

BEDFORD SQUARE – USAGE GUIDELINES

1. INTRODUCTION

- 1.1 The objective of Exeter City Centre Management is to deliver a vibrant City Centre, with a 'sense of place'. Physical City Centre development and changes over recent years have created quality public spaces. The objective now is to ensure, through good management, that best use is made of City Centre public spaces – with the spaces being used for a range of events and community activities.
- 1.2 Bedford Square is a key City Centre public space (between Russell & Bromley/Nationwide and Vodafone/Barclays). These brief guidelines provide the framework for use of Bedford Square for events, activities and entertainment. They are written within the context of Princesshay access guidelines and management/maintenance documentation.
- 1.3 Although these guidelines deal with use of (and booking of) Bedford Square, they also relate to the wider City Centre and Princesshay events and activities programme and to the Princesshay licensed buskers scheme.
- 1.4 The objective of the framework provided by these guidelines is to facilitate events and activities that enliven Bedford Square and that provide a focus for community activities. Commercialisation of Bedford Square is not proposed (*paragraph 2.5 also refers*)

2. BEDFORD SQUARE/PRINCESSHAY SQUARE

Criteria

- 2.1 Events should meet the broad criteria set out in paragraph 1.4 above. In addition, events will only be authorised if they:
 - Create more interest for city centre users;
 - Do not raise any health and safety concerns;
 - Ensure adequate provision for pedestrian movement through and around the space being used;
 - Have a satisfactory relationship with individual retail frontages;
 - Are unlikely to cause offence to city centre users, residents and businesses;
 - Do not raise public order concerns.
- 2.2 It is recognised that Bedford Square has fulfilled an important community role over a number of years, with the space having been booked by a wide range of community groups, political groups and charities. Use of Bedford Square by such groups will be encouraged as part of recognising the benefits of 'active citizenship'. Such uses will only be authorised by the City Centre Manager (*paragraph 2.8 also refers*) subject to them complying with the specific points in set out in paragraph 2.1 above.
- 2.3 The City Centre Manager will notify the Police of any potentially sensitive bookings. If the Police express concerns about specific bookings, the City Council's Chief Executive/Leader will take a final decision on whether to allow a specific booking to go ahead

- 2.4 Any individuals or groups seeking to organise an event who are unhappy with the decision of the City Centre Manager have recourse to the City Council's complaints procedure.
- 2.5 Straight 'commercial events/presentations' will not be permitted in Bedford Square or other areas of public highways within the Princesshay development area, but retailer-led events and activities that relate to the promotion of Exeter and Heart of Devon tourism (that add value to the customer experience) will be considered on an individual basis. Sign-off will need to be given by the City Centre Manager (*paragraph 2.8 also refers*).

Management Responsibility

- 2.6 Bedford Square comprises public highway in its entirety, but the interface between this 'public' area and those areas for which management control rests with Princesshay Centre Management is such that there needs to be close liaison between the City Centre Management and Princesshay Centre Management teams on the delivery of events and activities in Bedford Square.
- 2.7 All events in Bedford Square (and in the remainder of Bedford Street and Catherine Street) need the advance sign-off of the City Centre Manager, acting on behalf of Exeter City Council and Devon County Council, the highway authority.

Diary

- 2.8 The diary for **Bedford Square** will be kept in the City Centre Management office. All bookings must be authorised by the City Centre Manager (*paragraph 2.2 also refers*).
- 2.9 Diary bookings must contain full details of the individual/organisation that has made the booking (contact name, address, mobile telephone number and e-mail address).
- 2.10 All diary bookings will specify event start and finish time.

Access/Event Set-Up

- 2.11 The framework for event set-up is provided by the Bedford Street access guidelines/Princesshay pedestrianisation order.
- 2.12 Any vehicles needing to access the Square in association with event set-up/break down must have left the site by 10:00 and cannot be on-site again prior to 18:00. Vehicle access to Bedford Square **is via High Street**
- 2.13 Sign off is required by City Centre Management for any vehicles to be left on site between 10:00 and 18:00. An access route must be maintained through Bedford Street at all times for emergency vehicles and between 18:00 and 10:00 for delivery vehicles.

3. BEDFORD STREET/CATHERINE STREET

- 3.1 On occasion, events will also be held in Bedford Street/Catherine Street outside the areas of Bedford Square. Use of and booking of such events will follow the broad framework provided in section 2 above.

4. BUSKING

4.1 7 licensed pitches for buskers/street entertainers have been provided in Bedford Street and Princesshay. Guidelines for busking/street entertainment pitches are set out in the separate Busking Code of Conduct. Pitches are as follows:

- Bedford Street (outside Barclays)
- Catherine Street (Almshouses)
- Princesshay Square *
- Bedford Street (opposite La Tasca/outside Debenhams) *
- Bedford Street (opposite Neal's Yard/junction with Roman Walk)
- Roman Walk – opposite Chandos
- Blue Boy Square – by City Wall 'Bastion'

Only one of the pitches marked with a * can be used at any one time.

5. REVIEW

5.1 These guidelines will be reviewed by the City Centre Manager in consultation with City and County Council Officers and the Princesshay Centre Management Team on an annual basis. Approval for any proposed changes to the Bedford Square guidelines will be sought from the City Council's Executive and City Centre Management Partnership Board.

JOHN HARVEY
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