

Community events in parks - some positive steps to improve the process:

•Application Form:

We will re-structure form in September to simplify the application process and give clearer guidance for completion. Event organisers will only be required to fill in those sections relevant to their event classification.

•Definition of an event:

Subject to approval, activities for individuals and groups under 50 people, such as picnics, will not be required to complete the form unless any infrastructure, parking or other facilities will be required. Subject to certain criteria, community events with under 100 people will only need to apply 3 weeks in advance (currently 6 weeks).

•Fees and criteria for assessing events with community or park benefit:

Non-profit events with clear community benefit or those directly supporting parks strategy will be exempt from fees but this must be considered as a policy change with appropriate research conducted to ensure equality and consistency across the council. A working group will review in September for new fee policy to come into place next year.

•Insurance:

We will continue to investigate a way for agreed events to come under the BCC insurance policy, either with Parks support or by paying the nominal fee for Hirers insurance.

•Risk assessments:

We will look at some kind of advisory forum for producing risk assessments - or maybe something similar to the Volunteers H&S pack?

•Consultation or communication:

We need to agree a procedure, including use of park noticeboards, mail drops and resident letters etc

•Role definition:

Confirming the respective roles of the Community Development Officer and Community Parks Officer will be critical to making all this work.

Jennifer Crook
Parks Events Officer