

Terms of Reference (February 2024)

Finsbury Park Events Stakeholder Group

Purpose

The Finsbury Park Events Stakeholder Group (the Group) is primarily responsible for the oversight, and feeding into, the event planning process and delivery of large and major events that will take place in Finsbury Park.

The Group will also ensure continued dialogue around all significant improvement projects and management of the Park within the remit of the Parks & Leisure Service and other Council teams.

Next Review

December 2027
(every 3 years)

Objectives

- To provide constructive comments on the proposed event season, at the start of the year.
- To feed into the proposed event management plans for 'large' and 'major' events taking place within the Park.
- To identify risks and issues associated with the event delivery and feed into identifying appropriate actions to mitigate these. This will have a specific focus on provisions within the Park but outside of the designated event area, communication with park users, residents and businesses, nuisance specifically relating to non-event goers and residents, and rectification works.
- Monitor the delivery of major events and provide feedback post event season.
- Review the Annual Performance Plan at the end of each event season, ensuring that any issues that have arisen during the year, are appropriately addressed.
- To proactively identify areas of spend for the Environmental Impact Fee fund, available each year, to benefit both the park and local community.
- Feed into the wider planned improvement programme for the Park, identifying priorities for the spend of event income.

Not in Scope

- The group will not determine if events are to be approved, or not. This is determined by the Outdoor Events Policy.
- The main focus of the group will be on large (2,000-9,999) and major (10,000 +) events but may consider small and medium events (less than 2,000) if the Chair feels there is sufficient need.

Principles

- The Outdoor Events Policy will be the reference point for any comments or recommendations.
- The views and input of each stakeholder is of equal value.
- As membership is extensive, it is requested that only one representative from each group attend meetings, and representation is consistent to avoid discussion duplication.
- All members will conduct themselves with professionalism and respect for others.

- Apart from the official recording of the meeting, no photographs or film or sound recordings is permitted to be taken of the meetings.
- If any member of the group is releasing their own comms around the group meetings, they must refrain from identifying individual council officers, and gain prior permission from the Chair before sharing any documents with anyone outside of the Stakeholder Group.
- All members must act with honesty and transparency at the forefront of everything.

Chair and Membership

- The group will be Chaired by the Haringey Cabinet Member with responsibility for parks.
- The Chair will be supported by Council officers, including the Head of Parks and Leisure and the Events & Partnerships Manager.
- Haringey Council officers including those from the Parks Service, Licencing etc will attend regularly, with others attending on invitation from the Chair to talk about pre-identified topics.
- Cabinet Members with relevant portfolio responsibility will be invited from Islington and Hackney Councils.
- Council officers from Islington and Hackney will be invited members.
- Finsbury Park fully sits within Haringay ward. However, it is noted that other wards within Haringey, Hackney and Islington may be temporarily affected by large and major events therefore councillors representing Stroud Green and Hermitage & Gardens in Haringey, Brownswood in Hackney and Finsbury Park and Arsenal in Islington will be invited members.
- Membership will include all Finsbury Park user groups and leaseholders.
- Local schools within the immediate vicinity of the Park, from all three boroughs.
- Resident organisations representing residents living in the immediate vicinity surrounding the Park.
- Trader and employment organisations representing businesses and traders in the immediate vicinity of the park including the town centres of Stroud Green, Green Lanes and Finsbury Park.
- Members of the Safety Advisory Group, including the emergency services and transport providers may be invited on occasion, to specifically input on pre-identified issues.

Meeting Details

- Meetings will alternate between online and in person in recognition of the convenience of online and those who may be impacted by these.
- They will be recorded on MS Teams.
- Action notes will be taken by an appropriate council officer and agreed by the Chair in advance of being shared with the group.
- Agenda, papers and actions of the previous meeting will be distributed in advance of the meetings.

Meeting Frequency

5 meetings a year will take place – 3 in the run up to the major events and 2 after. The last meeting of the year will focus on the Annual Performance Review and action plan of improvements for the following year. An outline of when meetings will take place and items for discussion is below:

- Feb: Proposed year events schedule / Environmental Impact Fee
- April: Event Management Plans presented by Hirers
- June: Pre-event briefing
- October: Post events de-brief

- December: Draft Annual Performance Review