



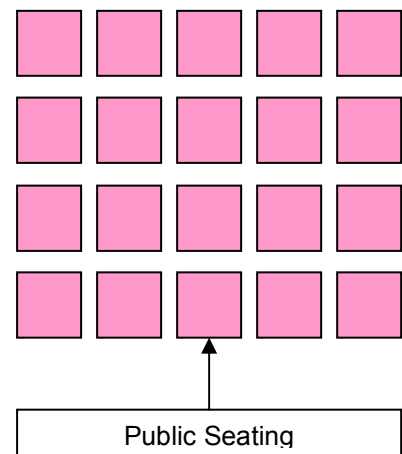
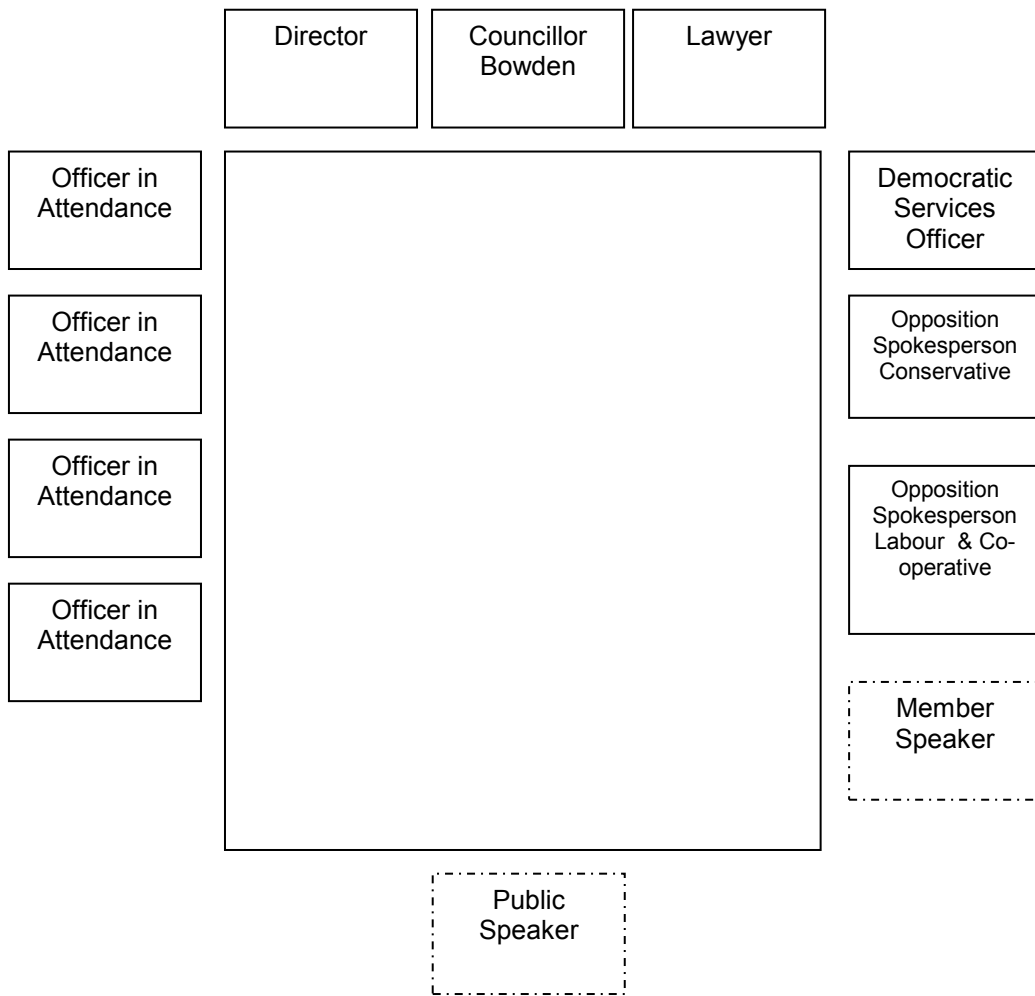
Brighton & Hove
City Council

Cabinet Member Meeting

Title:	Culture, Recreation & Tourism Cabinet Member Meeting
Date:	26 July 2011
Time:	4.00pm
Venue	Committee Room 3, Hove Town Hall
Members:	Councillor: Bowden (Cabinet Member)
Contact:	Penny Jennings Democratic Services Officer 01273 291065 penny.jennings@brighton-hove.gov.uk

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Democratic Services: Meeting Layout



AGENDA

1. PROCEDURAL BUSINESS

- (a) Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (b) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part 2 of the Agenda states in its heading either that it is confidential or the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

A list and description of the categories of exempt information is available for public inspection at Brighton and Hove Town Halls.

2. MINUTES OF THE PREVIOUS MEETING

1 - 10

Minutes of the Meeting held on 22 March 2011 (copy attached).

3. CABINET MEMBER'S COMMUNICATIONS

4. ITEMS RESERVED FOR DISCUSSION

- (a) Items reserved by the Cabinet Member
- (b) Items reserved by the Opposition Spokespersons
- (c) Items reserved by Members, with the agreement of the Cabinet Member.

NOTE: Public Questions, Written Questions from Councillors, Petitions, Deputations, Letters from Councillors and Notices of Motion will be reserved automatically.

5. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 19 July 2011)

No public questions received by date of publication.

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

- 6. PETITIONS** **11 - 12**
- Report of the Strategic Director of Resources (copy attached)
- Contact Officer:* Penny Jennings *Tel:* 01273 291065
Ward Affected: Queen's Park;
- 7. DEPUTATIONS**
- (The closing date for receipt of deputations is 12 noon on 19 July 2011)
- No deputations received by date of publication.
- 8. LETTERS FROM COUNCILLORS**
- No letters have been received.
- 9. WRITTEN QUESTIONS FROM COUNCILLORS**
- No written questions have been received.
- 10. NOTICES OF MOTIONS**
- No Notices of Motion have been received by the date of publication.
- 11. FUTURE WORK PROGRAMME** **13 - 16**
- Report of the Strategic Director of Communities (copy attached)
- Contact Officer:* Paula Murray *Tel:* 29-2536
Ward Affected: All Wards
- 12. BRIGHTON & HOVE PROGRAMME FOR 2012** **17 - 24**
- Report of the Strategic Director of Communities (copy attached)
- Contact Officer:* Pauline Freestone *Tel:* 29-3312
Ward Affected: All Wards
- 13. MUSIC AND FIREWORK EVENT PRESTON PARK** **25 - 42**
- Report of the Strategic Director of Communities (copy attached)
- Contact Officer:* Jayne Babb *Tel:* 29-2730
Ward Affected: Preston Park

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Penny Jennings, (01273 291065, email penny.jennings@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Monday, 18 July 2011

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

Agenda Item 2

Brighton & Hove City Council

BRIGHTON & HOVE CITY COUNCIL

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

4.00pm 22 MARCH 2011

COMMITTEE ROOM 3, HOVE TOWN HALL

MINUTES

Present: Councillor Smith (Cabinet Member)

Also in attendance: Councillor Davis (Opposition Spokesperson) Councillor Kennedy sent her apologies

PART ONE

48. PROCEDURAL BUSINESS

48(a) Declarations of Interests

48.1 There were none.

49(b) Exclusion of Press and Public

49.2 In accordance with section 100A of the Local Government Act 1972 ("the Act"), the Cabinet Member considered whether the press and public should be excluded from the meeting during an item of business on the grounds that it was likely, in view of the business to be transacted or the nature of the proceedings, that if members of the press and public were present during that item, there would be disclosure to them of confidential information (as defined in section 100A(3) of the Act) or exempt information (as defined in section 100I(1) of the Act).

49.3 **RESOLVED** - That the press and public be not excluded from the meeting during consideration of any item on the agenda.

49. MINUTES OF THE PREVIOUS MEETING

- 49.1 **RESOLVED** – That the minutes of the Culture, Recreation & Tourism Cabinet Member Meeting held on 7 December 2010 be agreed and signed by the Cabinet Member.

50. CABINET MEMBER'S COMMUNICATIONS

Brighton Festival

- 50.1 The Cabinet Member explained that he had attended the launch for the 2011 Brighton recently, this had gone extremely well and tickets for events were already selling well. There was great excitement about the choice of guest artistic director for 2011.

Festival Fringe

- 50.2 The Festival Fringe had also launched recently and ticket sales for fringe events were also doing well.

Winter Pride

- 50.3 The Cabinet Member confirmed that Winter Pride was currently underway with a full range of events programmed from March 2011. Landlord's consent had recently been given to enable the annual "Pride Festival" at Preston Park in August.

News from the Royal Pavilion & Museums

- 50.4 The Cabinet Member was very pleased to be able to report that confirmation of funding of £1.153m for 2011-12 had recently been received from the Department of Culture, Media and Sport.

Royal Pavilion

- 50.5 The exhibition, "Dress for Excess Fashion in Regency England" had opened on 5 February 2011 and was set to run until 5 February 2012. This fashion exhibition celebrated the 200 anniversary of the Regency Act by looking at the life of George IV as Prince of Wales, Prince Regent and King through fashions of the late Georgian period. Costumes were displayed throughout the Pavilion. A new exhibition space, the Prince Regent Gallery would display his extravagant coronation robe, on loan from Madame Tussaud's had not been seen in public for 30 years.

Brighton Museum, Radical Bloomsbury

- 50.6 An exhibition showing the art of Duncan Grant and Vanessa Bell 1905 – 1925 would run from 16 April to 9 October and was being mounted in conjunction with Charleston. The exhibition would examine the importance of the work of the two most prominent artists within 20th century art, their links with Sussex and their role as pioneers within the British avant garde.

Preston Manor

- 50.7 Preston Manor was due to re-open its doors to the public on 1 April with new interpretation of the interiors to give visitors a better understanding of life in Edwardian times.

Library News

Council Connect

- 50.8 This new service had been launched in Patcham Library on Friday 18 March by the Leader of the Council, Councillor Mears. This service would enable local residents to get help in their local library to use the web for all sorts of services, such as requesting repairs to a council property, applying for a school place, or letting the council know if their refuse collection had been missed. People would also be helped to develop their skills to do other things online such as shopping, applying for jobs, setting up an e mail account or sharing photographs. Volunteers had been recruited and trained to help guide people in using the web and would be available for advertised sessions every week in all of the community libraries in the city.

World Book Night and 6 Birthday of Jubilee Library

- 50.9 On 5 March, Jubilee Library had opened for a celebration of books and reading, as part of the national "World Book Night" events. Over 1,000 people had visited the library to take part in book-related events. Twenty pre-selected book donors had given away 1,000 copies of their favourite books. Details and film of the events could be seen on the libraries website.

Sports Development Highlights

Brighton Half Marathon

- 50.10 The Brighton Half- Marathon would celebrate its 21 anniversary on 20 February. Over 8,000 runners had participated on a newer, faster and flatter route. It was great that as a major fundraising event for the HIV charity, the Sussex Beacon, the charity had gone from strength to strength.

Active for Life Directory

- 50.11 The Cabinet Member explained that the new Active for Life Directory was now available. The Directory was free and gave an A-Z of sports and physical activities, and contained details of over 500 clubs and groups. Copies were available from Libraries, Leisure Centres and council buildings or by contacting the Sports Development Team. An on-line version was also available.

Active for Life Scheme

- 50.12 The Active for Life scheme had delivered another successful half term programme of events for young people and their families. The activities had ranged from Soup and Stomp, Street Games to Skateboarding and Hoop Dance and 200 participants had taken part in 9 different sessions.

The Grand Mini Mile Races – Active for Life Training

50.13 As part of the Brighton Marathon Active for Life was delivering a 6 week course of mini mile training sessions for up to 100 local children across the city to enable them to enter the Mini Mile on 10 April 2011.

VisitBrighton, Highlights

50.14 The Cabinet Member stated the VisitBrighton had worked hard to maximise the promotional benefits from the recently released “Brighton Rock” film. Working with the film distributors the Marketing Team had organised and hosted a number of themed press trips for travel journalists. As a result, Brighton Rock related travel features had appeared in several national papers, including the Times, Daily Telegraph, Daily Express, Sunday Mirror and the Guardian, as well as over 40 regional titles.

50.15 In total over 75 pages of coverage had been achieved with an “advertising value equivalent of over £250,000. Partly due to the extensive media coverage received, the VisitBrighton website had been receiving a record number of visitors, with over 100,000 people viewing the site during January and February a 30% increase on the same period the in 2010. The highest ever number of on-line accommodation bookings had been achieved during February 2011.

50.16 It was noted that the new VisitBrighton Partnership was due to commence on 1 April 2011 and that to date over 280 businesses had re-booked for the coming year.

Visitor Information Centre

50.17 The Cabinet Member reported that the Visitor Information Centre had had its busiest start to the year for five years and had welcomed nearly 54,000 visitors in January/February, traditionally two of the quietest months; this represented a 13% rise on the previous year. The sale of rail tickets sold, £201,626 was up by 30% to date on the figures for 2010.

Brighton Centre Highlights

50.18 The Brighton Centre had had a strong year which had featured 60 shows. Over 42,000 people had visited the “Holiday on Ice - Energia” show during January 2011. For 2011/12 there were already 26 confirmed shows and with a further 45 pencilled dates; these featured a strong comedy element with artists such as Alan Carr, Bill Bailey, Stephen Marchant and Lee Evans all due to perform at the venue.

51. ITEMS RESERVED FOR DISCUSSION

51.1 **RESOLVED** – That all items be reserved for discussion.

52. PETITIONS

52.1 There were none.

53. PUBLIC QUESTIONS

53.1 There were none.

54. DEPUTATIONS

54.1 The Cabinet Member for Culture, Recreation and Tourism considered a Deputation from Mr Robert Nemeth concerning provision of Skateboarding facilities at Withdean Stadium. A covering report prepared by the Strategic Director of Resources and details of the deputation itself had been circulated in advance with the papers for consideration at that afternoon's meeting.

54.2 The wording of the Deputation is set out below:

"In its latest incarnation, the site now occupied by Withdean Stadium is of course home to our local football team, Brighton & Hove Albion. Soon though, the Albion will have left. The issue of what happens next is of great relevance to the city generally but to the residents of Withdean in particular.

From its beginnings as Marshall's Playing Fields to the launch of the finest tennis centre outside Wimbledon and from the building of the stadium for athletics to becoming the home of the Albion, the site has evolved constantly. There was once even a zoo on the site along with a miniature railway.

Having requested the views of the residents of the entirety of Withdean Ward on what should happen to Withdean Stadium when the Albion leave, Cllrs Ann & Ken Norman and I received an overwhelmingly positive response on the issue of youth facilities; in particular, on the installation of a skateboard park on the site.

Many of the replies which we received related to the removal of the ugly but necessary additions which are in place to facilitate the Albion's stay. Such additions include fence barriers, the south stand, the hospitality suite and a number of smaller portacabins. These issues are all being dealt with by Brighton & Hove City Council – but the removal of the hospitality suite and smaller portacabins is of particular relevance.

The most passionate of the replies submitted to us led to me meeting a group of wonderful young men who are keen to be able to skate close to where they live. Skateboard parks on the Level and by the Lagoon have been tremendously successful and there is clear demand for a similar facility in this part of the city. Bearing in mind the imminent move of the Albion and the inevitable masterplan which will be drawn up for the stadium, now seems an entirely appropriate moment to consider bringing skateboarding to Withdean.

Concerns about noise and safety must be taken into account. It would be wrong to suggest that any proposal does not have both pros and cons. Compared to building other sporting facilities which would be used by the number expected to use a skating facility, the cost is not high. However, there would of course be financial implication to building a ramp at a time when funding is an issue.

The proposal is therefore in its most simple form at this stage. We are proposing that an area should be set aside where the hospitality suite is currently located (or in the position of the smaller portacabins) for skateboarding. This deputation is not about a ramp or other facilities. It is just asking that a clear area be put aside for skateboarding.

We would attempt to raise funds for a ramp in other ways in due course and would hope that the council will look upon such attempts favourably. These are issues for another day though.

At this time, we are simply requesting that a small area is set aside for skateboarders, which can be used as a practice area in the meantime, which can one day be considered for a ramp.”

54.3 The Cabinet Member invited the Deputies to speak in support of their Deputation. George Bone, Stan Hayward-Williams and Miles Clarke spoke as young people who were local residents who supported the request for a Skateboard Park at Withdean and would use one if provided. They referred among other matters to the level of local support for such an option, to the current popularity and use of such facilities, to the fact that it would provide a community facility for local youngsters which would have positive benefits. Reference was also made to the significant distances to be travelled in order to use other facilities in the city; this coupled with limited public transport made it very difficult for younger children to use those facilities unless taken there by parents or older siblings. A facility in their own area would provide a local safe space as older children could look after and tutor younger ones.

54.4 The Cabinet Member responded in the following terms:

“Thank you for your deputation Mr Nemeth which is very helpful. Officers will be working on a masterplan for the future sporting provision at the Withdean Stadium complex. I will therefore ask officers to consider your proposal as part of that masterplan.

54.5 **RESOLVED** – That the contents of the deputation and the response of the Cabinet Member for Culture Recreation and Tourism be noted.

55. LETTERS FROM COUNCILLORS

55.1 There were none.

56. WRITTEN QUESTIONS FROM COUNCILLORS

56.1 There were none.

57. NOTICES OF MOTIONS

57.1 There were none.

58. EXECUTIVE RESPONSE TO AD-HOC SCRUTINY PANEL REPORT ON CULTURAL SERVICES FOR YOUNG PEOPLE

58.1 The Cabinet Member considered a report of the Strategic Director, Communities setting out the Executive response to the Ad Hoc Scrutiny Panel on Cultural Provision for Children and Young People set up by the Culture Tourism & Enterprise Overview and Scrutiny Panel (CTEOSC).

- 58.2 The Commissioner for Culture explained that the ad-hoc scrutiny panel had been set up by the Culture, Tourism & and Enterprise Overview and Scrutiny Committee (CETEOSC) to consider the provision of services for children and young people across the city both by the council and by other organisations; to look at the current deployment of resources; to identify any gaps in provision; and to identify areas of good practice, with a view to making recommendations for the future of cultural services for children and young people in the city.
- 58.3 Councillor Davis, who had chaired the Panel commended the response and the positive and practical approach taken in addressing the recommendations arising from the scrutiny panel. The response in relation to Recommendation 7 in particular was welcomed. Anything further which could be done in order to help break down logistical barriers and to make the services available through the council's libraries and museums more accessible (Recommendation 10) would also be welcomed. The Commissioner of Culture responded ongoing work was continuing in respect of all of the recommendations to ensure that they were carried forward in the most appropriate way. Work was being undertaken to build on the existing "viewfinder" facility. The on-line "express blog" had also proved to be very popular and further work was also being undertaken in relation to that.
- 58.4 **RESOLVED** - (1) That the Cabinet Member congratulates the panel on the detailed and well informed work undertaken to produce their report; and
- (2) That the commissioners be mandates to make the best use of existing resources to act upon these informed findings in shaping delivery as detailed in the body of the report

59. SEAFRONT LETTINGS POLICY

- 59.1 The Cabinet Member for Culture, Recreation and Tourism considered a report of the Strategic Director, Communities setting out the proposed policy for the lettings of licences and leases on the seafront.
- 59.2 As freehold owner of most of the land all along the seafront from Hove to Saltdean had the opportunity to enable a range of different uses to take place along the seafront for the benefit of residents and visitors. The policy was intended to provide a framework for officers to manage the numerous requests for leases and licences from operators of the seafront. The management of the seafront property portfolio would be further informed by the emerging Seafront Strategy and would form the subject of further member consultation and a future report.
- 59.3 Councillor Davis queried whether and what changes were proposed as to her the policy seemed to mirror the existing procedures. It was explained that this was the case and that the policy sought to formalise existing custom and practice and to provide a framework for future decision making.
- 59.4 **RESOLVED** - That the Cabinet Member for Culture, Recreation and Tourism approves the policy for lettings, licences and leases on the seafront as set out in Paragraph 3 of the report.

60. LETTING PEOPLE KNOW : PRESENTATION ON CITYWIDE MARKETING INITIATIVES

- 60.1 David Murray the Strategic Director, Communities detailing the various city wide initiatives which were on offer across the city. The city provided a diverse cultural and sporting offer for residents and visitors alike. It was considered that it was important to ensure that residents and visitors, were aware of forthcoming events well in advance and were aware of where they could access that information. officers' recognised that it was frustrating when people became aware of an event after it had taken place and were looking ways in which information in relation to forthcoming events could be circulated most effectively. Councillor Davis referred to the fact that "City News" was not received by all homes in the city and the and that this needed to be taken account of.
- 60.2 The Strategic Director also referred to citywide initiatives including a cultural calendar (it was proposed to provide, a four page pull out section in "City News") signposting, a monthly mailout and city shorts (opportunities in concert with other partners to publicise events that everyone could participate in); clips could be posted which highlighted "hidden gems" around the city as well as immediately recognisable images which were synonymous with the city e.g, the Royal Pavilion, the Pier.
- 60.3 The option of a Residents Card was being explored although careful thought would need to be given as to how this would operate in practice. Discussions were also taking place with the Arts Commission to identify and target a broader audience. The city was famous for many reasons, the Annual Festival for instance, was a word class event and it was important to maintain the city's position and profile as burgeoning metropolis with a cultural edge. Mr Murray also emphasised the need to "join up" in order to ensure that there was no duplication or waste and that there was a seamless drive to make the city's offer as diverse as possible.
- 60.4 The Cabinet Member stated that the city had boasted some iconic buildings and commended the initiatives the highlight their uniqueness, citing the lighting which had been installed to the bandstand on the sea front and the skating rink provided during the winter months at the Royal Pavilion. On going measures being explored to publicise the wide city's wide ranging cultural and sporting calendar locally and nationally were also welcomed. Councillor Davis concurred in that view.
- 60.5 **RESOLVED** – That the contents of the presentation be noted.

Thanks to Officers

In closing the meeting the Cabinet Member thanked Officers for their continued hard work and high standards of professionalism over the past year stating that he wished this to be placed on record.

The meeting concluded at 5.00pm

Signed

Chair

Dated this

day of

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

Agenda Item 6

Brighton & Hove City Council

Subject:	Petitions	
Date of Meeting:	26 July 2011	
Report of:	Strategic Director, Resources	
Contact Officer:	Name: Penny Jennings	Tel: 29-1065
	E-mail: Penny.jennings@brighton-hove.gov.uk	
Key Decision:	No	
Wards Affected:	Queen's Park	

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions presented at Council, any petitions submitted directly to Democratic Services or any e-Petition submitted via the council's website.

2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the council's Overview and Scrutiny Committee
- calling a referendum

3. PETITIONS

(i) The Village Street Party, St James' Street

To receive the following e-Petition submitted via the council's website by C Cook and signed by 73 people:

"We the undersigned petition the council to ensure that the "Village Street Party" continues to be held in its present location, namely St James's Street and neighbouring streets.

This most popular event coinciding with the Pride weekend has evolved into a well supported and most importantly safe venue in its current location in the heart of the LGBT community and we would like to ensure that it remains as such.”

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

Agenda Item 11

Brighton & Hove City Council

Subject:	Future Work Programme		
Date of Meeting:	26th July 2011		
Report of:	Strategic Director of Communities		
Contact Officer:	Name:	Paula Murray	Tel: 29-2534
	E-mail:	paula.murray@brighton-hove.gov.uk	
Wards Affected:	All		

1. SUMMARY AND POLICY CONTEXT

- 1.1 The report sets out information on a range of potential future items for the work programme for the Cabinet Member Meetings and ways of working for discussion.

2. RECOMMENDATIONS

- 2.1 That the Cabinet Member consider taking forward a range of these potential agenda items and agree to proposed ways of working.

3. RELEVANT BACKGROUND INFORMATION

- 3.1 The Cabinet Member has a remit to cover culture, arts and heritage, tourism and marketing, libraries and museums, events, leisure, sports and recreation.

There are a number of items that will come forward for decision or approval to the Cabinet Member meetings such as those for landowner's consent for example. There are a number of other potential agenda items that can be brought forward for discussion or presentation in public session and where the Lead Cabinet Member may wish to invite other Members or partners specifically to take part.

It is recommended that between 4 and 6 items per agenda is not exceeded and ideally not more than one external presentation per meeting.

- 3.2 There are a four example items highlighted in the body of the report that represent major areas of work planned in the portfolio covered by the Lead Cabinet Member.

3.2.1 Outdoor Events

Outdoor events make a major contribution to the vibrancy and economy of the city. There are numerous requests from event organisers to stage events in the city. There were over three hundred outdoor events in 2010 ranging in scale from community festivals and fun days in the park for ten to fifty people through to the Pride festival – which attracted 120,000 participants. The Events Team also provides the same service for any filming taking place

throughout the city; there were over 150 pieces of filming carried out across the City in 2010.

A report containing the outline outdoor events programme for 2012 will come to Cabinet Member Meeting (CMM) in December this year requesting the necessary consents.

A new Outdoor Events Policy is needed to provide a robust assessment framework to do a number of things; to approve or reject applications for events and to provide a platform from which to look forward and work proactively to attract new events ensuring a vibrant year round programme. The policy will come to CMM for approval; however, the Cabinet Member may wish to request an interim report or a discussion paper before that point.

3.2.3 Seafront Strategy

The development of a Seafront Strategy gives the opportunity to maximise the benefit of this key city asset in a coherent way. There are a number of key issues facing the council in the management and development of the Seafront. These include the all year round operational management, the challenge of repairs and maintenance in the harsh corrosive environment, and the contribution of the council's property portfolio to the Seafront economy. While the seafront has benefited from investment particularly between the piers, there is still significant potential for improvement. As with the outdoor Events Policy, this strategy will come to CMM for approval, but the process may benefit from discussion in public session or interim reports.

3.2.4 Sports Facilities in the city

There are a number of key developments under this heading that would need to be brought into the CMM agenda in the short to medium term; the development of a Sports and Physical Activity Strategy, the Withdean Stadium Masterplan, the city Sports Facilities Plan.

3.2.5 Library Plan

The Libraries Plan is a key strategic document for the Council and will be ratified at full Council. The current Libraries Plan runs to the end of this financial year. A new three year plan will be in development over the coming months and will need to be on the CMM agenda.

3.3 Presentations by external organisations

The Cabinet Member could invite relevant presentations by partner or other external organisations as part of the ongoing agenda. Examples might include regional agencies such as the Arts Council, local networks such as the Hotels Association or more specifically a particular organisation whose work is relevant to the Cabinet Member's portfolio.

3.4 Discussion and debate

The Cabinet Member may wish to invite a range of partners, stakeholders or other Members to take part in a particular discussion or debate around an issue in public session as part of a CMM agenda. Examples might include the development of the seafront strategy for example.

3.5 National issues or developments of local significance

National policy developments or government affecting the service areas of this portfolio could be brought to the CMM agenda for analysis and discussion. Examples might include the current government commissioned Henley Review of cultural education or the publication of relevant government Green or White Papers on policy areas.

4. CONSULTATION

- 4.1 There has been consultation in the preparation of this report with senior service area officers and the lead Cabinet Member.

5 FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications

There are no direct financial implications arising from the recommendations of this report. Future reports will include relevant financial implications, as appropriate.

Finance Officer: Michelle Herrington, Principal Accountant Date: 13th July 2011

5.2 Legal Implications

There are no direct legal implications resulting from the recommendations in this report., save that governance arrangements may be reviewed in respect of the public sessions referred to at paragraph 3.4.

Lawyer consulted: Bob Bruce, Principal Solicitor Date: 12th July 2011

5.3 Equalities Implications

There are no direct equalities implications arising from this report, however, all of the topics outlined above would have detailed equalities implications on examination.

5.4 Sustainability Implications

There are no direct sustainability implications arising from this report, however, there would be sustainability implications in all of the topics outlined above that would be detailed in specific reports.

5.5 Crime & Disorder Implications

There are no direct crime and disorder implications arising from this report. Each of the topics outlined above would have crime and disorder implications to a greater or lesser extent on closer examination.

5.6 Risk and Opportunity Management Implications

The risk and opportunity management implications of each of the topics would be covered in any more detailed report on them.

5.7 Corporate / Citywide Implications

All of the topics above have citywide implications either in terms of the economy of the city or the population.

None

SUPPORTING DOCUMENTATION

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

Agenda Item 12

Brighton & Hove City Council

Subject:	Brighton & Hove's Programme for 2012		
Date of Meeting:	26th July 2011		
Report of:	Strategic Director: Communities		
Contact Officer:	Name:	Pauline Freestone	Tel: 29-3312
	E-mail:	pauline.freestone@brighton-hove.gov.uk	
Wards Affected:	All	All	

1. SUMMARY AND POLICY CONTEXT

- 1.1 This report presents an update on Brighton and Hove's activity in relation to London 2012, the context for that activity, a summary of that activity to date plus an indication of future potential.
- 1.2 The Olympic and Paralympic Games provides an inspirational platform to seize the many opportunities for the city in business, sport, culture, tourism and volunteering.
- 1.3 These ambitions will not be realised without the support of the council and close links with our partners. Brighton & Hove are fully committed to a partnership approach at a local, regional and national level, and working with central government, the London Organising Committee for the Olympic Games (LOCOG) and the Olympic Delivery Authority (ODA).

2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member recognises the potential and impact surrounding the 2012 Games, notes the contents of the report and endorses the activity to date.
- 2.2 That the Cabinet Member continues to endorse the partnership approach adopted at every level to meet agreed outcomes.
- 2.3 That the Cabinet Member continues to support the council's role in facilitating the 2012 citywide strategy group and endorses the priorities this group are working towards.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 The 2012 Co-ordinator post supports involvement for Brighton and Hove in 2012. This continues to be funded, jointly from Culture and Economy and Housing. The post has focussed on a number of things:

- producing events locally
- supporting the development of appropriate city initiatives
- taking part in regional and national programmes
- ensuring the city is linked into regional and national planning groups.

3.2 BHCC continues to be part of any regional or national initiatives that benefits the city:

- As announced recently, the City will be one of the destinations to host the Olympic Torch Relay on 16 July 2012
- Yellowwave – the city’s beach volley ball centre is registered as an official pre-training camp
- Brighton Museum is host to “Stories of the World” a national museums programme
- Lone Twin local winner of the regional “Artists Taking the Lead” project for the South East with their commission The Boat Project
- Five “Inspire Marks” have been awarded for 2012 linked city projects
- 200 learners graduated from the Personal Best (pre employment training) programme delivered by Albion in the Community
- Over 66% of schools are registered on the London 2012 educational programme - “Get Set”
- Collaboration between the city’s universities in the Creative Campus initiative
- The city’s greeter scheme has close links with the “Welcoming the World” initiative
- Free swimming, over 17,500 free swimming registrations submitted

3.3 At a local level, and to underpin the **Brighton & Hove 10..11..12** identity, a core set of key messages have been consistently reinforced throughout in the lead up to 2012 Olympiad.

- Improve the health and wellbeing of the city’s residents
- Build and grow the city’s cultural and sporting offer
- Deliver economic benefit to the city generating new revenue and job opportunities

These key messages above will be used consistently to provide residents, businesses and visitors with an obvious and easy to understand link between the many and diverse range of activities that are planned as part of the city's 2012 programme of events and celebrations.

- 3.4 The 2012 city wide strategy group have worked within the key messages above and developed three Brighton & Hove themes:
- **Profile** - Increase and raise the economy and profile of the city locally, nationally and internationally
 - **Participation** - Increasing participation in sport and physical activity to raise the overall health of the city
 - **Infrastructure** - To maximise and increase activities offered within the city's sporting facilities through the 2012 programme.
- 3.5 The **Profile** strand will include a range of events and activity that build on historical and current activity aiming to promote the reputation and profile of the city, increasing footfall and visitor figures. The economy/profile strand of the programme cannot be neglected partly because of the impact of the recession. Additionally, tourism colleagues are predicting that there may be a drop in visitors to the city in 2012, specific marketing needs to counter this to attract visitors staying in London for the Games. In terms of supporting the city's economy, there may also be specific opportunities for our businesses in terms of procurement or training linked to 2012.
- 3.6 The focus on **Participation** plays into our health agenda and the work of the sports development team aiming to get 'more people more active more often'. Participation is not just about playing sport, but also about volunteering placements, apprenticeships in the sports and leisure industry and other opportunities for people to take part.
- 3.7 The **Infrastructure** strand aims to highlight some of the capital developments and refurbishments, particularly in terms of sport that are in the planning or due for completion during that timescale. There are a number of impressive developments in terms of facilities for sporting activity in the city. For example: the Cricket Club expansion and development, the arrival of the architecturally beautiful community stadium as well as some smaller more integrated elements such as the ongoing development of walking and cycling routes.
- 3.8 At a local level the city already has a successful 2012 programme giving residents and visitors the opportunity to feel a part of the Games through sport and culture. A year long calendar of events and activities, inspired by the Games, is currently being put together to be launched in September. The draft calendar is attached at Appendix One.
- 3.9 Hosting the Olympic Torch Relay provides the city with a unique opportunity to be directly involved in an international event, raising the city's profile at a local, regional, national and international level. World wide coverage of this large scale event will highlight the city as a destination for tourism and

business. With any large scale event the impact on the local economy is immediate bringing residents and visitors into the city, and longer term potential business opportunities. The opportunity for participation will be provided through the involvement of communities welcoming the Torch through the city's streets.

- 3.10 The simple programme structure and themes outlined for **Brighton and Hove 10..11..12** creates enough of a city framework for a wide range of partners to work together with the council retaining a leadership and coordination role, continuing to chair the strategy group, involve a wider range of partners and expand the programme.
- 3.11 With a year to go, now is the time to really increase the profile and energy behind this initiative. There are some really good events in the calendar and a wide range of opportunities for our residents to take part and for the city to increase its profile outside of the country to potential visitors.

4. CONSULTATION

- 4.1 Consultation has been carried out across council departments in the establishment of the programme to date plus a range of key partners. Consultation will continue to be focused around the 2012 citywide strategy group.

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications

The funding for the 2012 Coordinator post is included in the current revenue budgets and will be included in the 2012/13 budget strategies being developed.

The future projects and programme referred to will be subject to identifying funding with partners and external organisations, where appropriate, and in accordance with the Outdoor Events Policy.

The estimated cost of hosting the torch relay is still being quantified and will be reported in due course.

*Finance Officer Consulted: Michelle Herrington, Principal Accountant
Date: 13th July 2011*

5.2 Legal Implications

There are no direct legal implications arising from this report. Any legal implications arising from specific parts of the council led 2012 programme will be dealt with in more specific reports to Cabinet, Cabinet Member Meetings or Scrutiny meetings as the programme develops.

Lawyer Consulted: Bob Bruce, Principal Solicitor Date: 12th July 2011

- 5.3 Equalities Implications:
There are positive equalities implications in the delivery of much of the planned 2012 programme in that activity will be targeted towards those who do not currently participate. Significant elements of the 2012 programme will also be free and open access.
- 5.4 Sustainability Implications:
The events programme will conform to the requirements to produce and run events in a sustainable manner.
- 5.5 Crime & Disorder Implications:
There are positive implications in terms of the prevention of crime and disorder in the provision of free events in public spaces that foster civic pride, natural surveillance and positive public behaviours.
- 5.6 Risk and Opportunity Management Implications:
The risk management implications in any event or programme would be outlined in detail in the project plan. The opportunities are outlined in the body of the report.
- 5.7 Corporate / Citywide Implications:
The opportunities from the city taking an active role in developing and delivering a programme for 2012 are citywide in terms of all residents.

SUPPORTING DOCUMENTATION

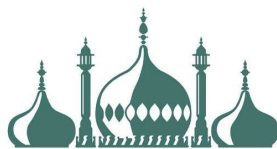
Appendices: 2012 Celebration Calendar

Documents in Members' Rooms

None

Background Documents

None




Brighton & Hove 2012 Celebration Calendar



<u>September 2011</u>	
TBC	Launch Event - Community Stadium event?
11 th	Triathlon Swim
Throughout autumn	The 5 ring walk/cycle run launch
<u>October 2011</u>	
TBC	Cancer research 10km run
28 th	White Night
12 th	Sport & Physical Activity Awards
12 th	Launch of Sports & Physical Activity Grants
<u>November 2011</u>	
20 th	Brooks 10km run
22 nd , 23 rd , 24 th	Oska Bright Film Festival at The Corn Exchange
<u>December 2011</u>	
21 st	Burning of the Clocks
<u>January 2012</u>	
28 th	South of England Cross Country Championship
<u>February 2012</u>	
19 th	Sussex Beacon Half Marathon
<u>March 2012</u>	
12 th – 23 th	Aqua Festival
TBC	Lets Dance
TBC	Special Schools Sports Festival



April 2012		
1st	Gold Run at Glyndebourne (Carousel)	
9 th – 15 ^t	Brighton Punch & Judy Jamboree	
15 th	Brighton Marathon	
TBC	Children’s Festival	

May 2012		
7 th - 29 th	Brighton Festival	
17 th	Gold Run at The Dome (Carousel)	
TBC	Children’s Parade	
TBC	Brighton Festival and Festival Fringe	
TBC	The Boat	

June 2012	
TBC	Take Part + Older Persons Olympics
TBC	London to Brighton Bike Ride
TBC	Hove Park Road Race
TBC	Race for Life
TBC	Stories of the World gallery opening
TBC	Primary Schools 2012 project Celebrations

July 2012	
TBC	Brighton Carnival
7 th – 15 th	Big Dance
TBC	Paddle Round the Pier
TBC	Pride
7 th , 8 th	Pier to Pier swim
16 th	Torch Relay
27 th	Opening of Olympic Games
26 th , 27 th , 28 th	Open Weekend
TBC	England Hockey Roadshow
TBC	Whoops Street Show

August 2012	
29th	Opening of Paralympic Games

September 2012	
TBC	Brighton Triathlon

On Going Events:	
2011	150 years of Brighton Museum celebration
2012	The Diamond Jubilee
2012	Primary Schools Language & International Project celebrations
12 June – 9 Sept. 2012	Finale of the Cultural Olympiad (The London 2012 Festival)



CULTURE RECREATION & TOURISM CABINET MEMBER MEETING

Agenda Item 13

Brighton & Hove City Council

Subject: Music & Firework Event Preston Park
Brighton

Date of Meeting: Tuesday 26 July 2011

Report of: Strategic Director Communities

Contact Officer: Jayne Babb Tel: 290372

E-mail: jayne.babb@brighton-hove.gov.uk

Wards Affected: Preston Park

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To seek landlord's consent for Generate Events Ltd in partnership with a local radio station to stage a one night family music and firework event in Preston Park, Brighton on Saturday 29th October 2011 to an estimated audience of 15.000 people

2. RECOMMENDATIONS:

- 2.1 To grant landlord's consent to stage a one night family music and firework event in Preston Park on Saturday 29th October 2011
- 2.2 To authorise officers to enter into formal agreement with the event organisers and to determine fees and conditions as appropriate.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The City Council has been approached by Generate Events Ltd to host in partnership with a local radio station a live music event in Preston Park in October 2011. Generate Events Limited specialises in producing and promoting large-scale outdoor events all around the UK and also has expertise in producing firework displays. In addition it organises outdoor concerts and this year ran the Brighton Marathon Exhibition and After Party at the Brighton Centre.

- 3.2 This event is targeted at a family audience and should attract residents in Brighton & Hove and the surrounding area. This is a commercial event and those attending will be required to purchase a ticket. Ticket Prices: Adults: £10 Under 16's: £7 (under 16's must be accompanied by a full paying adult) Under 3's: Free Golden Circle Adult :£18 Child:£15 tickets will only be sold to over 18's. To gain access to the event children must be accompanied by a paying adult.
- 3.3 An area of Preston Park will be fenced off by using a solid panel fence, which will create a dedicated event arena for 15,000 people. Crowd capacity is a key part of the planning process and will be checked at the event planning stage by the multi agency groups who will work with the organisers to deliver a safe well managed event
- 3.4 Inside the fenced area there will be an outdoor stage, catering area, box office/ entry points, fairground, and welfare facilities (first aid & toilets). In addition the area will house an isolated/sterile area (100m x 100m) which will be used for the firing and subsequent fall out of the fireworks display.
- 3.5 The main stage will play host to the local radio station DJ's, who will interact with the crowd and play pre-recorded music for approximately one hour. This will be followed by a live performance from one support and one headline act/artists, who will perform sets of around 15 and 30 minutes respectively. Immediately following the headline performance, a 15 minute firework display will commence which will be set to music.
- 3.6 The event would open at 5pm with all food and drink concessions (no alcohol) and fairground open from this time. The stage area would open at 6pm with the live act to perform at approximately 7.30pm. This would be followed at 8pm by the firework display which is set to music and lasts for approximately 15 minutes, at the end of the display there will be a brief thank you message and then the stage and music will cease and close.
- 3.7 To assist with the management of the spectators leaving the park, the concessions and fairground will stay open until 9.30pm with the site being clear of people by 10pm at the latest.
- 3.8 Access to the park for site set up would be from Thursday 27th October and from the time of occupation there will be 24hr security. Working arrangements will be set out in the detailed event plan. As this is a residential area the organiser will be expected to comply with all site restrictions in relation to site set up as directed by officers. The organisers will be required to vacate the park and leave it in a condition ready for public use by Monday 31st October.

- 3.9.1 The event is targeted at the residents of Brighton and Hove and the organisers will be encouraging visitors to arrive via public transport. Preston Park Station is close by and there are a number of bus routes which service the area. Due to the lack of parking in the area, the event organiser will ensure that this message is communicated to all visitors via their media partner local radio, the website and in ticket information packs. The organisers will liaise with B&H buses re the provision of additional buses to the site both before and after the event.
- 3.10 Event waste - the management of waste and its effective and responsible collection and disposal will be detailed in full in the Sustainable Events Statement – Outdoor Events (SF04) This document is completed by event organisers and gives us an early indication as to how they will manage the waste generated. There are five sections to be completed under waste management. SF04 is attached as appendix 2. Communication with the event organiser regarding sustainability has been very positive; they confirm that they are fully committed to working closely with officers to ensure that all aspects of waste management are addressed.
- 3.11 The organisers will be required to provide a full event management plan, which is to include:-
- 3.12 Traffic Management Plan, to focus on public transport to and from the site.
- 3.13 Cleansing plan, for both the licensed site and the surrounding area which will be approved by officers from City Clean in advance of the event taking place.
- 3.14 Full Risk Assessment including Fire Risk Assessment and Pyrotechnic Plan to be signed off by East Sussex Fire & Rescue
- 3.15 Noise Management Plan. Detailed noise management plan to be submitted to and approved by officers from the Councils Environment & Licensing Division. Acceptable noise levels to be agreed in advance with on site monitoring throughout the event.
- 3.16 These plans will be reviewed by the Council and its partner agencies that form the operational event planning group. Should there be any significant safety issues that need addressing then this will be fed through to the City-wide Safety Advisory Group who oversee these major events.

4. CONSULTATION

- 4.1 Initial consultation has taken place with Sussex Police, East Sussex Fire & Rescue Service, and South East Coast Ambulance Service. Internally, consultation has taken place with Environmental Health & Licensing, Highways the Countryside Service and Ward Councillors. Subject to consent being granted, then further consultation with local residents by way of a letter drop providing details of the event, dates, times, event organisers, email contact etc would be carried out by the event organisers.

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

- 5.1.1 In accordance with the Outdoor Events Policy, fees are charged for commercial events and any costs incurred are the responsibility of the organiser. A deposit would be held to ensure that the Authority does not incur any costs that cannot be recovered and this deposit would only be released on reinstatement of the area to the satisfaction of the Authority. The organiser would also have to provide evidence of adequate insurance cover.
- It is estimated that the fee for this event would be in the region of £15,000, subject to negotiation. Revenue received from commercial events is used to finance support for community events and free public entertainments.”

Finance Officer Consulted: Michelle Herrington

5.2 Legal Implications:

- 5.2.1 Preston Park is recognised as an occasional events venue and may be used subject to planning and licensing requirements being met.
- 5.2.2 The proposal is being put forward in accordance with the Outdoor Events Policy. The policy incorporates relevant considerations in respect of convention rights incorporated by the Human Rights Act 1998. The policy is clear that a balancing act is required between the competing interests of those who attend the events and those who do not wish to attend and consultation is suggested to ensure that this balancing exercise is properly carried out.
- 5.2.3 The terms of the agreement with the events organiser and the ongoing consultation process should ensure that the event is properly managed and that disruption is kept to a minimum.

5.3 Equalities Implications:

The Events programme caters for people from all sectors of the community. This event is specifically aimed at children, young people and families. Advice for disabled guests will be provided via the organiser's website and by email on the best ways to access the site. There will be a Disabled Parking area immediately adjacent to the main entrance of the park on the internal roadside (subject to council approval) and stewards will be on hand to help disabled persons and families as necessary. A dedicated viewing area will be created in front of the stage with the addition of high level signage.

5.4 Sustainability Implications:

5.4.1 All events are planned and staged in accordance with the statutory powers and planning obligations set out in the Purple Guide and the council's event policy.

5.4.2 The council is committed to managing the risk and environmental impact of its activities. Events that are hosted and staged in the city are reviewed as part of our commitment to continuous improvement and in line with ISO14001 & BS8901 sustainable event management systems. Event organisers will as part of the application process be asked to complete our Sustainable Event Statement SFO4. As part of the monitoring process these forms are reviewed with organisers to identify areas for improvement as well as highlighting good practice. A copy of SFO4 is attached as appendix 1

5.5 Crime & Disorder Implications:

5.5.1 The City Safety Advisory Group has an overview of all the major events that take place in Brighton & Hove that have the potential to attract significantly large numbers of people. A protocol and good working partnerships between the council and emergency services are in place in the city and close agency working will be integral to both the planning and delivery of this event.

5.5.2 The Police are involved in both the consultation and planning of all major events.

5.6 Risk and Opportunity Management Implications:

The event will be subject to a full site-specific risk assessment which is signed off by the relevant statutory bodies; other risks are addressed in the attached SFO4 from

5.7 Corporate / Citywide Implications:

The event will take place in Preston Park - a council run open space.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

6.1 Not applicable.

7. REASONS FOR REPORT RECOMMENDATIONS

7.1 Landlord's consent is required for the staging of all major events within Brighton & Hove on council-owned sites.

7.2 This event is a valuable addition to the events calendar.

SUPPORTING DOCUMENTATION

Appendices:

1. A plan of the proposed layout.
2. SFO4 Sustainable Events Statement – Outdoor Events

Documents In Members' Rooms

None

Background Documents

1. Event proposal from Generate Events Ltd

	SF04 Sustainable Events Statement - Outdoor Events	
	Vanessa Weild Tel: 01273 292712	vanessa.weild@brighton-hove.gov.uk Fax: 01273 292717
The Events Office, Brighton & Hove City Council, Room 425, Kings House, Grand Avenue, Hove BN3 2ST		

Introduction

Creating a sustainable future for Brighton and Hove means protecting and enhancing the environment, meeting social needs and promoting economic success. The council is committed to managing the risks and environmental impacts of its activities, encouraging and supporting others to do the same and continuously improving the environment for the benefit of residents, businesses and visitors. This statement is part of our ISO 14001 / BS 8901 Sustainability Management System. We review completed statements to help us continuously improve our understanding of the environmental impacts of events.


How to complete this statement

1. **Before the event:** Go through the statement and think about how you can reduce the impact of your event. Put your answers in the **grey boxes**. Keep a copy of the statement yourself and return a copy to the Events Office **electronically** if possible with your application form. Make sure that anyone else involved in organising your event is aware of your plans and their role in delivering them. We may contact you to follow up your answers. If further information is recorded in other documents or locations e.g. site plans, emails, Health & Safety Policy etc., please refer to them in your answers and say where they can be found.
2. **Within 1 month of the event:** Go through your copy of the statement and explain whether your plans were successful. Send the completed statement to the Events Team.
3. This statement covers the sustainability issues and ALL event organisers from very small to very large have to fill it in. For this reason, not all of them will apply to your event but please think carefully before answering 'no' to a question. Please note that the 'think about' boxes are for guidance only and Brighton & Hove City Council will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of the guidance provided.

Event details

Name of event	
Date of event	


1. Risk management


1.1 Are there health & safety or environmental hazards or risks associated with your event? If yes, please complete the risk assessment table below.		Yes or No <input type="checkbox"/>
Think about 	Brighton & Hove City Council has a duty to ensure the safety of people using their land under the Health & Safety at Work Act (1974). Please provide a list of all activities taking place at your event that might pose a hazard or risk. Some examples: <ul style="list-style-type: none"> • Fireworks • Bouncy castles • Machinery • Fuel / generators • Electrical equipment • Accidents • Vehicles • Structures • People (including crowd control) • Activities requiring participation. 	


Hazard / Risk	What could go wrong?	Who is likely to be injured or what is likely to be affected?	How are you going to reduce the possibility of someone being injured or a pollution incident occurring?	Do you think anything else could or should be done?
EXAMPLE Generator diesel	Fire, Explosion, Spill, Skin reaction to chemicals	Any person at event, Soil, Water	Fuel to be stored safely in bunded container. Only trained personnel with protective clothing to use equipment. Spill kits to be available. Careful placement of generator in site i.e. not near water/sea	Dedicate a member of staff trained in use of spill kit to supervise generator. Ensure that diesel soaked materials are treated as hazardous waste.
EXAMPLE Crowds	Crushing	Any person at event	Design layout of event to reduce concentration of people in anyone place	Stewarding – volunteers or professional company.


After the event: <ul style="list-style-type: none"> • <i>Include details here of hazards / risks that arose and whether your plans to deal with them were successful</i>
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2. Community engagement and raising awareness

2.1 Will there be regular communication with people involved with or affected by the event before, during and after it takes place?		Yes or No
Think about  <ul style="list-style-type: none"> List the interested parties involved with your event (organisers, residents, suppliers, visitors, spectators, exhibitors or emergency services). Explain how and when you will communicate with them – electronically, by letter etc. and how you will respond. 	Plans and targets	
After the event: <ul style="list-style-type: none"> Include details here of how successful your plans were and examples Include your performance against any targets you set yourself 		


2.2 Will you be promoting the event? If yes, describe how you will do this in a sustainable way.		Yes or No
Think about  <ul style="list-style-type: none"> Many people now have access to email and the internet. Try to promote the event electronically and using social media instead of hard copy materials Use social media. Choose recycled paper for printing. Print double sided. Make banners reusable by excluding event specific information e.g. dates. 	Plans and targets	
After the event: <ul style="list-style-type: none"> See above 		


2.3 Will you let participants know that the event is sustainable? If yes, explain how.		Yes or No
Think about  <ul style="list-style-type: none"> Brighton and Hove City Council is certified under the Sustainable Events Standard BS 8901. We want to make sure that people know that sustainability is important to us and so would like to encourage you to do the same by telling people involved with your event about what you are doing and why. Give people information in advance on public transport options and anything else they will need to know. 	Plans and targets	
After the event:		


2.4 Will the event contribute to the local economy?		Yes or No
Think about  <ul style="list-style-type: none"> Use local suppliers. Increase local employment. Create opportunities for volunteers to help people build new skills. 	Plans and targets	
After the event:		

2.5 Will the event be event is inclusive and accessible to all? If yes, please describe your plans.		Yes or No
Think about  <ul style="list-style-type: none"> Under the Equality Act (2010), you must not discriminate deliberately or non-deliberately on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age. 	Plans and targets	
After the event:		


3. Location / venue and transport


3.1 Will visitors / exhibitors be travelling to the event? If yes, describe how you will encourage them to choose the most sustainable transport option.		Yes or No
Think about  <ul style="list-style-type: none"> Chose a location / venue that minimises the need for travel. Video conferencing can eliminate the need for travel, if not for the event itself, then for its planning. Encourage visitors to walk to the event, take public transport or car share by providing information in advance. Find out where bicycles can be stored and safe cycle routes. If you need to park at the event, contact the Parking Shop on 01273 293225 for a vehicle waiver. 	Plans and targets	
After the event:		


3.2 Will the event affect traffic flow and require traffic management?		Yes or No
Think about  <ul style="list-style-type: none"> Note here if you are applying for road closures. Traffic congestion, stationary traffic and long diversions waste fuel and reduce air quality. 	Plans and targets	
After the event:		


3.3 Will any plants or animals be affected by your event? If yes, give details of how you will minimise damage.		Yes or No
Think about  <ul style="list-style-type: none"> Grass can be protected with temporary protection mesh. Flowerbeds and plants at risk can be screened off to protect them. 	Plans and targets	
After the event:		


4. Energy and water use


4.1 Is power required for the event? If yes, how will you supply it (include gas / electricity / oil) and can you calculate how much is used.		Yes or No	
Think about 	<ul style="list-style-type: none"> If your electricity source is metered you can take a reading before and after. Use renewable energy e.g. portable solar panels. Diesel generators cause air pollution. Consider using mains electricity instead. Use bio-fuel for generators and vehicles. 	Plans and targets	
After the event:			

4.2 Can you reduce the amount of energy used at the event?		Yes or No	
Think about 	<ul style="list-style-type: none"> Low energy lighting e.g. LED spotlights can significantly reduce electricity use. Switch off floodlights during the day. Make someone specifically responsible for switching off unnecessary lights or use daylight sensors to ensure lights only come on when they are needed. Specify energy efficient equipment. Patio / outdoor heaters use lots of energy, try to avoid using them. 	Plans and targets	
After the event:			


4.3 Will toilets be available at the event? Please give details.		Yes or No	
Think about 	<ul style="list-style-type: none"> Make sure there are enough toilets for the number of people you are expecting. There are calculators on the internet to calculate how many toilets you will need. Consider existing facilities and any portable toilets you will provide. Monitoring for cleanliness and faults. 	Plans and targets	
After the event:			


4.4 Will water be used at the event? If yes, please explain how it will be supplied and what it will be used for.		Yes or No	
Think about 	<ul style="list-style-type: none"> Consider toilets, urinals, taps, hoses, bottled water etc. If the water is coming from a metered supply, a reading could be taken before and after the event to see how much water was used. 	Plans and targets	
After the event:			


4.5 Can you reduce the amount of water used at the event?		Yes or No	
Think about  <ul style="list-style-type: none"> • Provide water efficient toilets. • Ensure that enough water is available in hot weather but that water taps can't be left running. 	Plans and targets		
After the event:			


4.6 Will waste water be generated? Is yes, please explain how you will dispose of it.		Yes or No	
Think about  <ul style="list-style-type: none"> • Waste water from washing the site, vehicles or equipment may be contaminated with oil or detergents. • Only non-contaminated water should be discharged into storm water drains. • Contaminated water must be disposed of to foul sewer. You may need a trade effluent consent: www.netregs.gov.uk/netregs/63350.aspx • Check with Southern Water whether you need a trade effluent consent and keep a written copy of their response. www.southernwater.co.uk 	Plans and targets		
After the event:			


5. Waste management

5.1 Will waste be generated? If yes, what types, volume and how will be disposed of.		Yes or No	
Think about  <ul style="list-style-type: none"> • List each waste stream and how it will be disposed of. For example – <i>plastic bottles – 200kg. Collected and recycled by Acme Wastage Services Ltd.</i> • Consider plastics, food, paper, giveaways, hand-towels, cardboard, food containers, photographic waste and any items participants bring with them. • REDUCE > REUSE > RECYCLE > DISPOSE. This is the 'waste hierarchy': Reducing the amount of waste produced is better than Re-using it and both of these are better than Recycling. Disposal to general waste (landfill) is the least sustainable option. • You can ask your waste contractor to weigh the waste they collect and the amount recycled. Feed back using this form after the event. 	Plans and targets		
After the event:			


5.2 Will waste collection points be needed? If yes, give details of how many, where will they be located and how often they will be emptied.		Yes or No	
Think about 	<ul style="list-style-type: none"> • Discuss options with your waste contractor and describe your plans here. • Consider how accessible collections points will be if you expect crowds. 	Plans and targets	
After the event:			


5.3 Have you made plans for managing litter during and after the event? If yes, please describe.		Yes or No	
Think about 	<ul style="list-style-type: none"> • Talk to exhibitors and food outlets about minimising food waste. • If people are going to be bringing food, ask them to use re-usable containers. 	Plans and targets	
After the event:			


5.4 Are waste contractors registered as a Waste Carrier with the Environment Agency?		Yes or No	
Think about 	<ul style="list-style-type: none"> • Check the waste carriers public register: http://www2.environment-agency.gov.uk/epr/ • Consider all types of waste, not just what ends up in bins e.g. toilet effluent, banners, displays, broken equipment etc. 	Plans and targets	
After the event:			

5.5 Will giveaways or freebies be provided? If so, how will you ensure that they don't end up as litter or waste after the event.		Yes or No	
Think about 	<ul style="list-style-type: none"> • Canvas bags are popular giveaways but the market is saturated. If you are very keen to have giveaways, think about item that people don't already have, that they will keep and actually use. 	Plans and targets	
After the event:			


6. Air quality and noise


6.1 Will fireworks / pyrotechnics be used?		Yes or No	
Think about 	<ul style="list-style-type: none"> • Fireworks cause noise and air pollution and you should think carefully about whether they are necessary. • Gunpowder is a main component of fireworks and when combusted sulphur compounds, small amounts of particulates, metal oxides and other polluting compounds are emitted. • For more info, see www.environmental-protection.org.uk/neighbourhood-nuisance/fireworks 	Plans and targets	
After the event:			

6.2 Will helium balloons or sky lanterns be released?		Yes or No	
Think about  <ul style="list-style-type: none"> Once these objects fall back to earth or into the sea they can be hazardous to animals, wildlife and they do not biodegrade, causing pollution. Sky lanterns are a fire risk. 	Plans and targets		
After the event:			


6.3 Will noise be a significant issue? If yes, what monitoring and noise control measures will be in place.		Yes or No	
Think about  <ul style="list-style-type: none"> Under the Environmental Protection Act (1990), the council has a duty to prevent noise nuisance. If you are planning on having PA systems, amplified music or any other form of 'noisy' activity, you must ensure that the level of noise is monitored and controlled. State here if you are going to be having a PA system. Consider different types of noise: traffic, talking, generators, crowd noise, equipment The council's Environmental Health Team provides advice on noise issues. http://www.hse.gov.uk/noise/ 	Plans and targets		
After the event:			


7. Catering and procurement


7.1 Will catering at the event be as sustainable as possible?		Yes or No	
Think about  <ul style="list-style-type: none"> Ask your catering company if it has an environmental policy. Don't over-cater. Consider food that keeps for longer and could be taken away if there is too much. Have containers available for people to take excess food with them or find out in advance about charities that take left-overs. Provide food that is local, in season, fair-trade, meat-free or organic (or all of these). Use local suppliers Plates, cups and cutlery should be reusable (or recyclable or compostable). Make tap water available. Compost waste food. 	Plans and targets		
After the event:			

7.2 Will you be using local, recycled or reused products or equipment that uses less energy or that can be reused?		Yes or No	
Think about  <ul style="list-style-type: none"> • Sustainable procurement is about encouraging your suppliers to be more environmentally friendly through your buying decisions. There is little point in recycling if you don't try to buy the products made from recycled materials. • Pass on unwanted items afterwards rather than disposing of them. • Buy items that can be reused rather than single use items. • Electrical equipment will have an energy rating. Check what it is and buy the most efficient equipment that you can afford, this will also save you money on running costs. 	Plans and targets		
After the event:			

8. Emergencies and abnormal situations

8.1 Do you have a plan for dealing with environmental emergencies?		Yes or No	
Think about  <ul style="list-style-type: none"> • Consider fire, chemical spills, oil spills, burst water pipes, water pollution incidents etc. • Fires and vandalism can have a large environmental impact, what measures are in place to prevent them. • Include details here of the emergency service contact details and who will hold them at the event. • Training in emergency situations. 	Plans and targets		
After the event:			

8.2 Will emergency equipment be available and people trained on using it?		Yes or No	
Think about  <ul style="list-style-type: none"> • Spill kits • Life belts • Fire extinguishers • First aid equipment 	Plans and targets		
After the event:			

8.3 Are there likely to be any other issues specific to this event? If yes, please describe.		Yes or No	
Think about  <ul style="list-style-type: none"> • Describe any issues not covered here or in other documents. 	Plans and targets		
After the event:			

9. Declaration

Before the event

Please email the completed form to the details above. If returning this form via email a signature is not required, as long as the email is sent from the person named as the main contact. If you are not able to send the form electronically, please fax it.

Event Organiser	Brighton and Hove City Council
Name	Name
Signature Date	Signature Date

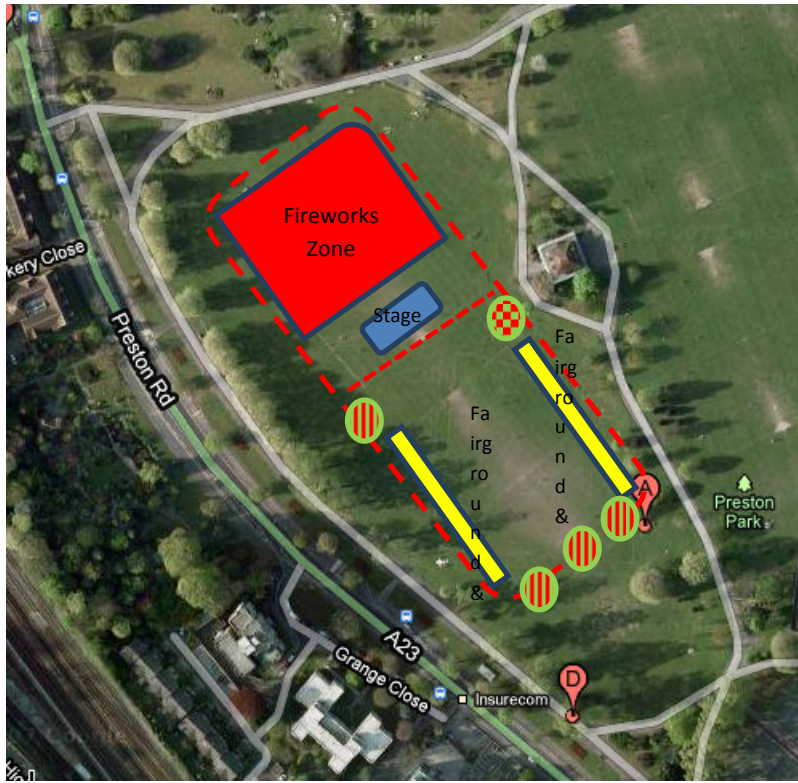
Internal Use	
Further Action Required? Add more rows if required	
Question	System document reference, Description of action required & Person responsible






After the event

Event Organiser	Brighton and Hove City Council
Name	Name
Signature Date	Signature Date

Internal Use	
System Update Required? Add more rows if required	
Question	System document reference, Description of update required & Person responsible

Suggested Site Layout



	Fireworks
	Stage Area
	Concessions
	Ingress & Egress
	Egress Only

