

**DUCHESS WOOD LOCAL NATURE RESERVE EVENTS POLICY**

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**1. SUMMARY**

The Duchess Wood Local Nature Reserve Committee made a request that a policy and procedure for holding future events be presented to their next meeting. In accordance with this request, a draft policy has been prepared in partnership between Lower Clyde Greenspace and Argyll and Bute Council's Development & Infrastructure Service. The draft policy is attached at Appendix 1 of this report .

**2. RECOMMENDATIONS**

- 2.1 That the Committee initially discuss the draft Duchess Wood Local Nature Reserve Events Policy attached at Appendix 1 and if so minded, agree to its formal adoption.
- 2.2 In considering the draft Policy, the Committee are invited to consider the points which are raised within paragraphs 3.3-3.5 below.

**3. DETAIL**

- 3.1 At the Meeting of the Duchess Wood Local Nature Reserve Committee on 12 August 2013, a request was made to the effect that a paper would be brought to the next meeting proposing policies and procedures for dealing with future event requests.
- 3.2 A policy has been drafted for discussion by the Group. No such procedure has been prepared at this time as there are issues raised within the policy which the Committee should give consideration to. Once the Committee has an agreed way forward, a procedure to reflect this can be presented.
- 3.3 The draft policy lists events which could be accommodated within the woodland. From this list there may be a requirement for the event organiser, in certain circumstances, to obtain a public entertainment licence. Public entertainment licences are required for the following types of event regardless of whether or not there is an admittance fee:

Theatrical Performance  
Concerts  
Dances/discos  
Fairgrounds  
Circuses  
Leisure Centres with audience accommodation  
Ice rinks with audience accommodation  
Boxing, wrestling, judo or similar presentations  
Snooker or billiard halls  
Amusement arcades  
Video shows

- 3.4 In granting permission for an event to take place, the Committee should take account of the need for these specific event types to be licenced although unless the Committee decide there is merit in licensing the venue as an events venue, ultimately it would be the responsibility of the event organisers to ensure that they comply with any licensing requirements.
- 3.5 Public Entertainment licences can be granted for one off events which individual organisations could obtain themselves or as stated above, consideration could be given to licence the woodland as venue. If this was something that the Committee feel is worth pursuing, it should be noted that charitable organisations do not require to pay a fee for a public entertainment licence, although a free application can also be made by voluntary organisations that are fundraising for a charity.
- 3.6 The second point for consideration is in terms of fees and charges and how the Committee may wish to handle any donation and/or bond associated with the use of the venue for an event. Although the Committee is responsible for securing funding for the LNR, it would probably not be appropriate for them to be involved in the day to day financial operation and this may be best resolved by the Friends of Duchess Wood taking responsibility for any funds. However, the Committee may wish to recommend that any funds or donations are used in a similar manner to a bond in that these are used for maintenance and enhancements of the LNR.
- 3.7 The final point which the Committee should give cognisance to is the issue of how this events policy is implemented. There may be benefit in identifying a resource to act as contact point for enquiries and also someone to liaise directly with any events manager and to process any applications.

#### **4. CONCLUSION**

- 4.1 As per the request of the Committee, officers from Lower Clyde Greenspace and the Council's Development and Infrastructure Service have prepared a draft policy for discussion and adoption either in its present form or with any amendments the Committee see fit to make following their discussion of the policy and the issues raised herein.

**Executive Director of Customer Services**  
**25 October 2013**

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## Appendix 1

### Duchess Wood LNR Events Policy

The following paper outlines the suitability, or otherwise, of the use of Duchess Woods LNR for organised events. The purpose of this paper is not to remove any access rights under the Land Reform Act or to restrict access to the general public. All users of the woodland should take account of the Access code.

#### Contents

1. Potential Events encouraged within Duchess Wood
2. Events not encouraged within Duchess Wood
3. Approval and assessment criteria
4. Approval timescales
5. Wet weather policy
6. Fees and other charges
7. Documentation to be provided

#### 1. Events which can be accommodated within Duchess Wood LNR

**Community Events** – those events organised by charities, not for profit organisations, community or voluntary groups that directly benefit the residents and stakeholders

**Commercial Events** – those events that do not fall into the above category and have a commercial gain for the business. To be allowed, such events should be able to demonstrate some form of return for the community e.g. healthier lifestyles, young people connecting with the environment

**Education Events** – guided walks, classroom visits etc which directly lead to an enhanced understanding of the environment in general and Duchess Wood in particular.

**Commercial dog walking** – this already occurs commonly within the LNR, and practitioners are bound by existing laws, regulations and good practice relating to access to the countryside

**Filming** – there may be value in promoting the woods as a venue suitable for filming. Such use would require to be subject to standard assessment criteria.

**Use of Woods for Regular Classes** – for example fitness classes, tai chi etc. This should be encouraged as not requiring specific permission up to a set maximum number of participants (say 10). Any more than this set number of participants should be subject to standard assessment criteria set out below.

## **2. What events are not encouraged?**

There are a number of events that we should not accept, these include but are not limited to:

**Private Events** – e.g. private parties, weddings or corporate events

**Car Boot sales**

**Bonfires**

**Barbecues**

**Religious Events**

**Political Events**

## **3. Approval criteria**

The following criteria will be used to determine whether approval will be given to

a specific event when the Council is the organiser and/or the land/site owner:

- Security and public safety and ensuring the necessary insurance is in place.
- Effect on the fabric of the area and the damage limitation
- Effect of event on regular users of public spaces, stakeholders and local residents
- Timing of the event / frequency of the event
- Size of the location, numbers attending or estimated numbers
- Impact on transport infrastructure to support the event – e.g. parking, road closures
- Quality of the event to the area
- The creation of opportunities for local participation of people living within the borough
- The ability of the organisers to effectively plan, manage and control the event and adhere to best practice standards. This would include the production of a risk assessment plan and a health and safety plan for each event.

## **4. Application time scales**

Where possible we will try to be flexible on the time scales used for applications

as we appreciate that some events may be as a result of cancellations or demand. However we ask that the following guidelines are adopted. During busy summer months, we cannot guarantee that applications for events outside

these timescales can be managed:

- **Small events (less than 50 people)** – at least 6 weeks
- **Medium events (50 to 500 people)** – at least 2 months
- **Large events (more than 500 people)** – 6 months at least, more if possible due to the complex nature of the event – This scale of event may not be deemed suitable to the Woodland particularly given the potential car parking requirements associated with this number of people using the woodland .

## **5. Wet weather policy**

The Council reserves the right to cancel or close any event which, after consultation with the event organiser, is considered to carry unacceptable levels of risk or potential site damage due to inclement weather. The Council will not be liable for any losses sustained as a result of such a decision being made.

## **6. Fees and Charges**

For any medium scale or large scale event, as defined above, a bond will be payable to cover the costs of any reinstatement to the woodland infrastructure as a result of the event. The bond will be returnable after the conclusion of the event and a site inspection, and subject to agreed damage costs estimated by the Council.

Small scale events will not be subject to a bond, but will still be held liable for any unreasonable damage incurred as a result of their event.

## **7. Information to be provided by event organiser**

All event organisers, regardless of the size of the event, will be asked to provide

the following paperwork for their event to be approved:

**Public liability Insurance Certificate**- this covers the event, activity and the general public.

**Completed risk assessment and health and safety assessment form** – It is the event organiser's duty of care to carry out a risk assessment and reduce any risks before the event begins. The aim of the risk assessment is to consider any foreseeable risks of the event as a whole and then implement controls to ensure a safe event before it begins.

**Event Manager** - All events must have a designated Event Manager who is responsible for co-ordinating the event. Full contact details for the event manager shall be provided