

Information/Discussion Paper

Environment Overview & Scrutiny Committee

29 February 2012

"Event Submission"

(Where events are likely to or will impact more broadly on the environment of Cheltenham)

This note contains the information to keep Members informed of matters relating to the work of the Committee, but where no decisions from Members are needed

1. Why has this come to scrutiny?

Background

This has come to the Environment Committee at the request of Councillor Penny Hall, Chair of the Environment Overview and Scrutiny Committee.

Events and festivals are a key component to the vitality of any town centre and Cheltenham is no different in this respect, therefore our aim should be:

"to support the town's cultural, economic strengths and sustainable offering by ensuring that events and or festivals held that are likely to or will impact more broadly on the environment of Cheltenham are to be to the highest attainable quality for the benefit of the whole community"

2. Summary of the Issue

When considering support for or licensing events and or festivals that are likely to or will impact more broadly on the environment of the town, including the heritage aspects of Regency Cheltenham, in addition to consideration of site specific usage applications, such as the Town Hall, Gardens etc (which already have in place strict event application guidelines and licence requirements) the role of streets and streetscapes needs to also be considered in conjunction with;

"How residents, local business commuters and visitors access the town and its services"

Therefore the effect, impact and benefit the event and or festival will make to the wellbeing of the local economy; environment and the liveability will require detailed consideration.

3. Summary of evidence/information

As with all proposed events that are likely to or will impact more broadly on the environment of Cheltenham, we have required the event organiser to provide an "Event Submission", this submission is then considered by the lead agencies responsible for the various enabling works and or enactments which lead to the event happening.

Prior to submitting an “Event Submission” the event organiser will generally have undertaken a range of engagements and consultations regarding their proposal for the planned event setting out their broader vision and plan and if applicable plans for proceeding years. This would likely include gaining in principle support, securing funding, preparation of impact statements and any grants etc that may be applicable or deemed appropriate to secure the necessary endorsements and permissions needed to allow the event happen.

The next step for the event organiser is to submit an “Event Submission”. This then activates the formal engagement and consultation process with likes of Cheltenham Borough Council, Gloucestershire County Council, Gloucestershire Constabulary, Gloucestershire Highways and other key agencies.

Note: Until an “Event Submission” is lodged then the proposed event/festival can not be formally commented on and or considered.

To assist the “Event Submission” Framework is listed below:

"Event Submission" Framework

- **1. Preparation of a detailed proposal and plan.**

Setting out the requirements for the event, the impact and or effects on the local environment including heritage together with any relevant impact statements deemed necessary.

This will include any engagements, consultations undertaken and any applications lodged and permissions granted.

- **2. Circulation of detailed proposal and plan.**

The proposal and plan to be circulated to the key authorities and agencies for comment and or recommendations.

Setting out the requirements for the event, the impact and or effects on the local environment together with any relevant impact statements deemed necessary.

This will include any engagements, consultations undertaken and any applications lodged and permissions granted.

- **3. Amendment to detailed proposal and plan.**

Amendments made to proposal and plan following feedback, comment and requirements stated by key authorities and agencies.

This will include any additional engagements, consultations that may be required together with any additional licenses and permissions etc that may need to be granted.

- **4. Formal Submission of a detailed proposal and plan**

Obtain a date for presentation of the proposal and plan, seeking endorsement and where necessary approvals that are needed outside of those already granted.

- **Note: The lodgement of the “Event Submission” generally forms part of a licence application.**

4. Next Steps - possible next steps for the committee to consider e.g. potential witnesses, further report, site visit etc.

As part of the ongoing development for management of events and festivals in Cheltenham, relevant policy, process and guidelines need to be aligned with changes to demands placed on the local environment, gardens and the facilities such as the Town Hall etc, together with the town’s street-scapes.

Objectives

Ensure that any engagements and consultations undertaken with CBC prior to the lodgement of an “Event Submission” are in accordance with existing policy, process and guidelines and that the “Event Submission” process forms part of the ongoing development of the management of events and festivals in Cheltenham the aim being;

“to support the town’s cultural, economic strengths and sustainable offering by ensuring that events and or festivals held that are likely to or will impact more broadly on the environment of Cheltenham are to be to the highest attainable quality for the benefit of the whole community”

It is important that members are involved in this process as part of the ongoing development of management of events and festivals in Cheltenham, Councillor John Rawson and Councillor Roger Whyborn are in agreement that this issue needs to be considered by the Environment Overview & Scrutiny Committee at its next meeting.

Background paper	Representation from Friends of Imperial Square and Gardens
Contact Officer	Owen Parry, Head of Integrated Transport & Sustainability, 01242 77 4640, owen.parry@cheltenham.gov.uk
Accountability	Councillor John Rawson and Councillor Roger Whyborn
Scrutiny Function	Environment Overview and Scrutiny Committee