Event Points is detailed within the Events in Parks Policy).

Parks (Summary)	Allocated Event Points	Points Used Under Current Events Programme	Number of Fun Fairs Usually Held	Number of Festivals or Shows Usually Held
Cherry Tree Wood (N2)	15	6	0	x2 (6pts)
Edgwarebury Park (HA8)	18	0	x	x
Friary Park (N12)	18	8	x3 (9pts)	x1 (3pts)
Hendon Park (NW4)	18	9	x1 (3pts)	x1 (5pts)
Littlewood (NW11)	5	1	x	x1 (1pt)
Lyttelton Playing Fields (N2)	15	0	x	x
Montrose Playing Fields (NW9)	18	9	x3 (9pts)	x
Oak Hill Park (EN4)	25	20	0	x8 (19pts)
Princes Park (NW11)	5	1	x	x1 (1pt)
Scratchwood (NW7)	20	0	x	0
Victoria Park (N3)	15	9	x3 (3pts)	x

Points are calculated using the following formula; (Park Size Allocation) + (5pts for an Existing Car Park) + (5pts for a dedicated Event Space [e.g. Amphitheatre]) – (5pts if the Park is classed as a Natural Greenspace) – (10pts if the Park is classed as a Local Nature Reserve) – (5pts if classed for Small Events Only) = Total Event Points

10. LIST OF BACKGROUND PAPERS

- 10.1 Events in Parks Consultation Analysis – Annex 1
- 10.2 Events in Parks Policy – Annex 2
- 10.3 Events in Parks Equalities Impact Assessment – Annex 3

Cleared by Finance (Officer's initials)	MC
Cleared by Legal (Officer's initials)	PJ

Annex 1

1 INTRODUCTION

The consultation took place between 4th November 2011 and 16th January 2012 and was designed to gather residents' opinions on the new Events in Parks Policy in order to help understand key areas that the council needs to address before implementing.

In particular, the consultation centred around formalising the existing event categories and to explore the extension of this service in to Private Events.

The findings from the consultation were used to update the Draft Events in Parks Policy.

2 AIMS OF THE EVENTS IN PARKS POLICY

The key aims of the Event in Parks Policy are in summary to:

- Enable local events for local people.
- Make better use of parks and open spaces.
- Generate income which will contribute to the overall budget for improvement to parks.
- Look at introducing private events which will also contribute towards the income targets for Greenspaces.

3 RESPONSE TO THE CONSULTATION

The Events in Parks consultation received a total of 1,256 responses.

The table below shows the responses received broken down by park:

Total Number or Responses by Park		
Park	TOTALS	%
Edwarebury Park	7	0.6%
Hendon Park	8	0.6%
Highlands Gardens	7	0.6%
Lyttelton Playing Fields	348	27.7%
Oak Hill Park	57	4.5%
Princes Park	8	0.6%
Scratchwood	1	0.1%
Victoria Park	761	60.6%
Unknown	59	4.7%
TOTAL	1256	100.0%

3.1 The table below shows the method of which all the responses to the consultation were presented to the Council.

Method of Response				
Park	Phone	Post	Email	Petition
Edwarebury Park	0	2	5	0
Hendon Park	2	0	6	0
Highlands Gardens	0	1	6	0
Lyttelton Playing Fields	4	5	339*	0
Oak Hill Park	3	10	44	0
Princes Park	1	2	5	0
Scratchwood	0	0	1	0
Victoria Park	3	17	352	389
Unknown	0	20	39	0
TOTALS	13	57	797	389

*267 of these emails were received via an online petition however they were treated as email responses due to the Council's policy for the way in which petitions should be presented to the council.

3.2 Each response received was logged by park, area of concern/suggestion, method of response as well as being logged by opinion (For, Against, Neutral)
See Appendix 1 for the full details

3.3 Responses in Scope

3.3.1 The Events in Parks Policy has been amended to reflect some of the key concerns raised in from the consultation these include Restricting;

- The maximum number of events in each park per year, using a point based system to further restrict larger impact events.
- The maximum number of Fun Fairs to three per park per year.
- The maximum attendance for Private Events.
- The hours of hire and the maximum hire length for Private Events.

Due to the concerns raised by residents through the consultation process Oak Hill, Victoria Park and Lyttelton Playing Fields have been removed from the list of parks that are available for Private Events.

Highlands Gardens has since been removed from the Policy due to its lack of suitability to host events.

3.3.2 Other areas of concern raised from the consultation are already mitigated through the existing booking process and the new Terms and Conditions of Hire these include;

- Traffic Management within a Park.
- Repair of any damage to the Park.
- Providing toilet facilities.
- Removal and proper disposal of Litter and waste.
- The control and management of on site security.

3.3.3 The following concerns are mitigated through existing Council polices and procedures;

- The control and management of parking.
- The management of Noise and Light Pollution.
- Safeguarding and Child Protection.

3.4 Responses Outside of Scope

3.4.1 The following concerns raised will be monitored going forwards in order to ascertain their level of impact;

- The distress caused to residents.
- The impact on local wildlife.
- If there is an increase in crime rates.
- The effect on public rights of way.
- The ruining of the smell of a park
- The enforcement and the need for Council on site management of an event

3.4.2 The following areas of concern are outside of the scope of the Events in Parks Policy;

- Threat of Community or Legal action.
- The effect on Health and Wellbeing.
- The impact on personal property prices.
- The consultation process used including the lack of direct consultation.

4 CONCLUSION

In conclusion any comments received from the consultation that were in scope were either mitigated through existing systems and process or used to update the Events in Parks Policy itself. Any comments received that were out of scope will be monitored in order to understand any impacts in the future, if there are any they will be brought into scope as part of the policy review process.

Matthew Gunyon
Greenspaces
Environment Planning and Regeneration
April 2012

Appendix 1

Responses Percentage Breakdown				
Park	For	Against	Neutral	TOTAL
Edgwarebury Park	1	3	3	7
	14%	43%	43%	
Hendon Park	2	6	0	8
	25%	75%	0%	
Highlands Gardens	0	7	0	7
	0%	100%	0%	
Lyttelton Playing Fields	2	346	0	348
	1%	99%	0%	
Oak Hill Park	1	54	2	57
	2%	95%	4%	
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Scratchwood	1	0	0	1
	100%	0%	0%	
Victoria Park	0	720	41	761
	0%	95%	5%	
Unknown	2	55	2	59
	3%	93%	3%	
TOTAL	10	1196	50	1256

Concerns Raised

	Edgwarebury Park	Hendon Park	Highlands Gardens	Lyttelton Playing Fields	Oak Hill Park	Princes Park	Scratchwood	Victoria Park	Unknown	TOTALS
Parking	5	5	7	133	38	5	0	609	18	820
Traffic Management	0	0	0	280	7	0	0	526	11	774
Spoil the Park	1	1	4	281	8	2	0	503	14	764
Damage to Park	0	0	2	277	8	1	0	504	11	753
Noise	3	5	6	313	29	6	0	208	18	538
Distress to Residents	1	1	3	9	10	2	0	432	6	464
Event Size/ Attendance	0	1	1	9	8	2	0	426	12	459
Frequency	0	2	1	0	6	1	0	402	3	415
Security	2	2	1	277	12	1	0	139	4	388
Safeguarding	0	1	0	268	5	1	0	63	2	290
Impact on Wildlife	0	0	0	274	5	1	0	52	6	288
Threat of community action	0	0	0	217	0	0	0	64	1	282
Light Pollution	0	0	0	211	2	1	0	32	1	247
Litter	2	2	4	26	15	0	0	84	21	154
Crime	0	1	1	18	11	2	0	85	13	131
Toilet Facilities	0	1	4	8	19	0	0	86	3	121
Effect on Health and Wellbeing	0	0	0	5	2	0	0	67	7	81
Public Rights of Way	0	0	4	10	1	0	0	42	5	62
Impact of personal property (prices, views etc)	4	1	2	8	4	4	0	19	5	47
Lack of Direct Consultation	0	0	1	11	9	0	0	24	2	47
Consultation Process	0	0	0	2	6	0	0	26	4	38
Odour	0	0	0	2	12	0	0	14	0	28
Enforcement	0	1	1	0	4	0	0	14	2	22
Finish Time	0	1	0	2	9	0	0	5	2	19
Threat of Legal Challenge/JR	0	0	0	3	0	0	0	13	0	16
Park Needs Requires Investment	0	0	2	1	0	0	0	1	0	4

Annex 2

London Borough of Barnet

Hiring of Barnet Parks - Events Policy

1. Introduction

The London Borough of Barnet has successfully hosted events in its parks and open spaces for over 10 years, these events vary in size and duration from small community days such as School Sponsored Walks held in Sunny Hill Park which have around 50 attendees up to the East Barnet Festival held in Oak Hill Park which has up to 10,000 attendees.

This document sets out the policy in relation to the hiring of parks and open spaces for organised events. It is needed in order to promote a varied calendar of events that are held in the right locations, with the appropriate frequency, and so that they are carried out safely. Any body or individual looking to make an Event Booking be it for Commercial, Charitable or Private use must adhere to the requirements of this policy and its supporting documents.

This Policy does not apply to Sporting Activities (e.g. Football/Rugby Matches, Running Clubs and Fitness Classes/Programmes etc) these should be organised through the Councils Sports Lettings Team 020 8359 7828.

2. Event Classification

The London Borough of Barnet defines an Event in one of its parks as a pre-organised activity within a designated area that has with a controlled attendance. There are a number of different types of events all these events are charged in accordance with the pricing structure.

Commercial event: Any event not organised by the community or not for profit making organisations for an audience/attendees; a maximum number is identified. Such events include:

- ❖ Fun fairs and circuses
- ❖ Festivals
- ❖ Concerts
- ❖ Markets
- ❖ Corporate events

Charitable and Community events:

Charitable events are organised by a charitable organisation or not for profit organisation who can demonstrate the charitable or not for profit nature of the event. Events run by a commercial company for charitable fund raising would normally fall into this category e.g. fun run.

Community events are small scale event organised by a community or voluntary group for the benefit of the local community and/or the parks and open spaces that does not exceed one day in duration. Such events include:

- ❖ Community days
- ❖ Fetes

❖ Picnics

Private events: An event such as a wedding or private party. Appendix A – 1.0 sets out the restrictions that are applied to each park for Private Events. The following parks have been identified as pilot sites for private events. Should there be demand for additional sites then further consultation will be completed.

- Hendon Park (NW4)
- Scratchwood (NW7)
- Edwarebury Park (HA8)
- Princes Park (NW11)

3. Frequency and Maximum Number of Events

It is expected that the majority of events will be within the period 1st April to 30th September. This will vary depending upon seasonal difficulties with ground and weather conditions.

In order to control the maximum number of events held in each park in a 12 month period each event is allocated a number of event points depending on its size as detailed below;

Events	Pts
Fun Fairs (up to 12 rides)	3
1-500 persons	1
501-1,000 persons	2
1,001-2,500 persons	3
2,501-5,000 persons	4
5,000 + persons	5

Each park has a maximum number of points per year as detailed in (Appendix A – 2.0) with the exception that there will be no more than three Fun Fairs in each park per year.

4. Consultation

Once the event has been confirmed and the relevant forms and payments have been received the event will be published on the Council's web page in order to ensure residents are made aware of any activities that are happening in their area.

5. Pricing

The charges for events are reviewed annually and published in the Environment and Operations Fees and Charges schedule.

There will be a set fee calculated on the basis of space required and the length of time of the event.

A 90% discount will be applied to the commercial rate for community events and a 75% discount will be applied to the commercial rate for charitable events.

6. Event Conditions

Terms and conditions of hire are detailed in the Terms and Conditions document alongside the event booking document, they will form the contract of hire. In addition to the terms and conditions of hire the following also applies.

Application notification requirements:

Once the event has had agreement in principle by the Greenspaces service the event documents including insurance, the required fee, relevant Health and Safety forms (Risk Assessments, Method Statements, Travel Plans etc) included in the events application pack need to be registered. The Greenspaces team will provide details of timescales. If the application pack is not completed correctly including the supporting documents (Insurance, Risk Assessments etc) then the event confirmation will be delayed as the Council must be satisfied that any event taking place will be safe and well managed.

Deposit

A separate deposit cheque or cheques will be requested in advance of the Event. The deposit will be held to cover any damage or loss or as part payment of any necessary making good. The Hirer will be liable for the full costs of any such damage or loss should this exceed the deposit.

Pre and post inspection

A member of the Greenspaces team will inspect the event site before an event to ensure it is still suitable and safe for the event a second inspection is completed after the event to ensure any damage is recorded. The organiser should be present so that any issues or damage that is present can be properly documented by both parties.

Licences

A public entertainment licence or a temporary events notice may be needed if the event consists of music, dancing, singing or similar. Please contact the Licensing Department on 020 8359 7471. A fee may be charged for a licence.

Vehicles in the Park

Vehicles will not be permitted within the parks or open spaces unless agreed with the Council prior to the event as set out in the Event Terms and Conditions.

7. Policy Review

The Greenspaces Events Policy will be reviewed every two years. The fees and charges will be reviewed and updated annually within the Environment Planning & Regeneration Fees and Charges Report.

Appendix A

Event Guidelines

1.0 – Private Event Restrictions

Following table sets out the restrictions that apply to each park for Private Events. The restrictions are set by the parks location, surroundings and residents concerns;

Restrictions for Private Events	Hendon Park (NW4)	Scratchwood (NW7)	Edgwarebury Park (HA8)	Princes Park (NW11)
Maximum Attendance	500 Persons	1,000 Persons	500 Persons	100 Persons
Hire Time	Unrestricted up until 11.00pm	Unrestricted	Unrestricted up until 11.00pm	Unrestricted up until 11.00pm
Maximum Hire Length (including set up and take down)	Max 12 hours	Unrestricted	Max 12 hours	Max 12 hours

2.0 - Event Points Allocation

The table below sets out the total number of Event Points allocated to each park and the types of events that can be held in each park;

Park	Location	Allocated Points	Event Types				
			Fun Fairs	Small Events (Up to 500 Persons)	Medium Events (Up to 1,000 Persons)	Large Events/ Festivals (1,000+ Persons)	Private Events
Barnet Hill OS	EN5	5		✓			
Barnet P.F	EN5	23	✓	✓	✓	✓	
Basing Hill Park	NW2	10	✓	✓	✓		
Belmont Open Space	EN4	5		✓			
Bethune Recreation Ground	N11N20	15	✓	✓	✓		
Bigwood	NW11	10		✓	✓		
Bittacy Hill Park	NW7	10		✓	✓		
Bounds Green/Fairview OS	N11	5		✓			
Boysland OS	HA8	15		✓	✓		
Brent Park	NW4	5		✓	✓		
Brook Farm/Wyatts Farm	N20	25		✓	✓	✓	
Brookside Walk	NW11	10		✓	✓		
Brunswick Crescent Playground	N11	5		✓			
Brunswick Park / Waterfall Walk	N11	18		✓	✓		
Central Square	NW11	10		✓	✓		
Charter Green	N3	5		✓			
Cherry Tree Wood	N2	15	✓	✓	✓		
Chiddingfold	N12	5		✓			
Childs Hill Park	NW2	10		✓	✓		
Clarefield Park	NW2	10		✓	✓		

Park	Location	Allocated Points	Event Types				
			Fun Fairs	Small Events (Up to 500 Persons)	Medium Events (Up to 1,000 Persons)	Large Events/ Festivals (1,000+ Persons)	Private Events
Claremont Road OS	NW2	10		✓	✓		
Clitterhouse PF	NW2	18	✓	✓	✓	✓	
Colindale Park	NW9	5		✓			
Coppetts Wood	N10N11 N12	3		✓			
Copthall P.F	NW4NW 7	20	✓	✓	✓	✓	
Court Way OS	NW9	5		✓			
Cranbrook Road OS	EN4	5		✓			
Cromer Road OS	EN5	5		✓			
Dame Alice Owens Grounds	N20	10		✓	✓		
Deansbrook Rec	HA8	5		✓			
Edgwarebury Park	HA8	18		✓	✓		✓
Friary Park	N12	18	✓	✓	✓		
Friern Bridge Open Space	N11	10		✓	✓		
Friern Park	N12	10		✓	✓		
Grange Playing Fields	EN4	10		✓	✓		
Greenhill Gardens	EN5	5		✓			
Hadley Common (Green)	EN5	15		✓	✓		
Hadley Ridge	EN5	5		✓			
Halliwick Rec. Ground	N10	10		✓	✓		
Hampstead Heath extension	NW11	20		✓	✓	✓	
Harcourt Avenue OS	HA8	5		✓			
Hendon Park	NW4	18	✓	✓	✓		✓
Highlands Gardens	EN5	5		✓			
Holland Close OS	EN5	5		✓			
Hollickwood Park	N10	10		✓	✓		
Jubilee Gardens	EN5	5		✓			
Kennard Road OS	N11	5		✓			
King George V P.F	EN5	20		✓	✓		
King Georges Field	EN5	20		✓	✓		
Lawrence Green	NW7	5		✓			
Lincoln Avenue OS	N14	5		✓			
Littlewood	NW11	5		✓			
Ludgrove P.F	EN5	10		✓	✓		
Lyndhurst Park	HA8	10		✓	✓		
Lyonsdown Rd OS	EN5	5		✓			

Park	Location	Allocated Points	Event Types				
			Fun Fairs	Small Events (Up to 500 Persons)	Medium Events (Up to 1,000 Persons)	Large Events/Festivals (1,000+ Persons)	Private Events
Lyttelton P.F	N2	15		✓	✓		
Malcolm Park	NW4	5		✓			
Mansfield Ave / Vernan Crescent OS	EN4	5		✓			
Marsh Close / Marsh Lane OS	NW7	5		✓			
Meadway Gate OS	NW11	5		✓			
Meadway Open Space	EN5	10		✓	✓		
Mill Hill Park	NW7	23	✓	✓	✓	✓	
Moat Mount OS	EN5	18		✓	✓		
Montrose P.F	HA8	18	✓	✓	✓		
Mortimer Close OS	NW2	5		✓			
Mount Grove OS	HA8	5		✓			
Mount Road OS	NW4	5		✓			
New Southgate Rec	N11	15	✓	✓	✓		
Oak Hill Park	EN4	25	✓	✓	✓	✓	
Oak Lane OS	N2	5		✓			
Oakdene Park	N3	10		✓	✓		
Oakleigh Park Ave OS	N20	5		✓			
Oakleigh Road North OS	N20	5		✓			
Oakleigh Road South OS	N11	5		✓			
Oakway OS	N14	20		✓	✓		
Old Courthouse Rec Ground	EN5	15		✓	✓		
Ossulton Way OS	N2	5		✓			
Pavilion Way OS	HA8	5		✓			
Penhurst Gardens OS	HA8	5		✓			
Percy Road OS	N12	5		✓			
Princes Park	NW11	5		✓			✓
Quinta OS	EN5	10		✓	✓		
Raleigh Drive OS	N20	5		✓			
Ravenscroft Gardens	EN5	5		✓			
Riverside Walk N&S	N12	10		✓	✓		
Riverside Walk/Ducks Island	EN5	13		✓	✓		
Rushdene/Gallants Farm OS	EN4	5		✓			
Rushgrove Park	NW9	10		✓	✓		
Sanders Lane OS	NW7	5		✓			
Scratchwood OS	NW7	20	✓	✓	✓	✓	✓

Park	Location	Allocated Points	Event Types				
			Fun Fairs	Small Events (Up to 500 Persons)	Medium Events (Up to 1,000 Persons)	Large Events/ Festivals (1,000+ Persons)	Private Events
Shaftesbury Ave OS	EN5	5		✓			
Silkstream Park	HA8	10		✓	✓		
Simmonds Mead	NW7	5		✓			
St Mary's Church Green	EN4	5		✓			
Stanhope Road	EN5	5		✓			
Stonegrove Park	HA8	10		✓	✓		
Stoneyfields Park	HA8	10		✓	✓		
Sturgess Avenue OS	NW4	5		✓			
Sturgess Park	NW4	5		✓			
Sunny Hill Park	NW4	20	✓	✓	✓		
Swan Lane OS	N12	10		✓	✓		
The Meads OS	HA8	10		✓	✓		
The Mill Field	NW7	10		✓	✓		
Thornfield Avenue OS	NW7	5		✓			
Tudor Sports Ground	EN5	15		✓	✓		
Victoria Park	N3	15	✓	✓	✓		
Victoria Rec Ground	EN4	20		✓	✓		
Vivian Way OS	N2	5		✓			
Warnham Road OS	N12	5		✓			
Warrens Shawe Lane OS	HA8	5		✓			
Watling Park / Cressingham Road	HA8	18		✓	✓		
West Hendon P.F	NW9	25		✓	✓	✓	
West Way OS	HA8	5		✓			
Westcroft Close OS	NW2	5		✓			
Whetstone Strays	N20	18		✓	✓		
Whitings Hill OS / Community Forest	EN5	18		✓	✓		
Willifield Green	NW11	5		✓			
Willifield Way OS	NW11	5		✓			
Windsor OS	N3	10		✓	✓		
Woodcroft Park	HA8	10		✓	✓		
Woodfield Park	NW9	20		✓	✓		
Woodhouse OS	N12	5		✓			
Woodside Park	N12	5		✓	✓		
York Park	NW9	5		✓			
York Road OS	EN5	5		✓			

Points are calculated using the following formula; (Park Size Allocation)* + (5pts for an Existing Car Park) + (5pts for a dedicated Event Space [e.g. Amphitheatre]) – (5pts if the Park is classed as a Natural Greenspace) – (10pts if the Park is classed as a Local Nature Reserve) – (5pts if classed for Small Events Only) = Total Event Points

Size of Park in Hectares	Allocated Points
20+	20
10-20	18
5-9	15
0-4	10

*

Annex 3

E&O Equalities Impact Assessment

Project/Policy/Service/ Title: Hiring of Barnet Parks – Events Policy

Brief Description: Policy relating to the hiring of parks and open spaces for organised events. It is needed in order to promote a varied calendar of events that are held in the right locations, with the appropriate frequency, and so that they are carried out safely. Any body or individual looking to make an Event Booking be it for Commercial, Charitable or Private use must adhere to the requirements of this policy and its supporting documents.

January 2012

1. E&O Equalities Impact Assessment Evidence

	EIA question	EIA Narrative	Sources of Evidence (where relevant or available)
1a	What is the purpose and objectives of the proposed project, service change or new policy?	The purpose of this policy is to enable the Council to give those who wish to have the opportunity to hire the Council's parks for events. This will meet the needs of the borough's diverse communities particularly those who require additional space to celebrate family, community or cultural events. It is expected that this policy will expand the use of parks and that this will in turn make them more welcoming to the wider community.	
1b	What data is available on customers/service users?	No specific user group has been identified, as this policy would make the hiring of the borough's parks available to anyone, resident and non-resident alike.	No relevant data available, as the specific users are as yet unknown
1c	i) Will the project, service change or new policy have any impact on each of the equalities groups? <ul style="list-style-type: none"> • Male & female • People of different ages • People with different ethnic backgrounds • People with different sexual orientations • People with disabilities • People with different religious beliefs 	<p>i) The ability to hire one of the boroughs parks would be the same for everyone who applies to do so, and would therefore cause no disparity or have an adverse impact on any of the protected groups as defined by the Equality Act 2010. The proposed hiring fees if agreed will apply uniformly to all users.</p> <p>The Hiring of Barnet Parks Events Policy outlines that a particular space within each park will be identified and only this area will be available to hire. It will be a requirement that this space for hire does not prevent access to the park, taking into account access requirements of people with a disability or mobility impairments. The hiring of a park for an event would not impinge on the existing access availability of parks.</p> <p>Careful consideration has also been given to the feedback from a public consultation on the proposals. The top 10 areas of concern raised by residents on environmental, security, traffic and noise pollution matters apply universally to all residents, users and members of the community. In addition, some respondents raised questions about child safety arising from concerns that the policy will generate more traffic around the specific park events. All these concerns will be mitigated through the use of restrictions to hiring of parks policies and conditions applied, which could include the removal of vehicular access for certain event categories.</p>	<p>Hiring of Barnet parks – Draft Events Policy</p> <p>Analysis of consultation responses (1000+) gathered between 4 November 2011 and 16 January 2012</p>

	<p>ii) Has any adverse impact or potential discrimination been identified for any group/s?</p>	<p>If implemented, a review of the Hiring of Barnet Parks Events Policy will consider and analyse service take up, service outcomes, service quality, customer satisfaction and customer access to review whether the policy is having a differential impact on any protected group.</p> <p>ii) It is not considered that there would be any adverse impact or potential for discrimination for the reasons stated in 1c i) above. The policy takes into account each individual application, the type of event planned and its suitability for each particular venue. Where an application for an event is declined, reasons for the application refusal will be outlined to the applicant to ensure there is no discrimination in the application process.</p>	
<p>1d</p>	<p>Will the project, service change or new policy have any impact on any <u>other groups</u> not listed above?</p>	<p>The proposed policy could impact on people with lower incomes, however, to mitigate against this the policy states:</p> <p><i>“A discount may be applied to the daily rate for Charitable/Community events at the discretion of the Director for Environment and Operations.”</i></p> <p>3.1 <i>Other user groups which could potentially be affected by this policy are other park users and local residents. The impact on other park users would be minimal as the detailed policy around hiring of parks outlines that a particular space will be available to hire within each park. While events are underway in a park, the rest of the park will remain available and other park users will not be barred from using the parks while events are underway.</i></p> <p>3.2 <i>The impact on local residents would also be minimal, as the policy also takes into account on an individual application basis the type of event planned and its suitability for each particular venue.</i></p> <p>Once the event has been confirmed and the relevant forms and payments have been received the event will be published on the Council’s web page in order to ensure residents are made aware of any activities that are happening in their area.</p> <p>All of the above being the case, it should be considered that these potential impacts have been mitigated.</p>	<p>Hiring of Barnet parks – Draft Events Policy</p> <p>Analysis of consultation responses (1000+) gathered between 4 November 2011 and 16 January 2012</p>

1e	<p>Does the project, service change or new policy enhance Barnet's reputation as a good place to live and work?</p>	<p>The proposed policy has the potential to enhance Barnet's reputation as a good place to live and work as it would expand the use of parks and produce more income for the borough. Also, by allowing the hiring of the borough's parks it ensures that the parks are well used.</p> <p>Events are widely recognised as being a mechanism for bringing communities together including parents, carers and children. The ability for residents and non-residents to hire parks for a diverse range of events provides additional space for people to get together in the borough. The holding of a diverse range of commercial, private and charity and community events will contribute to Barnet as a lively and vibrant place to live, work and visit, contributing to community cohesion within the borough.</p>	
1f	<p>Does the project, service change or new policy appear to favour or have benefits exclusively for one section of the community?</p>	<p>It is not considered that any one section of the community will benefit exclusively from the new policy.</p>	
1g	<p>Have any negative impacts been identified which <u>can not</u> be removed or reduced?</p> <p>Some times a negative impact can not be removed or reduced. e.g. if the resultant action would cause greater negative effects or can not be justified on other grounds.</p>	<p>The analysis concludes that there is no potential negative impact on any of the protected groups,</p>	

2. Action Plan

	Identified issue requiring action to remove or mitigate effect	Key action required	Progress update
1.	The potential impact on those with lower incomes, other park users and local residents	<p>The new policy could impact on people with lower incomes, however the policy specifies:</p> <p><i>“A discount may be applied to the daily rate for Charitable/Community events at the discretion of the Director for Environment and Operations.”</i></p> <p>3.3 Other user groups which could potentially be affected by this policy are other park users and local residents. The impact on other park users would be minimal as the detailed policy around hiring of parks outlines that a particular space available to hire within each park has been identified. While events are underway in a park, the rest of the park will remain available and other park users will not be barred from using the parks while events are underway.</p> <p>3.4 The impact on local residents would also be minimal, as policy also takes into account on an individual application basis the type of event planned and its suitability for each particular venue.</p> <p>Once the event has been confirmed and the relevant forms and payments have been received the event will be published on the Council’s web page in order to ensure residents are made aware of any activities that are happening in their area.</p> <p>All of the above being the case, it should be considered that these potential impacts have been mitigated.</p>	Not applicable
2	The top 10 areas of concern raised by respondents to consultation.	Once all the consultation responses have been analysed the Council will look at all the areas of concern and consider each park on an individual basis taking into account all the concerns raised and where possible look to mitigate through the use of restrictions.	

