



HENSTRIDGE PARISH COUNCIL

Clerk: Emma Curtis, 14 Everlanes Close, Milborne Port, Sherborne, DT9 5FT

Mobile: 07745 270285

e-mail: clerk@henstridgeparishcouncil.org.uk

www.henstridgeparishcouncil.org.uk

RECREATION GROUND RULES AND GUIDELINES

For:
Casual Users
Organised Events
Commercial Users

Adopted 1st July 2019

INTRODUCTION

The Parish Council is committed to ensuring that the Recreation Ground shall remain an open space for the enjoyment of parishioners and will not unreasonably obstruct, deny or prevent such enjoyment. It reserves the right to act as it sees fit for the preservation of the Ground for the majority of parishioners.

The Parish Council is open to suggestions, comment and advice from parishioners and welcomes such at Parish Council meetings, the dates of which are displayed on the Parish Council website. Further details can also be obtained on the website www.henstridgeparishcouncil.org.uk

TERMINOLOGY

In this document the following terms will be used:

'The Parish Council' means Henstridge Parish Council.

'Ground' means the Recreation Ground, Ash Walk

'Casual activity' is any activity not requiring the permission of the Parish Council or as listed under Limitations as to Use

'User' is any person using the Ground for casual use/activities.

'Event Organiser' means any person who has applied for permission from the Parish Council to hold an Organised Event at the Ground.

'Event User' is any person who uses the Ground at an Organised Event.

CASUAL USE

GENERAL PRINCIPLES

1. All Users will make every effort to respect the Ground and the area surrounding it, including: trees, paths, buildings, fences, furniture, the play areas, skate park, outdoor gym and football pitch and to cause no damage.
2. The following is a list of casual activities which may take place on the Ground without specific consent. This list is not exhaustive and if any User wishes to query whether an activity not on the list constitutes casual use he/she should contact the Parish Clerk.
 - Ball games (except golf)
 - Picnics
 - Children's games
 - Dog walking
 - Jogging
 - Informal gatherings which are not Organised Events – see below
3. Casual games are permitted with the exception of those named in the schedule of limitations in this document. Formalised games are permitted with the specific permission of the Parish Council.
4. The enclosed play area is designed for the use of children under the age of 12 years. With regard to this area the following should be noted
 - Small children should be supervised by an adult at all times
 - No dogs or bicycles are permitted within the play area
 - No glass or alcohol should be taken into the play area
 - Users are to use the litter bins provided within the play area
 - Users are to avoid causing annoyance to neighbouring residents
 - Any dangerous, damaged or misuse of the equipment should be reported immediately by contacting the Parish Clerk.
5. Facilities for older children, including a skate park and multi-use games area are to be found to the north-west of the Recreation Ground.
6. Dog walking is permitted but dogs must be kept under control at all times. Dogs must be kept on a lead while any formalised activity is taking place on the Ground or in the vicinity of children. Dog faeces must be collected by the owner immediately and may be deposited in the dog waste bins provided or in general waste bins, or, preferably, double-bagged and disposed of in domestic waste bins.
7. Users travelling to the Ground by car should park within the designated bays in the car park. Cars are parked at the owners' risk.

8. Users are to take litter home with them or put it in the litter bins provided.
9. No structure, marquee, tent or similar may be erected without the permission of the Parish Council.
10. The use of the Ground for informal casual use is permitted only in so far as the use complies with relevant laws of the land applicable at the time.
11. The Parish Council reserves the right to disallow casual use of any area of the Ground temporarily or permanently.

LIMITATIONS AS TO USE

12. The Recreation Ground shall not be used for the following purposes:
 - Motor car, motor cycle, cycle and quad bike use
 - Golf practice of any kind
 - Ground based fires or barbecues *
 - Flying of powered model aircraft of any kind
 - Bonfires and / or firework displays
 - Horse riding
 - Shooting or archery
 - Overnight parking for any vehicle or caravan and camping

Or for any activity that is dangerous, noxious, offensive, illegal or immoral or that may become a nuisance to neighbouring properties or considered by the Parish Council to be unreasonable use.

* Raised barbeques must be at least half a metre above the ground and must not be sited where they might cause a danger or nuisance to other people. In particular they are not permitted on the football pitch, practice pitch goal area, any tarmac area, the children's play area, skate park, outdoor gym or within 6 metres of hedges, fences and trees.

ORGANISED EVENTS

13. An Organised Event includes, but is not limited to:

- a gathering of more than 40 people
- a gathering of any number of people with hired equipment
- commercial use for a regular meeting eg 'boot camp' or sports training venue.

APPLICATIONS FOR USE

14. An initial Application for Use of the Ground should be made in the first instance as soon as possible. This initial application should establish if the intended event is compatible with the Ground.

15. A detailed Application for Use must be submitted a minimum of eight weeks before use. Both Application forms are available from the Parish website or Clerk. A request made with less than eight weeks' notice may be refused on grounds of insufficient notification.

16. Such applications will be placed in front of the Parish Council at the next council meeting. The Parish Council reserves the right to make any further enquiries before granting or refusing the application.

17. The Parish Council will advise the applicant in writing of its decision through the Parish Clerk at the earliest opportunity.

18. Applicants may be required to provide a deposit of up to £100 at the time the application is made. This will be held as security against any damage and/or expenses caused by the event and will be returned within 14 days after the event provided the Parish Council is satisfied that the Event Organiser has complied with all the obligations herein and no loss and/or damage has been occasioned as a result of the event.

19. No charge may be made for entry to the Recreation Ground without prior permission of the Council.

20. Event applications from For Profit/Commercial organisations may be subject to a hire charge.

EVENT ORGANISER/USER RESPONSIBILITIES

21. The Parish Council holds Public Liability insurance for the Recreation Ground. This is limited to the land upon which the event takes place,

22. The Event Organiser is responsible for the Public Liability of all matters and use connected with the event, including any hired equipment. The Parish Council requires the Event Organiser/User to arrange for Special Events Public Liability Insurance. It reserves the right to request sight of this.

23. All Third Parties must have their own Public Liability insurance, for example: catering vans and BBQ hire, fair rides, pony rides, bands and stalls. Proof of Public Liability insurance may be requested by the Parish Council. Bouncy Castles or other inflatables must be hired from someone with their own Public Liability insurance and comply with the requirements of that Public Liability, for example: height/weight restrictions, adult supervision.
24. A Risk Assessment must be carried out by the event organiser and sent to the Parish Clerk before the event.
25. It is strongly advised that a First Aider be in attendance with means to call the Emergency Services.
26. The Parish Council requires the names and contact details of the event organising team, of which, for the entire duration of the event, at least two at any one time must be present.
27. The Event Organiser must obtain the necessary public entertainment or alcohol licence as may be required and have stewards where indicated as a term of the licence.
28. The Event Organiser must liaise with the Village Hall Management Committee regarding the use of electrical supply, water and the opening and cleaning of the Village Hall toilets. The Parish Council does not accept any responsibility for the toilets.
29. The running of events is the responsibility of the Event Organiser who should ensure that they are adequately supervised.
30. Should the event involve stallholders:
 - they must provide their names and addresses to the Event Organiser who will retain a list. This list will be produced to the Parish Council on demand.
 - the Event Organiser must be fully aware of what goods are on sale at any time and if inappropriate the stallholder must be asked to leave immediately. Any such occurrence must be reported to the Clerk.
31. No vehicles are allowed onto the grass without permission from the Parish Council.
32. The Event Organisers must ensure that the access gates are kept clear such that Emergency Vehicles have unrestricted access at all times.
33. If there is a BBQ, then it must be sited in a position where people cannot walk into it, fire-fighting equipment must be in place (sand/water buckets) and it must be supervised whilst lit or hot.
34. The lighting of bonfires, beacons or use of fireworks and Chinese lanterns is forbidden at all times.

35. The Event Organiser/Users throughout the event are to take all reasonable precautions to ensure that no damage is done to any part of the Ground including to trees, paths, buildings, fences, furniture, the play areas and football pitch.

36. As far as is practicable, the Event Organiser/Users will return the Ground in the state in which it commenced use, in particular to ensure that:

- all litter and detritus is removed away from the Ground immediately after the event. It is not permitted to place any such rubbish in the litter bins on or near the Ground;
- any damage to the Ground, equipment or surrounding vegetation will be made good or paid for. Any damage and/or repair must be reported to the Clerk.

37. Additional parking, away from the Recreation Ground, should be provided. Stewards at the Village Hall car park are to ensure that site access is always available for emergency vehicles.

38. All Event Organisers/Users will ensure that all Health and Safety precautions as listed in this document are adhered to.

DISCLAIMER

39. Items left on the Ground, with or without the permission of the Parish Council, are the sole responsibility of the owner. The Parish Council is not responsible for any damage caused to or by the piece of equipment or item. Any third party using or tampering with the item/equipment without authority does so at no risk to the Parish Council.

40. The Parish Council shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.

41. Should an Event Organiser have a query concerning the maintenance of the Ground before an event, it must be advised to the Parish Council as soon as possible and definitely before the commencement of the event. The Parish Council undertakes to make all reasonable efforts to put the matter right before the start of the event. The Parish Council reserves the right to charge maintenance/work required to the Ground as a result of special event application.

AFFECT OF INCLEMENT WEATHER ON THE GROUND

42. A ground inspection must be carried out prior to the event. If previous inclement weather has rendered the ground so wet that to carry on with the event would cause unacceptable damage to the ground by the setting up, packing up and footfall, then the event must be amended or cancelled. This decision will be taken by the Chair of the Open Spaces Committee and the event organising team, or authorised representatives.

43. It is therefore advised that event organisers take out appropriate insurance to cover for this eventuality, and also the eventuality of bad weather on the day causing the event to be cancelled..

SANCTIONS

44. Any failure to observe any of the above requirements may incur the loss of deposit or part thereof in order to make good any repairs and/or any other sanction that the Parish Council may impose, including possible redress under law.

45. Any such sanction shall be reasonable, fair and proportionate.

46. Such sanction will be notified to the Event Organiser as soon as possible after the event and he/she will be entitled to put forward an explanation before sanctions are carried out. Such sanctions and explanation will be considered by the Parish Council and the final decision notified to the Event Organiser.

HEALTH AND SAFETY

47. No User shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.

48. The Parish Council will endeavour to keep the Ground in a state fit for use by regular inspection.

49. The User undertakes to ensure that the Ground is in a safe state for casual users when he/she leaves the area.

50. Dog walkers must make themselves aware of others using the Ground and take appropriate action to control animals in their charge. Faeces must be removed immediately to protect the health of other Users. Dogs are not permitted in the fenced children's play area.

GROUND MAINTENANCE

51. The Parish Council shall be responsible for the general maintenance of the Recreation Ground to include mowing, cutting back and general repairs. It shall engage whatever contractor it determines to perform this.

52. The Parish Council shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.