

Parks and Greenspace

Edinburgh Parks Events Manifesto

June 2014



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YOUR COUNCIL - YOUR ENVIRONMENT

Introduction

The “Edinburgh Parks Events Manifesto is a strategic and proactive approach to the planning and managing of events within Edinburgh’s parks and greenspaces. This revised edition provides a framework through which a balanced and sustainable events programme can be achieved, whilst ensuring that the quality of the land is maintained to the highest standard possible.

The city’s festivals and events offering is key to its image at home and abroad, to its capital city status, to the development of the City Region Brand and to the Destination Edinburgh Marketing Alliance (DEMA). Edinburgh’s Events Strategy states that “Edinburgh will continue to grow as one of the world’s finest events cities”. It aims to deliver a balanced portfolio of events over the next ten years to include established successful events, newly created or commissioned events and national or international events won for the city through bidding processes.

Edinburgh’s Events portfolio is intended to:

- generate significant economic benefit for the city region;
- help make the city lively throughout the year;
- reflect the civic and political status of Edinburgh as a capital city; and
- reinforce the Council's vision and aspirations, including the Edinburgh City Region Brand values.

Many events require use of the city’s parks and greenspaces and most events seek to locate on prime and iconic city centre sites. The parks and greenspaces managed by City of Edinburgh Council which are currently in the greatest demand for events are strategic sites for example Princes Street Gardens, the Meadows, Calton Hill and Inverleith Park. These are preferred by event organisers because they are located centrally, provide iconic backdrops for broadcast and filming and have high footfall or are close to areas of high footfall. However, it is essential that these venues reflect Edinburgh’s position as a capital city whilst ensuring no significant loss of greenspace for local residents and maintaining a balance of use for all functions demanded of a city park. Just as a venue must fit an event, so an event must be appropriate to the venue.

Eight Most Popular Parks for Events

Managed by CEC

Calton Hill	Inverleith Park	Lauriston Castle	The Meadows & Bruntsfield Links	Leith Links	Pilrig Park	East Princes Street Gardens	West Princes Street Gardens (exclusive of The Ross Bandstand)	Roseburn Park
POSTCODE								
EH7	EH3	EH4	EH9	EH6	EH6	EH2	EH2	EH12
NEIGHBOURHOOD								
City Centre	North	West	South	City Centre	City Centre	City Centre	City Centre	West
PARK OFFICER								
Fiona Devlin	Ritchie Fraser	David Dorward	Mike Shields	Fiona Devlin	Fiona Devlin	David Dorward	David Dorward	Douglas Cruickshank
CLASSIFICATION								
Premier Park	Premier Park	Gardens	Premier Park	Premier Park	Community Park	Premier Park	Premier Park	City Park
DESIGNATION								
Site of Special Scientific Interest (SSSI). World Heritage Site. Local Nature Conservation Site. Designated	Millennium Park. Designated Conservation Area. Area of archaeological significance.	Historic Garden and Designed Landscape. Local Nature Conservation site. Green Belt. Area of Great	Millennium Park. Designated Conservation Area. Area of archaeological significance.	Millennium Park. Designated Conservation Area. Area of archaeological significance.	Area of archaeological significance.	World Heritage Site. Designated Conservation Area. Area of archaeological significance.	World Heritage Site. Designated Conservation Area. Area of archaeological significance.	Functional Flood Plain.

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Conservation Area. Area of archaeological significance		Landscape Value. Area of archaeological significance.		Contains two scheduled ancient monuments.		Contains significant monuments.	Contains significant monuments Castle Hill is a scheduled monument.	
AREA OF PARK								
9.4 hectares	24.9 hectares	13.2 hectares	41.1 hectares	20.0 hectares	7.3 hectares	3.3 hectares	11.3 hectares	5.6 hectares
GROUND CONDITIONS								
Hard standing area plus semi natural grass.	Standard amenity grass, sports pitches.	Standard amenity grass.	Standard amenity grass, sports pitches and golf course.	Standard amenity grass, sports pitches.	Standard amenity grass, sports pitches.	Grass lawns	Hard standing area plus grass lawns.	Standard amenity grass, sports pitches.
DRAINAGE								
Good.	Drainage works completed 2013.	Fairly good, natural. Not prone to flooding.	Poor drainage, prone to water logging. Drainage works on main area completed in 2014.	West areas drain well, east area more problematic. Drainage work planned for 2014.	Fairly good area.	Overall good.	Overall good.	Good.

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LIGHTING								
Lighting up Waterloo Steps to turning area.	Street type lighting on some paths.	None.	Street lighting on Middle Meadow Walk and some other pathways.	Street type lighting on some paths.	Street type lighting on some paths.	Some lighting in trees and from monuments.	Some lighting in trees and from monuments.	Street type lighting on some paths.
TELEPHONE EXCHANGE								
None.	Parks office only.	None.	None.	None.	None.	Yes.	Yes.	None.
ELECTRICITY								
Yes, from the Nelson monument and the Observatory.	Yes, power box next to the bowling club.	From Castle and outbuildings.	An electricity power point available, connection through Scottish Power.	Limited, by arrangement from the pavilion.	None.	Various points throughout the garden.	Various points throughout the garden.	Limited, by arrangement from the pavilion.
WATER SUPPLY								
Yes but not drinking water.	By arrangement from pavilion. Not drinking water.	Supply available from the Castle	Water supply available on site. Connection hoses to be	By arrangement from the pavilion. Not drinking water.	None	Various points but not drinking water.	Various points but not drinking water.	Yes, from the Pavilion.

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			supplied by event organisers.					
SEWERAGE PROVISION								
No sewerage or toilet facility outwith the monuments.	From Edinburgh Leisure sports pavilion.	None	Sewerage waste system available which can cope with many toilets.	None	None	Toilet points available.	Toilet points available.	Limited, by arrangement from the Pavilion.
MILES FROM WAVERLEY STATION								
< 1	2	4.5	1	2.5	1.5	< 1	< 1	5
MILES FROM HAYMARKET STATION								
3	2	3.5	2	4	3	1	<1	2
TRANSPORT								
Good central site. No vehicle access without prior permission.	Not on bus route.	On bus route.	On bus route.	On bus route.	On bus route.	Central location for trains, buses & trams	Central location for trains, buses & trams.	On bus/tram route.

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PARKING								
Extremely limited, authorised vehicle access only up Calton Hill via Carriage Drive.	Restricted. Residential Pay & Display.	Car park for approx 20 vehicles. Plus additional areas i.e. farm & extra land.	Restricted. Residential Pay & Display.	Restricted. Residential Pay & Display.	Restricted. Residential Pay & Display.	Extremely limited. Castle Terrace car park next to entrance of West gardens	Extremely limited. Castle Terrace car park next to entrance of West gardens.	Restricted. Residential Pay & Display.
ACCESS FOR EVENT ORGANISERS								
Width and gradient of the road may preclude some events.	Good. However, weight bearing of internal roadways would need to be assessed. Width of the gates may be an issue.	Good. However, width of gate is limited.	Access from George Square, weight restrictions placed on Middle Meadow Walk.	Good. However, residential area.	Good. However, residential area.	Limited. Width restrictions and limited turning points on paths	Weight and width restrictions placed on the bridge and pathways limit access to PSG.	Good access but weight limit on bridge.
NOISE/ RESIDENTIAL RESTRICTIONS								
Non residential. However, James Craig House let by Vivat Trust on behalf of CEC. Potential conflict	Housing on the north side. East side is the Botanic Gardens, to the North are	Fairly good, trees and road would give some noise insulation.	Residential area.	Two schools and residential housing to the north and south.	School and residential housing to the south. Some residential housing to the	Non residential, although consideration for commercial interests in	Non residential, although consideration for commercial interests in	Close to residential area.

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of interests.	playing fields, south side is the Grange Cricket Club.				north.	Princes Street.	Princes Street and St Cuthbert's.	
CURRENT ANNUAL EVENTS								
<ul style="list-style-type: none"> • Torchlight Procession • Beltane • Dusherra • Survival of the Fittest 	<ul style="list-style-type: none"> • Moonwalk • Foodies Festival • End of Festival Fireworks • Challenge Scotland Christmas Event 	<ul style="list-style-type: none"> • Davidson's Mains Gala Day 	<ul style="list-style-type: none"> • The Meadows Festival • Meadows Festival Funfair • Ladyboys of Bangkok • Fringe Festival Funfair 	<ul style="list-style-type: none"> • Leith Gala Day • Leith Festival Funfair • The Mela 	None	<ul style="list-style-type: none"> • The Winter Festival 	<ul style="list-style-type: none"> • Heart & Soul Festival • Fireworks • Survival of the Fittest • Hogmanay (part of the Winter Festival) 	None
ADDITIONAL COMMENTS								
Calton Hill's Site of Scientific Interest status (SSSI) means geology must be taken into account when erecting tents etc	Traditionally a sports venue used all year round for rugby, football and cricket.	Scenic setting currently used for local gala days, re-enactments and Highland Games.	Historic golf course and summer cricket pitches. In addition a large number of informal	Football use on most of the west side of the park, cricket use east side of the park.	Football use in the main part of the park and the area situated between Pilrig Street and Pilrig Park	The Winter Festival held in East Princes Street Gardens requires major reinstatement work from January until	11 Tonne weight restriction on bridge. May be problems with regard to turning points on pathways.	A sports venue, cricket, rugby and football used all year round. The most suitable area for events is

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<p>(using water ballast etc rather than stakes).</p> <p>Site is exposed.</p> <p>A World Heritage site with "A Listed" monuments.</p>		<p>Avoid major events in or near Japanese Garden and croquet laws.</p> <p>Any event must be coordinated with Culture and Sport activities.</p>	<p>sporting activities take place within the park.</p>		<p>School.</p>	<p>April. World Heritage site with "A Listed" monuments.</p>	<p>World Heritage site with "A Listed" monuments.</p>	<p>on the west side of the park adjacent to the ice rink car park.</p>

Alternative Venues

Applications for events within parks and greenspaces have steadily increased over recent years. In 2002, the Council received 90 applications from organisers wishing to hold events in parks and greenspaces. By 2007, the number of applications had increased to 300 applications per year; in 2013, 370 applications were processed.

In order to relieve pressure on the most popular venues and to achieve a balanced geographic spread of events, an additional nineteen parks have been identified as potentially good event sites to be promoted to event organisers.

Park	Designation	Neighbourhood
Braidburn Valley Park	Community Park	South
Burdiehouse Burn Park	Community Park	South
Cammo Estate	Natural Heritage Park	West
Craigmillar Castle Park	Natural Heritage Park	East
Cramond Foreshore	Natural Heritage Park	West
Davidson's Mains Park	City Park	West
Drumbrae Park	Community Park	West
Figgate Park	Community Park	East
Gyle Park	City Park	West
Gypsy Brae Recreation Ground	City Park	North
Hailes Quarry Park	Community Park	South West
Hunters Hall Park	City Park	East
Inch Park	City Park	South
Lochend Park	Community Park	East
Portobello Park	City Park	East
Ravelston Park	Community Park	North
Saughton Park	Premier Park	South West
Sighthill Park	Community Park	South West
Victoria Park	City Park	North

Right Time, Right Place

Just as a venue must fit an event so an event must fit with the venue.

Determining Principles

The Parks and Greenspace Service Plan sets out the necessary criteria for a quality park, describes how they are integral to our communities and highlights that when they work well, they serve as a stage for our public lives. Parks are settings where celebrations are held, where social exchanges take place, where friends mix, where cultures blend into each other, where nature thrives and where people revive themselves from the pressures of urban living. A quality park is accessible, diverse and environmentally rich and it fulfils the cultural, social and recreational needs of the people.

Parks make excellent arenas for a wide range of events, but it is important that the integrity of the park is not compromised by over or improper use. Recognition that regular sporting and leisure activities are integral to the life of a park and should also be considered when assessing whether an event should go ahead. In addition, the need for people to use the park as a place for family time or quiet relaxation is also crucial to accommodating a good balance of use within a park. Initially the suitability of an event will be scrutinised and tested against the following criteria to identify the most suitable location:

Is the event compatible with the proposed venue?

Will the event reduce access to regular park users?

What will be the environmental impact of the event?

How will conditions at that particular time of the year be impacted?

What benefits will be provided by the event?

Are the management arrangements satisfactory?

Have previous events of this nature been managed satisfactorily by the organisation?

What type of event is it (sporting, cultural, commercial, political, charitable)?

Is the event funded by the Council or with other partners?

What other events are being hosted in the city at that time?

How many participants/attendees are expected?

Will the event be ticketed or free?

The Manifesto uses eight key principles which aim to ensure that both landscape quality and event intensity needs are met. Appropriate levels of use vary from site to site dependant on the type of use, climate and landscape conditions. Of the eight principles, the first five determine whether an event is suitable for the proposed site and will therefore be given permission, the following three are aimed at the successful management of an agreed event. Best practice demands rotating events between parks and greenspaces that have the capacity to host events, limiting the total days of occupation of an event (to limit landscape damage), limiting the total number of major events (decided by attendance levels, duration and size) and scheduled reinstatement and turf rest periods between events. In addition, clearly defined capacities for each site are noted, along with suggestions for appropriate types of uses for each venue or areas within a venue

Principle 1: Control the total number of days of occupation for an event.

The duration of an event including set up and breakdown has a major bearing on the extent of surface damage sustained during occupation. From a horticultural perspective it is therefore desirable to restrict the length of any event occupation on grassed areas. However, this may impact on the economic viability of some significant events, which from a strategic point of view would be counter to the city's economic interests and it has been accepted that in some cases the length of run is required in order to ensure that an event remains economically viable. Where viability does not rely on duration, events will be asked to reduce the length of stay as appropriate.

Principle 2: Schedule reinstatement and rest periods between events.

Damage to the grass sward is usually the most recognisable damage following an event. In particular, there will be surface erosion of the soil from vehicle and pedestrian movement, as well as tents and associated standing structures. Lightly eroded areas will recover quickly so long as the cause of erosion is short-lived. Events lasting more than a few days can also result in the grass "yellowing" as its ability to photosynthesise reduces or ceases altogether. Although most grasses are able to recover quickly, if the lack of solar energy persists beyond a few days a longer period of recovery will be required. Most sites require at least four weeks' recovery period between events (also dependent on the level of reinstatement together with weather conditions at the time). This will enable turf to recover adequately and for any small eroded areas to grass over.

Principle 3: Control the total number of "Large" Events per year.

The term 'Large Event' will be defined by factors including infrastructure, attendance and footprint. An event involving large tents or infrastructure which is estimated to attract 1000 or more people would be considered as a 'Large Event'. The Council will work with event organisers to discuss any potential modification of events or the use of alternative locations where appropriate.

Principle 4: Specific site factors to be considered.

When considering the ability of a park to host an event, it is important to take into account areas of special ecological or geological landscape, architectural or historical significance along with residential proximity. In addition the footprint of an event must be managed in such a way that there is minimal impact on sporting fixtures and regular leisure activities.

Principle 5: Set an appropriate number of private events per site.

Events generally fall into six categories, large and small community, large and small charity and large and small commercial. An annual review of the previous year's events for each site creates a projection for the following year; this allows proactive discussion and planning for the next season and will be subject to review by relevant stakeholders, including community groups.

Principle 6: Control vehicle access and use.

The majority of events require some vehicles on site, usually to set up and remove infrastructure, for security or health and safety reasons. This can have a significant impact on ground compaction. Methods to mitigate this impact must include issuing a clear access plan in advance of the event, controlling access points and minimising the number of static vehicles for the duration of the event. These restrictions will be detailed within lease agreements.

Principle 7: To impose appropriate conditions on event activities and placement of infrastructure.

Approval for an event will include appropriate measures to minimise its impact on landscape features, park structures and other site uses such as sports activities. Where necessary, these will be included in lease agreements.

Principle 8: Contingency Planning.

Event organisers will be required to produce contingency plans for bad weather and other circumstances that increase risk to park users and damage to park infrastructure. These plans are included within the Lease agreement to protect the ground in circumstances such as extreme weather conditions (such as heavy and prolonged rainfall), particularly with regard to vehicle movements.

Calton Hill	Inverleith Park	Lauriston Castle	The Meadows & Bruntsfield Links	Leith Links	Pilrig Park	East Princes Street Gardens	West Princes Street Gardens	Roseburn Park
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PRINCIPLE 1: CONTROL THE TOTAL NUMBER OF DAYS FOR AN EVENT ON ANY SITE (Inclusive of set up and removal periods)

Events may use the hard standing area throughout the year for a maximum of four weeks at a time. A maximum of seven days on the grassed areas.	A maximum of fifteen days.	A maximum of fifteen days.	During August, 23 days plus set up and take down operations. A maximum of fifteen days at all other times.	A maximum of fifteen days.	A maximum of fifteen days.	East Princes Street Gardens will be reserved for the Winter Festival.	A maximum of eight weeks for the dedicated events space. Events requiring use of infrastructure and the lawns would be restricted to five days maximum.	A maximum of fifteen days.
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PRINCIPLE 2: SCHEDULE TURF REST PERIODS BETWEEN EVENTS

A minimum of four weeks. However each event will be viewed on an individual basis and will be subject to mitigating factors such as the time of year, weather conditions, the level of infrastructure, length of occupancy and footfall during the period of occupancy.

If reinstatement works are required following an event these will be carried out in a manner that best suits the ground conditions. We will aim to return the area to its original condition in the minimal timescale (this may be longer than the minimal four weeks).

PRINCIPLE 3: CONTROL THE TOTAL NUMBER OF “LARGE” EVENTS ON A PARTICULAR SITE PER YEAR

Maximum of five.	Maximum of four.	Maximum of seven.	Maximum of five.	Maximum of four.	Maximum of two.	Maximum of one.	Maximum of four out with	Maximum of four.
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Calton Hill	Inverleith Park	Lauriston Castle	The Meadows & Bruntsfield Links	Leith Links	Pilrig Park	East Princes Street Gardens	West Princes Street Gardens	Roseburn Park
							the dedicated events space.	

PRINCIPLE 4: SPECIFIC SITE FACTORS TO BE CONSIDERED

“Site of Scientific Special Interest” must be taken into account when considering potential events.	Impact on regular sporting activity and fixtures must be minimised.	The historical nature of the site must be noted when considering the suitability of a proposed event.	Impact on regular sporting activity and fixtures must be minimised.	Impact on regular sporting activity and fixtures must be minimised.	Impact on regular sporting activity and fixtures must be minimised.	Historical garden with botanic collection and listed monuments that need to be protected.	Historical garden with botanic collection and listed monuments that need to be protected.	Impact on regular sporting activity and fixtures must be minimised.
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PRINCIPLE 5: TO SET APPROPRIATE LIMITS FOR PRIVATE EVENTS

A limited number of private/commercial event opportunities will be advertised for each park (within the agreed maximum limits). The most suitable events for the forthcoming year(s) will be selected from the range of submissions and at the time of year that meets both the Council’s and the event organiser’s requirements.

PRINCIPLE 6: CONTROL VEHICLE USE AND ACCESS

Robust restrictions relating to vehicle access and movements, number on site for the duration of the event, and tracking requirements will be detailed within event lease agreements.

Additional fees may be incurred to cover the costs for CEC staff to oversee set up, event duration and breakdown.

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PRINCIPLE 7: TO IMPOSE APPROPRIATE CONDITIONS ON EVENT ACTIVITIES AND PLACEMENT OF INFRASTRUCTURE TO BE MONITORED AND ASSESSED

Protection of Underground and Overhead Utilities

Event organisers must obtain information prior to the erection of any infrastructure to ensure no damage to underground/overhead utilities. Permission to hold an event in a park or greenspace will be subject to acceptance of these terms.

Conditions

Where appropriate, site conditions will be incorporated into lease agreements and more effective enforcement through regular site meetings, increased officer presence and detailed post event review. Appropriate sanctions will be taken for those events which do not comply with the site conditions specified.

Review

A review will be held upon completion of each major event which will include representative community groups and other stakeholders. This will be reported directly to Transport and Environment Committee on an annual basis. Findings will influence plans and lease agreements for the following year.

The Policy and Strategy Committee will consider exceptional events as part of its strategic oversight remit.

PRINCIPLE 8: CONTINGENCY PLANS TO BE PUT IN PLACE AND FORM PART OF THE EVENT LEASE AGREEMENT

Event organisers will be required to produce and adhere to contingency plans for bad weather and other circumstances that increase risk to park users and damage to park infrastructure.