

LEITH LINKS

COMMUNITY COUNCIL

Policy on external bookings for events on Leith Links

It is the policy of Leith Links Community Council (LLCC) to advise City of Edinburgh Council (CEC) as follows, as regards requests for permission to hold an event on Leith Links park.

- a) To view favourably and to facilitate requests that conform to the conditions laid out below (under (2. General Conditions) plus any other additional special conditions pertaining to individual applications.**
- b) To politely decline any requests that cannot undertake to meet these conditions in full (or that have demonstrated in the past failure to meet these conditions).**

1. Background

1.1 At regular intervals, LLCC receives and responds to requests from City of Edinburgh Council (Suzanne Anderson, Programme Officer - Parks, Greenspace and Cemeteries Service) for its views and comments on various applications asking for 'PERMISSION TO HOLD AN EVENT IN PARKS, GREENSPACE AND CEMETERIES'

1.2 Rather than having to write out a separate detailed response every time, it is judged helpful to make public the general policy of LLCC on this matter. Further points and details can be added to the general policy requirements, as needed.

2. General Conditions

2.1 Points of Principle

- All requests for permission should be shared by CEC, for consultation, with Leith Links Community Council, with the greatest possible period of advance notice.
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- Priority should be given to local and community events, especially when these are traditional / regular. For example – Leith Festival Gala Day, Mela.
- No more than 4 major events should be held in one year (to preserve the grass).
- If possible, events should be well spaced-out in time, with at least a month between each (to let the grass recover).
- If events seek to use (for good reasons, e.g. accessibility) specific areas reserved by other bodies (e.g Leith Athletic, Leith FABB Cricket Club) then those bodies will be consulted, with plenty of advance notice. If the events take place outside the relevant sporting season, those bodies are expected to agree to the event, (assuming all other conditions are met). If the events take place within the relevant sporting season, it is LLCC's hope that, in the spirit of cooperation with the community - those bodies will agree to make accommodations for regular short community events (as exemplified above (2.1.1)) – for example, to use other facilities or to arrange an 'away' match' for the date in question.

- If events last longer than one day, and use specific areas reserved by other bodies (e.g Leith Athletic, Leith FABB Cricket Club) special arrangements may be needed to compensate such bodies.
- Events / Organisers that have caused trouble in previous years should be especially carefully monitored, and could potentially be 'barred' (say, if trouble is caused more than once).

2.2 Specific Conditions of Let

(These exist alongside the policies, conditions and requirements of CEC and do not replace these)

Vehicle Access

- Minimum vehicles on the grass, for loading and unloading and essential deliveries only, (or access for disabled persons).
- No driving around on the grass other than to access loading/ unloading point.
- No parking on the grass except for a few essential vehicles.

Parking

- No parking on the Links (cf also above re vehicles)
- Notify Police Scotland of the event, well in advance, and discuss any special parking arrangements needed in the streets surrounding the Links, for the period of the event.
- Inform LLCC of any special parking arrangements so we can warn the local community in advance.

Toilets

- Organisers will arrange for adequate toilet facilities to be made available (see calculator for toilets per # of attendees <http://www.andyloos.co.uk/calc/calc.php>)

Sustainability

Organisers will:

- Arrange for recycling facilities to be available as appropriate (e.g. glass and or plastic recycling where drinks are being sold)
- Supply volunteers or staff to help the public to use recycling facilities appropriately (for large / long events)
- Ensure that all food and drink is sold in recyclable containers (recyclable plastic, cardboard etc.). Polystyrene and other non recyclable materials, etc. are unacceptable.

NB Advice for organizers may be available from Zero Waste Leith / ChangeWorks
<https://www.changeworks.org.uk/projects/zero-waste-leith>

Litter and Waste

Organisers will

- Arrange for extra waste and recycling bins to be made available in the centre of park, near the hub of the event.
- Supply volunteers or staff to help the public to use the various bins appropriately (e.g. for large / long events)

- Supply adequate volunteers or staff to pick up and appropriately dispose of litter continuously throughout the event, and following closure every day/night. (No litter to be left on site overnight, in case of high winds etc.)
- Make adequate arrangements with City of Edinburgh Council or a private contractor to empty bins and to pick up collected litter at regular intervals. E.g. nightly (No overflowing bins or black bags piling up around the site, for seagulls and foxes to break into)

Making Good any damage

City of Edinburgh Council will -

- Ensure that organizers are charged an adequate 'Bond' so that all costs of reinstating the Links to its normal state / good condition are fully covered.
- Ensure that the state of the Links is properly assessed before and after the event, and the Bond money is used if necessary, to cover the costs of repair / reinstatement.
- Deploy Council staff to reinstate the Links swiftly (within one week), following events.
- Be fully transparent as regards Bond charged, reinstatement works and costs etc.

3. Review

- 3.1** This policy can be reviewed and re-edited at any time, as necessary, but specifically, will be reviewed annually.
- 3.2** This policy has been enacted by LLCC for the term of 2016 – 2019 and will expire / require re-adoption upon the election of any new Community Council in 2019.
- 3.3** If adopted in 2019, this policy will remain in place, subject to annual review, until such time that LLCC agrees to its amendment or revocation.