

## BARNSELY METROPOLITAN BOROUGH COUNCIL

**REPORT OF:** EXECUTIVE DIRECTOR GROWTH & SUSTAINABILITY

**TITLE:** ORGANISING AN EVENT THAT IMPACTS ON THE PUBLIC HIGHWAY

<b>REPORT TO:</b>	<b>CABINET</b>
<b>Date of Meeting</b>	<b>10<sup>th</sup> July 2024</b>
<b>Cabinet Member Portfolio</b>	<b>ENVIRONMENT &amp; HIGHWAYS</b>
<b>Key Decision</b>	<b>No</b>
<b>Public or Private</b>	<b>Public</b>

### **Purpose of report**

To seek Cabinet approval for the implementation of a guidance note to aid event organisers when planning events which impact on the local highway network.

### **Council Plan priority**

Healthy Barnsley – “People are safe and feel safe”

### **Recommendations**

That Cabinet:-

1. Support the introduction of the Highways Guidance Note – “Organising an event that impacts the public highway” with immediate effect.
2. Authorise the Executive Director Growth & Sustainability to implement any required adjustments to the guidance note, to ensure it includes the most relevant information for event organisers.

## **1. INTRODUCTION**

- 1.1 Events that utilise or impact the Highway are an important part of the Borough’s culture and identity. These events need to be managed safely with minimal traffic disruption, whilst enabling the event to take place wherever possible.
- 1.2 In recent years the Council has supported event organisers to deliver successful events such as the Tour De Yorkshire, the Penistone Agricultural Show, Underneath the Stars Music and Arts Festival and a stage of the National Criterium Road Racing Circuit. All of these events had a direct

impact on users of the Highway network.

- 1.3 While these events elevate the Borough's profile, attract visitors and spectators, and generate diverse economic benefits, they also necessitate the time, support, guidance, and involvement of Council Officers.
- 1.4 The appended Highway's Guidance note sets out clearly the Council's position and expectation across a range of Event Organiser responsibilities including event signage, traffic management plans, public consultation and communication, crowd management, fees and general terms and conditions.

## **2. PROPOSAL**

- 2.1 The Council currently disseminates information through its website aimed at event organisers contemplating hosting an event in the Borough. This information outlines the fundamental steps of the approval process, beginning with the completion and submission of the Event Notification Form to the Council's Events and Promotions Team, and culminating in a comprehensive evaluation of the proposal by the Safety Advisory Group (SAG). The SAG comprises senior officers from diverse agencies within the Barnsley district. Furthermore, guidance on applying to close a road can be found in the Road Licenses section of the Council's website.
- 2.2 Nonetheless, there exists a notable absence or scarcity of published information tailored to event organizers concerning the following areas:
  - General roles and responsibilities pertaining to relevant Highway legislation, which are crucial for ensuring compliance and safety during events.
  - The preparation and comprehensive scope of Traffic Management Plans, essential for the efficient management of traffic flow and safety measures.
  - The appropriate selection and utilisation of event signage to effectively communicate with participants and the public, thereby enhancing overall event safety and organization.
  - Strategies for conducting effective consultation and communication with the public, ensuring transparency and community engagement throughout the event planning and process.
  - Detailed arrangements and protocols for crowd management to mitigate potential risks and ensure the safety of event attendees.
  - Development and implementation of contingency plans to address unforeseen circumstances or emergencies that may arise during events.
  - Clarity on general terms and conditions applicable to event organizers, providing a clear understanding of their obligations and rights.
  - Disclosure of fees directly payable to the Council, enabling event

organizers to budget effectively and plan for associated costs

- 2.3 By outlining the Council's stance and expectations regarding the defined elements in the attached guidance note, event organisers gain clarity of their responsibilities and improved planning insights, aiding in better financial estimations and decision making during the event planning phase.

### **3. IMPLICATIONS OF THE DECISION**

#### **3.1 Financial and Risk**

- 3.1.1 Consultations have taken place with representatives of the Director of Finance (S151 Officer)
- 3.1.2 There are no direct financial implications to BMBC as a result of this report. The attached guidance note sets out the basis for fee recovery of an event on the Highway and will differ on a case-by-case basis.
- 3.1.3 Should it be required, further reports will be submitted through appropriate governance channels detailing financial implications for specific events as they occur.

#### **3.2 Legal**

- 3.2.1 Whilst there are no legal implications in respect of the report, where road closures are required, early engagement by SAG and Highways team is imperative to ensure swift implementation of relevant traffic orders.

#### **3.3 Equality**

- 3.3.1 A full Equality Impact Assessment has been completed in support of this report and is attached in Appendix 2. In summary The guidance note is expected to have no particular impact when it is approved. The Equality and Diversity impact of each event will be assessed individually as they occur.

#### **3.4 Sustainability**

- 3.4.1 A sustainability wheel has been prepared for this report;



3.4.2 Main sustainability impacts to be considered are;

Consideration	Impact	Comments
Waste generation	Low Positive Impact	Waste will be generated as a result of events taking place on the highway but negative impacts can be mitigated by insisting on event waste management plans which promote sustainable products and high recycling rates.
Use of Transport	Low Negative Impact	Travel to and from events will mostly occur by car although public transport options can be promoted
Air Quality	Low Positive Impact	Travel to and from events will mostly occur by car although public transport options can be promoted. Some events will prohibit the use of the Highway by vehicles thereby reducing emissions for a short time.
Health & Wellbeing	High Positive Impact	Events are generally held outdoors which will encourage people to engage. Some may even be inspired to take up a new hobby, such as cycling or running.
Local Spend	High Positive Impact	Events generate economic activity within the Borough and for the Council, potentially relieving pressure in other service areas.
Community Cohesion	Low Positive Impact	Events can generate community interest and re-engage residents with their neighbours and communities.

### **3.5 Employee**

3.5.1 There are no direct employee implications arising from this report.

### **3.6 Communications**

3.6.1 There are no direct communication requirements required as a result of this report. Established communication practices already exist to inform residents of events taking place across the Borough and their impact on the Highway network.

## **4. CONSULTATION**

4.1 The guidance document has been prepared in conjunction with representatives from the Highway's Street Works and Signals Department, the Event Management Team and the Corporate Health, Safety and Emergency Resilience Service.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 Do Nothing: By not approving the proposed guidance note the requirements and expectations of the Council with respect to mitigating negative impacts on the Highway network are not communicated effectively. In addition, a mechanism for recovering Officer time cannot be applied consistently and fairly.

## **6. REASONS FOR RECOMMENDATIONS**

6.1 The recommendations in this report support the Council's ambition for continuous improvement, learning from its experiences, mitigating negative impacts on residents and communities and striving to improve the information and guidance available to external organisations seeking to deliver events across the Borough which impact on the Highway network.

## **7. GLOSSARY**

7.1 Not applicable.

## **8. LIST OF APPENDICES**

Appendix 1: Highway's Guidance Note – Organising an event that impacts the public Highway.

Appendix 2: Equality Impact Assessment

## **9. BACKGROUND PAPERS**

9.1 Not applicable.

## 10. REPORT SIGN OFF

<b>Financial consultation &amp; sign off</b>	Senior Financial Services officer consulted and date  <b><i>Ashley Gray – Strategic Finance Business Partner 16 May 2024</i></b>
<b>Legal consultation &amp; sign off</b>	Legal Services officer consulted and date  <b><i>Andrew Perriman 16 May 2024</i></b>

**Report Author: Matthew Bell**  
**Post: Head of Highways & Engineering**  
**Date: 16 April 2024**