



Report of Assistant Carnival and Events Manager

Report to Chief Officer Parks and Countryside

Date: 20th May 2021

Subject: Christmas event at Temple Newsam

Are specific electoral wards affected? If yes, name(s) of ward(s): Temple Newsam	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary

1. Main issues

- The proposed event is an illuminated trail at Temple Newsam organised by a well-established Christmas light company. The event would commence around the last week in November and finish the first week in January, attracting an overall audience of up to 100,000.
- A draft license agreement has been compiled to indicate 'in principle' 5 year agreement in preparation for this event, however this report seeks formal approval to enter into a licence agreement with Raymond Gubbay Ltd to enable this event to occur.

2. Best Council Plan implications

- Child friendly City
- Culture
- Inclusive growth

3. Resource implications

- The event will generate an income that will contribute towards the existing income target at Temple Newsam Estate.

Recommendations

- a) That the Chief Officer Parks and Countryside gives approval to enter into a licence agreement with Raymond Gubbay Ltd to enable a Christmas event to occur at Temple Newsam.

1. Purpose of this report

- 1.1 To seek authorisation from the Chief Officer Parks and Countryside to give approval to enter into a 5 year licence agreement with Raymond Gubbay Ltd for a Christmas event at Temple Newsam.

2. Background information

- 2.1 Temple Newsam is a City Park which serves as a facility for the whole of Leeds and hosting events is one of the key functions of the estate. Most of the events held are either organised by charities as vital fundraisers or are sporting fixtures, however there are a small number of larger commercial events that provide income used to maintain the park.
- 2.2 An in principle agreement for the promoters to use Temple Newsam and a license agreement has been drafted that details the terms of the agreement between the named parties.

3. Main issues

- 3.1 The proposed event is an illuminated trail organised by a well-established Christmas light company. The event would commence around the last week in November and finish the first week in January, attracting an overall audience of up to 100,000.
- 3.2 Before the promoters are able to utilise the site for the event, it is necessary that the license agreement has been agreed and signed between the named parties. Failure to do this would mean that the event would not be able to take place.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The event will be subject to the Leeds Safety Advisory Group process, where Leeds City Council and partners including West Yorkshire Police, Yorkshire Fire and Rescue, Yorkshire Ambulance Service will ensure that all the required safety measures and documentation are in place
- 4.1.2 Consultation has also occurred at a local level with ward members

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An equality, diversity, cohesion and integration screening has been completed and is attached as an appendix to this report.

4.3 Council policies and the Best Council Plan

- 4.3.1 The Parks and Countryside service have managed these events which supports the council breakthrough projects to 'host world class events' and be a child friendly City that ensures culture can be experienced by anyone.
- 4.3.2 The event supports the Cities inclusive growth by supporting investment and recovery from COVID -19.

4.4 Resources, procurement and value for money

- 4.4.1 Hosting an event of this size is an opportunity for the Council to raise income via a license agreement on land that would otherwise just be managed as recreational greenspace.

4.5 Legal implications, access to information, and call-in

- 4.5.1 This is a significant operational decision which is not subject to call in.

4.6 Risk management

- 4.6.1 The license agreement sets out the terms of the agreement to mitigate the risk to both the Council and the promoters. Failure to have an agreed license in place will mean that the event will not be able to go ahead, causing reputational and commercial risk to both the Council and event promoters.

5. Conclusions

- 5.1 Events of this size require rigorous partnership planning between the council, emergency services, security arrangements are an important part of this process. Leeds City Council has worked with various promoters to provide services for these large music events' which are of a high quality and good reputation.

6. Recommendations

- 6.1 That the Chief Officer Parks and Countryside gives approval to enter into a licence agreement with Raymond Gubbay Ltd to enable a Christmas event to occur at Temple Newsam.

7. Background documents¹

- 7.1 None.

¹ The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.