

Camborne Town Council Events Policy 2022-2027

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1. Vision:

We Listen, we improve, we achieve.

We are Camborne Town Council - Here for you.

Camborne Town Council has four strategic objectives:

- Continually listen and respond to the needs of the Community.
- Be the best we can be.
- Encouraging pride.
- Creating a better future for Camborne

Our vision includes meeting these objectives by delivering a comprehensive events programme; producing more opportunities for the community to access our services and activities, honouring Camborne's heritage and cultural identity, and proactively engaging to reach communities.

To achieve this vision effectively, we need to work in partnership and support others to deliver events or elements of events. This will ensure we have a comprehensive events programme in Camborne.

2. Background:

Camborne Town Council is relatively new to hosting Events and Festivals that support the Community and Economy throughout the year. It strives to develop a comprehensive and diverse range of activities; from local community events that have many direct links to well-being, fundraising and cohesion of the local community, to international events placing the Town on the World stage.

Events and festivals are acknowledged in improving the quality of life of a local population. They provide occasions for expressing collective belonging to a group or a place, creating opportunities for drawing on shared histories, cultural and ideals.

Camborne is fortunate to have many local, regional, and international event organisers that deliver safe, sustainable, and well managed activities year on year. The Town Councils Events Management Service plays a valuable role by the enabling, delivering, and facilitating the Events programme.

There are also many local organisations such as the Camborne Business Improvement District (BID), Trevithick Day Committee, the Camborne Churches Together, and Camborne RBL that provide important and helpful support towards the enhancement, development, community engagement, and delivery of Camborne's annual events calendar.

It should be noted that this Policy relates to the hosting of events or activities on land or assets owned or hired by the Town Council. The Policy also defines the type and form of activities that the Town Council will prioritise and support with its resources.

3. Context:

A dynamic events and festivals programme, that includes sports, leisure, special interest, culture, community, heritage, and the arts, will have a positive impact and make a significant contribution to the positive status and image of the Town and surrounding area. It will provide opportunities for community development and community-led events; generating positivity and cohesion within the local community, offering opportunities for engagement and involvement; building community spirit and creating civic pride.

The Policy aims to provide a prioritised and consistent approach to the type and form of Events and activities that the Town Council will support, and encourage during the lifespan of this policy, focusing on Camborne's Community, unique History, Culture, and Natural Environment; and achieving this using best practice sustainable measures.

The priorities detailed within this policy are intended to provide clarity and focus on the opportunities that makes Camborne distinct and unique in comparison to other areas; and embraces those aspects of Camborne that are important to the Community.

4. Event & Festival Priorities:

The priorities set out the form of Events, Festivals, and activities that the Council will encourage and support during the continuance of this policy:

Priority 1: Health & Active Lifestyle Events: Enabling events and festivals that contribute to physical, mental, and social wellbeing of the Community and Visitors to Camborne.

Priority 2: Community Events and Engagement: Supporting the Community with the delivery of events inspired by the Community; helping to build community capacity and knowledge, to deliver events in compliance with national legislation. This also includes the use of the Councils assets to facilitate events that raise funds for local good causes.

Priority 3: Local Heritage and Culture: Camborne has extensive local history and heritage that should be celebrated and remembered by this and future generations to come. Arts and Culture also play a vital role within this, and contribute to the local economy. Events that engage and define the area should be encouraged.

Priority 4: Sustainability and Green: Camborne Town Council has declared a climate emergency and we have committed to making the Council's activities net zero carbon by 2030. In turn, we ask all events organisers to undertake an Environment Impact Assessment and apply best practice sustainable measures to the way their events are planned and delivered.

It is acknowledged that many events and festivals can raise the profile of Camborne locally, nationally, and internationally, and which deliver significant economic benefits for the town and surrounding area.

To compliment this policy Camborne Town Council's has a *Green Events Guide*.

Please note: Although this Events Policy is for 5 years, the *Green Events Guide* will be reviewed on an annual basis – in July each year, to ensure that its meets current best practice.

5. Application Process:

The Town Council looks forward to working with event organisers that support the Town Council's vision and priorities for a high-quality sustainable programme of annual Events & Festivals.

In addition to being sustainable, all activities should be able to demonstrate evidence of meeting at least one of Priorities 1 to 3 listed above.

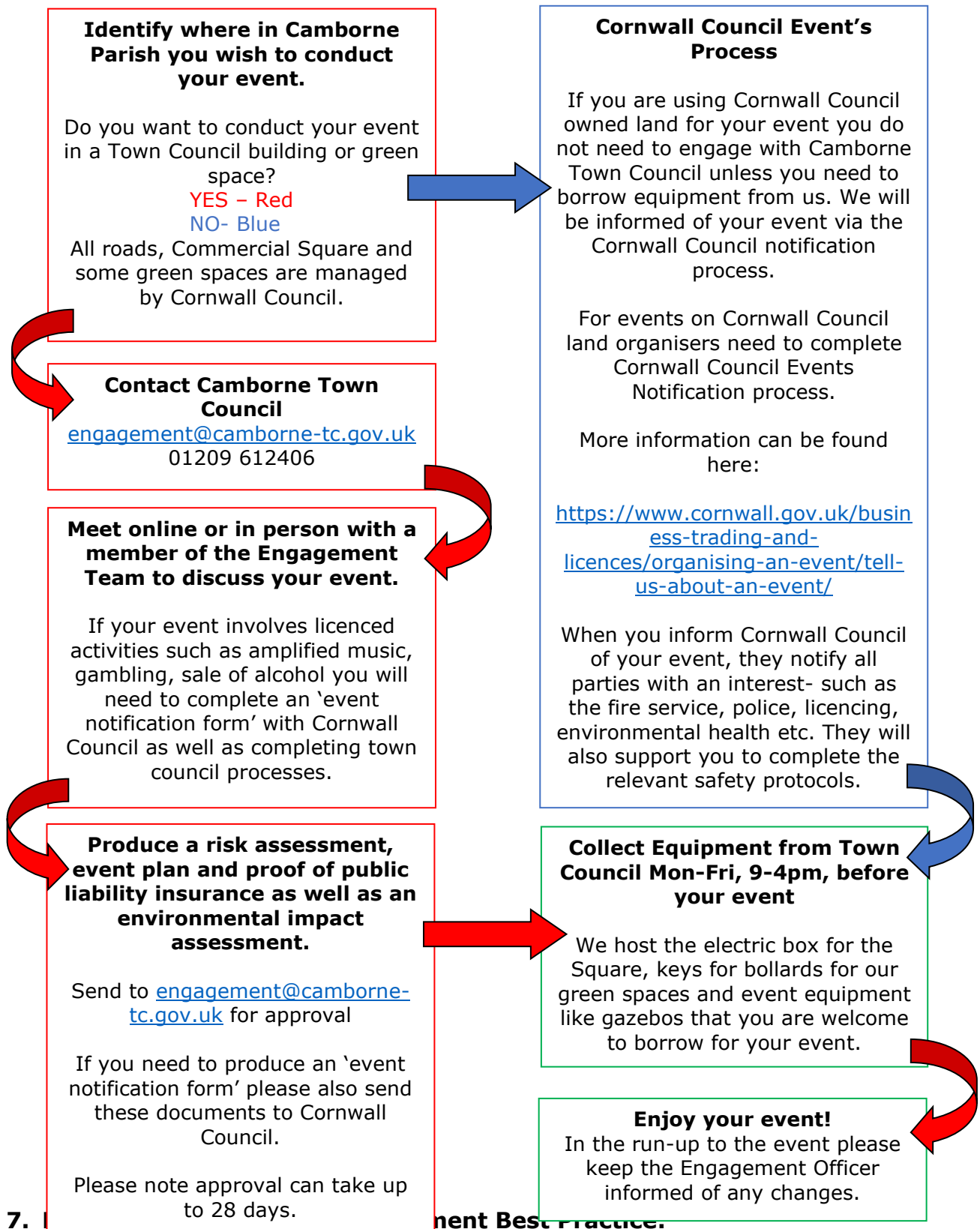
Event organisers will be required to establish:

- Their accountability for the event through their associated event management plan, which will be subject to scale and size of the proposed Festival / Event and depending on the nature of the event this would also include traffic management plan, crowd management plan, waste management plan and the like. This must be submitted to Cornwall Council if the event is taking place on highways.
- Hold open and honest dialogue with the Town Council and its partners throughout the pre and post planning phase and delivery of the event. Event organisers may be required to present their event plan to Cornwall Council Events Planning Team.
- Show how the event will comply, where relevant, with legal, licensing and conditions specific to the event and its location.
- Produce an environmental impact assessment / define achievable targets to minimise the impact of the event.

Where appropriate event applications will be subject to consultation with relevant stakeholders and groups. Please note that this could take up to 28 days.

6. **Event Application Process:**

Please leave at least 6 weeks to complete this process.



All events and festivals will be required to comply with event management or other such applicable legislation and recognised best practice including the guidance

provided by the Health and Safety Executive and the Events Industry Forum's 'Purple Guide'.

Guidance can be found at the following websites:

- **The Purple Guide to Health, Safety and Welfare at Music and Other Events** produced by the Events Industry Forum.
www.thepurpleguide.co.uk
- **Managing crowds safely**, A guide for organisers at events and venues (HSG154) by the Health and Safety Executive. www.hse.gov.uk
- National Counter Terrorism Security Office publication - **Crowded Places Guidance 2017** - www.gov.uk
- **The Good Practice Safety Guide** for small and sporting events taking place on the highway, roads and public places. www.gov.uk
- **Sustainable Event Management** - BS 8901 provides requirements for planning and managing sustainable events of all sizes and types.

8. Use of Council land & assets

Whilst the Town Council provide free advice and guidance to event organisers who wish to hold Events and Festivals on Council Land and there is currently no event application fee or charges for use of the land.

Damage Deposits:

In some instances, the Town Council will request a damage / deposit bond to cover any damage or repair to Town Council land and / or property; and any infringement of the Event Terms and Conditions. Damage deposits amounts and detail will be discussed directly with the event organiser and specifically listed with the terms and conditions for site that will be issued and agreed.

Highway Closures & Events:

Should your event require a road closure, traffic or parking suspension, an application to Cornwall Council is required to be undertaken by the event organiser. Full details on road closures for events can be found at: <https://www.cornwall.gov.uk/business-trading-and-licences/organising-an-event/>

9. Funding of Events

As a Town Council, we are committed to helping to make Camborne the best it can be, and a way of doing this is by supporting non-profit organisations who provide invaluable services within our communities.

We offer Community Grants that offer local groups and organisations a chance to easily access much needed funding to make Camborne an even better place to live, work and learn. We are looking forward to receiving diverse applications that support a range of communities within the area.

If you think that your organisation could benefit from a Town Council grant, please contact finance@camborne-tc.gov.uk or visit www.camborne-tc.gov.uk/grants

10. Marketing and Promotion

Camborne Town Council is proud of its annual events and festival calendar and through various platforms markets promotes these Events and Festival throughout the year.

The Town Council website offers promotion and features a full section on local events and has a free listing section within the online calendar.

11. Useful Contacts

Camborne Town Council
www.camborne-tc.gov.uk

Rose Hitchens-Todd, Engagement Officer, Camborne Town Council
Tel: 01209 708992
Email: engagement@camborne-tc.gov.uk

Alicia Jouvenaar, Engagement Assistant, Camborne Town Council
Tel: 01209 708992
Email: events@camborne-tc.gov.uk

Cornwall Council: www.cornwall.gov.uk

Tel: 0300 1234 222

Email: eventplanning@cornwall.gov.uk

For Highways & Camborne Square, Road Closures, Licensing, Collection Licences, some green spaces and more.

12. Supporting Documents

Camborne Town Council Engagement Strategy 2021-2023

Camborne Town Council Corporate Plan 2022-2027

Camborne Town Council Green Events Guide

Camborne Town Council Events Service Delivery Plan 2022-2023