

BARTON PARISH COUNCIL

RECREATION GROUND HIRE POLICY:

Guidance and rules of use for casual and organised activities

Adopted by a resolution of Barton Parish Council on 1st November 2022

1. A duty to preserve and protect our recreation ground

The Barton Recreation Ground is a naturally beautiful area at the heart of the village of Barton and is an integral part of village life. Acting to preserve this area in perpetuity for future generations, South Cambridgeshire District Council and Barton Parish Council jointly dedicated the recreation ground as playing fields and an area of recreation for the benefit of the residents of Barton and other members of the public. This dedication formalised the commitment of Barton Parish Council to safeguard the recreation ground and to thereby ensure that it remains an open space for the enjoyment of pastimes by the public. It also imposes an obligation on Barton Parish Council to protect and preserve the Recreation Ground to ensure that it remains an unspoilt green space for present and future users to enjoy.

2. Terminology

In this document the following terms will be used:

- "BPC" means Barton Parish Council;
- "the Recreation Ground" means Barton Recreation Ground;
- "Playground" means the enclosed playground area behind the pavilion;
- "Casual Activity" means any legal activity not requiring permission from BPC, as defined at paragraph 4 below;
- "Organised Activity" means any legal activity that requires permission from BPC, as defined at paragraph 5 below and subject to the requirements of paragraphs 6 and 7 below;
- "Organiser" means any person who has applied for permission from BPC to hold an Organised Activity.
- "User(s)" is any person(s) using the Recreation Ground for either a Casual or Organised Activity.

3. General Rules for use of the Recreation Ground

- 3.1 All Users will make every effort to respect and to cause no damage to the Recreation Ground, the equipment and structures therein, and its environs.
- 3.2 No User shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.

rules.

- 3.4 Organised Activities are only permitted to take place if specific written permission is received from BPC by way of the application form attached at Appendix 1. This application form is also available on BPC's website – www.bartonvillage.org.
- 3.5 Illegal drug taking of any description is not allowed and will be reported directly to the police.
- 3.6.1 Other than with the prior written permission of BPC, parking is only permitted at the Recreation Ground car park for Casual and Organised Activities during such hours as BPC from time to time resolves, which are currently as follows:
- From 1 April to 30 September, between 7.30am and 9.00pm; and
 - From 1 October to 31 March, between 7.30am and 7.30pm.
- No overnight parking is allowed. The gate to the car park is locked outside of these hours and will not be reopened until the next displayed time slot.
- 3.6.2 All vehicles are parked at the Users' risk: BPC accepts no responsibility for any loss, damage or theft occurring within the Recreation Ground or its car park.
- 3.7 Users are requested to put their litter in the bins provided or take litter home with them in the event that the bins are full.
- 3.8 Dog walking is permitted but dogs must be kept under control at all times. Users walking their dogs must pick up after their dogs and dispose of the waste in the dog waste bin provided.
- 3.9 No structure, marquee, tent or similar may be erected without the permission of BPC.
- 3.10 The use of the Recreation Ground for Casual Activities is permitted only in so far as the User complies with the relevant laws of the land applicable at the time.
- 3.11 BPC reserves the right to disallow Casual Activities in any area of the Recreation Ground temporarily or permanently. It will act reasonably in exercising this right in the best interests of the residents of Barton and the members of the wider public.
- 3.12 The Playground play equipment is designed for use by children. The following specific rules should be observed in this area:
- Small children should be supervised by an adult at all times;
 - Dogs are not allowed on any part of the Playground;
 - No glass or alcohol should be taken into the Playground;
 - Consideration of neighbouring residents should be given at all times;
 - Any dangerous, damaged or broken equipment should be reported immediately at clerk@bartonvillage.org.
- 3.13 Use of the Pavilion and of Barton Bowls Club and Barton Tennis Club facilities is restricted to members of those bodies and those permitted by them. There is no general access to these facilities by the public.
- 3.14 Users of the skateboard ramp and Playground equipment do so at their own risk.

3.15 The following activities are **prohibited** in any area of the Recreation Ground:

- With the exception of vehicles required for people of limited mobility, the driving of motorised vehicles outside of the car park area, without the prior written permission of BPC;
- Golf practice of any kind;
- Bonfires or barbecues (unless the barbecue forms part of an Organised Activity permitted by BPC which would be subject to the restrictions in paragraph 7.14 below);
- Fireworks or Chinese Lanterns;
- Flying of powered model aircraft of any kind;
- Horse riding;
- Camping;
- Circus;
- Overnight parking;
- Shooting or archery; or
- Any activity that is illegal, immoral or overtly dangerous or offensive to other Users or neighbouring properties.

4. Casual Activities

4.1. Casual Activities are defined as informal recreational activities, normally undertaken in an open park setting. The following are examples of what is considered to be typical casual activities which may take place on the Recreation Ground without specific consent from BPC:

- Walking, including passers-by;
- Ball games;
- Frisbee, kite flying and other children's games;
- Informal running, skateboarding (on the skateboard ramp) and the taking of exercise;
- Dog walking;
- Picnics (noting the prohibition of barbecues).

This list is not exhaustive and if any User wishes to query whether an activity not on the list constitutes Casual Activity they should contact BPC at clerk@bartonvillage.org.

4.2. The term Casual Activities excludes any activity run as a commercial venture. This includes sporting clubs where fees/subs or membership is/are paid and fundraising activities. Such activities are classified as Organised Activities and may only take place with permission from BPC (See Organised Activities below).

4.3. The Recreation Ground must not be used for the activities prohibited by paragraph 3.15 above.

5. Organised Activities

Organised Activities are any events organised for the provision of entertainment, sport, sale of goods or services. This would include any commercial venture, organised sporting activity, or fundraising event. Typical examples would include but are not limited to:

- Football, cricket, tennis or other sports club or organised sports activity;
- Village fete
- Car boot sale
- Music concert
- Food or beer festival or market

- Private parties or classes of any kind

Any such Organised Activities are not permitted without prior application to and the approval of BPC in accordance with paragraphs 6, 7 and 8 below.

6. Applications to use the Recreation Ground for an Organised Activity

- 6.1. An application for use of the Recreation Ground should be made to the Parish Clerk at clerk@bartonvillage.org using the application form at Appendix 1 which is also available to download on the Parish Council website (www.bartonvillage.org).
- 6.2. This application should be submitted a minimum of eight weeks before use. A request made with less than eight weeks' notice may be refused on grounds of insufficient notification.
- 6.3. Such applications will be placed in front of BPC at the next council meeting. BPC reserves the right to make any further enquiries before granting or refusing the application.
- 6.4. BPC will advise the applicant in writing of its decision through the Parish Clerk at the earliest opportunity.
- 6.5. 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 BPC is satisfied that the Organiser has complied with all the obligations herein and no loss and/or damage has been occasioned as a result of the event.
- 6.6. Applications from commercial ventures may be subject to a hire charge.
- 6.7. No charge may be made for entry to the Recreation Ground without the prior permission of BPC.
- 6.8. Applications from Sporting clubs will be subject to pitch fees agreed with the BPC.

7. Organiser/ User responsibilities

BPC holds public liability insurance for the Recreation Ground land and its casual use by the public. Organisers are responsible for the public liability of all matters connected with their Organised Activity.

- 7.1. BPC strongly advise the Organiser to arrange for Special Events Public Liability Insurance. It reserves the right to request this for any event and, where appropriate, proof of public liability insurance will be required.
- 7.2. A written risk assessment may be required by BPC in advance of the event.
- 7.3. BPC may consider it necessary for a First Aider to attend the event with means to call the Emergency Services.
- 7.4. Should the event include a sporting activity for which there is a national governing body, the recommendations and regulations of such national governing body must be followed and adhered to.

- 7.5 At least one Organiser must be present for the entire duration of the event and their name and contact details notified on the application form. It is recommended that Organiser(s) are clearly identifiable to other Users.
- 7.6 The Organiser(s) must obtain the necessary public entertainment or liquor licence as may be required and have stewards where indicated as a term of the licence.
- 7.7 The Organiser must liaise with BPC regarding the use of electrical supply, water and the opening, locking and cleaning of the public toilet.
- 7.8 The running of an Organised Activity is the responsibility of the Organiser who should ensure that it is adequately supervised.
- 7.9 All third parties must have their own public liability insurance, for example: catering vans, fair rides, pony rides, bouncy castles, bands and stalls. Proof of public liability insurance may be requested by the BPC. Bouncy castles must be hired from someone with their own public liability insurance and the Organiser must comply with the insurance and user requirements, for example: height/weight restrictions, adult supervision.
- 7.10 Should the event involve stallholders:
- they must provide their names and addresses to the Organiser who will retain a list. This list must be provided to BPC on demand.
 - the 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 BPC.
- 7.11 The Organiser must ensure unrestricted access for Emergency Vehicles to and from the Recreation Ground at all times.
- 7.12 The Organiser must take every care that no damage is done to any part of the Recreation Ground including but not limited to trees, paths, buildings, fences, furniture, the Playground equipment and football pitch.
- 7.13 If a barbecue is permitted as part of an Organised Activity, it must be placed off the ground in an appropriate structure designed for that purpose, sited in a position where people cannot walk into it, firefighting equipment must be in place (sand/ water buckets) and it must be supervised at all times whilst it is lit or hot. BPC reserves the right to refuse a proposed barbecue in times of drought or where it is considered unadvisable due to the risk to public safety.
- 7.14 As far as is practicable, the Organiser will return the Recreation Ground in the state in which it was found and, in particular, the Organiser will ensure that:
- all litter and detritus is removed away from the Recreation Ground immediately after the event. It is not permitted to place any collection of litter in the litter bins on or near the Recreation Ground;
 - any damage to the Recreation Ground, Playground equipment, trees, paths, buildings, fences, furniture, football pitch or the vegetation surrounding it will be made good or payment made for such repair work to be carried out. Any damage and/or repair must be reported to BPC at clerk@bartonvillage.org.

- 7.15 Parking for the event should be controlled and marshalled. If vehicular access or parking is required beyond the Recreation Ground car park area, prior permission must be applied for and received from BPC and all necessary steps taken to ensure that members of the public using the Recreation Ground are not endangered by the exceptional vehicular access or parking.
- 7.16 Organisers will request the prior permission of BPC should they require the high gate to be opened to enable access to the Recreation Ground by high-sided vehicles.
- 7.17 Organisers will ensure that all reasonable health and safety precautions are adhered to in relation to their Organised Activity.
- 7.18 Items left on the Recreation Ground with or without the permission of BPC are the sole responsibility of the owner of that item(s). BPC is not responsible for any loss, theft or damage caused to or by the piece of equipment or item. Any third party using or tampering with the item or equipment does so at their own risk.
- 7.19 Any failure to observe any of the above considerations will incur the loss of the deposit or part thereof in order to make good any repairs in addition to any other sanction that BPC may impose, including possible redress under law. Such sanction will be notified to the Organiser as soon as possible after the event and the Organiser will be entitled to put forward an explanation before the sanctions are carried out. Such sanctions and explanation will be considered by BPC and the final decision notified to the Organiser.

8. Football Clubs

- 8.1 Specific agreement to use the Recreation Ground for football pitches and football training may be granted to a club by BPC following receipt of an application on the application form available at Appendix 1 or on the BPC website (www.bartonvillage.org).
- 8.2 The rules set out in the paragraphs above for Organised Activities shall apply to the use of the Recreation Ground by a football club.
- 8.3 Intensive use of the Recreation Ground for a tournament shall be treated as an Organised Activity and subject to a separate Application from a Club.
- 8.4 In general, and so as to preserve the playing surfaces, games and training will be restricted to the football season. In winter, when the ground surface is wet/muddy, clubs will be expected to train elsewhere.
- 8.5 Use of the pitches will be subject to pitch fees, set annually by BPC.
- 8.6 Storage of items in or outside the old pavilion by a club will be subject to space being available and by separate agreement with BPC.
- 8.7 BPC will have the final say on whether the pitches are suitable to play on.
- 8.8 The general public may use the Recreation Ground and car park but not the pitch when a club is authorised to use them.

9. BPC obligations in relation to the Recreation Ground

- 9.1 BPC will endeavour to keep the Recreation Ground (including the Playground and its equipment) in a state fit for use by regular inspection.
- 9.2 BPC shall be responsible for the general maintenance of the Recreation Ground to include mowing, cutting back of vegetation and general repairs. This will be carried out by appointed volunteers or hired contractors at our discretion. From time to time, maintenance vehicles may be on the Recreation Ground. Care must be taken to avoid injury by approaching these vehicles or the areas in which maintenance work is being undertaken.
- 9.3 From time to time there may be objects or materials on the Recreation Ground which are dangerous or in a dangerous state. Care must be taken to avoid injury by not using or approaching these objects. The danger must be reported clerk@bartonvillage.org as soon as possible.

Approved and adopted by Barton Parish Council on

1st November 2022



John Howland Jackson
Chair



Danielle Stretch
Clerk

APPENDIX 1:

RECREATION GROUND HIRE APPLICATION FORM

Barton Parish Council Barton Recreation Ground: Organised Activity Application Form

NAME OF ORGANISATION:

**NAME, ADDRESS AND
POSITION OF CONTACT:**

**TELEPHONE NUMBER OF
CONTACT:**

**IS THE ORGANISATION A
REGISTERED CHARITY? IF YES,
CHARITY NUMBER:**

**FOR WHAT PURPOSE IS THE
USE OF THE RECREATION
GROUND REQUESTED?**

**WHERE ON THE RECREATION
GROUND WOULD THE EVENT
BE HELD?**

**WHAT IS THE PROPOSED
DATE AND TIME OF THE
EVENT?**

**HOW MANY PEOPLE WILL BE
INVOLVED IN THE EVENT?**

**DOES THE EVENT REQUIRE A
TEMPORARY EVENTS NOTICE?
EG PLAYING OF MUSIC, SALE
OF ALCOHOL. IF SO, HAS THIS
BEEN APPLIED FOR /
APPROVED? PLEASE
FORWARD A COPY TO THE
PARISH COUNCIL**

**HAS A RISK ASSESSMENT OF
THE EVENT BEEN CARRIED
OUT? IF YES, PLEASE PROVIDE
A COPY. IF NO, A COPY OF
THE ASSESSMENT MUST BE
PROVIDED WITHIN 10 DAYS
OF THIS APPLICATION.**

**WILL THERE BE PUBLIC
LIABILITY INSURANCE
COVERING THIS EVENT? IF SO,
PLEASE PROVIDE A COPY OF
THE POLICY.**

Please submit this application form together with a covering letter giving any other information which you feel will support this application **at least 8 weeks prior** to your planned event.

Your application will be considered by Barton Parish Council at the earliest opportunity. You will be notified of its decision in writing in due course. Further information may be requested. Barton Parish Council may require the payment of a deposit or a hiring fee depending on the nature of this application.

By signing this application form, you agree that you and all those involved in and attending your Organised Activity will abide by the terms of use of the Barton Recreation Ground Hire Policy as adopted from time to time by Barton Parish Council.

Name (In capitals):

Signed:

Date: