

OTTERBOURNE PARISH COUNCIL

**OAKWOOD PARK
RECREATION GROUND**

**RULES AND GUIDELINES
for
Casual Use
Organised Events including Regular Meetings
and Commercial Use
Colden Common Football Club**

**HEALTH AND SAFETY
GROUNDS MAINTENANCE
AND PAVILION**

19 March 2019

PHILOSOPHY

The Parish Council wishes that the Recreation Ground be a benefit to parishioners and others. It is committed to ensuring it shall remain an open space for the enjoyment of pastimes by parishioners and will not wilfully obstruct, deny or prevent such enjoyment unreasonably. It does reserve the right to act as it sees fit for the preservation of the Ground for the majority of the 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 noticeboards throughout the parish. Further details can also be obtained on the website <https://www.otterbourneparishcouncil.org/>

Terminology

In this document the following terms will be used:

‘the Parish Council’ means Otterbourne Parish Council

‘Ground’ means Oakwood Park Recreation Ground

‘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 which includes Commercial Use, such as boot camps and training sessions, at the Ground.

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

‘Colden Common Football Club’ means any member, officer or volunteer of the Club.

‘Member Team’ means any visiting football club member, officer or volunteer.

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 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 requested to use the litter bins provided within the play area
 - Users are requested to consider neighbouring residents
 - Any dangerous, damaged or misuse of the equipment should be reported immediately by speaking to the Parish Clerk or any Councillor.
5. Facilities for older children, including swings and a hard standing area for basketball and football are to be found to the north-east corner of the Ground near the woods.
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 only in the red dog waste bin provided on the access road to the Ground.
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. No overnight parking is permitted. Car drivers should note that the entrance to the Ground is height limited by an overhead barrier.
8. Users are requested 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. Temporary open sided/open fronted gazebos may be erected without permission but must be dismantled on the day and not remain overnight.
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. It will act reasonably in exercising this right.

Limitations as to Use

1. The Recreation Ground shall not be used for the following purposes:
 - Motor car, motorcycle and quad bike use
 - Golf practice of any kind
 - Ground based fires or barbecues *
 - Flying of powered model aircraft or drones 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 barbecues 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 park or within 6 metres of garden fences and trees.

ORGANISED EVENTS

These include, but are not limited to:

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

Applications for Use

1. An initial Application for Use of the Ground should be made in the first instance.
2. 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.

3. 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.
4. The Parish Council will advise the applicant in writing of its decision through the Parish Clerk at the earliest opportunity.
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 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.
6. No charge may be made for entry to the Recreation Ground without prior permission of the Council.
7. Event applications from For Profit/Commercial organisations may be subject to a hire charge.

Event Organiser/User Responsibilities

1. The Parish Council holds Public Liability insurance for the Recreation Ground. This is limited to the land upon which the event takes place, including the pavilion and play areas, in the event of someone sustaining an injury and any subsequent claim due to the land being unsafe and it being proven the Parish Council is legally liable.
2. The Event Organiser is responsible for the Public Liability of all matters and use connected with the event, including determining if the Ground is in a fit and safe state for the event and for any hired equipment. The Parish Council strongly advises the Event Organiser/User to arrange for Special Events Public Liability Insurance. It reserves the right to request this.
3. 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.
4. A Risk Assessment must be carried out by the Event Organiser before the event.
5. It is strongly advised that a First Aider be in attendance with means to call the Emergency Services.
6. At least two named people must be present for the entire duration of the event and their names and contact details notified on the Application form. It is recommended that these people are clearly recognisable to other Users/members of the public should they wish advice/to complain on the day.

7. The Event Organiser must obtain the necessary public entertainment or liquor licence as may be required and have stewards where indicated as a term of the licence.
8. The Event Organiser must liaise with the Clerk regarding the use of electrical supply, water and the opening and cleaning of the pavilion toilets. The Parish Council does not accept any responsibility for the toilets.
9. The running of events is the responsibility of the Event Organiser who should ensure that they are adequately supervised.
10. 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.
11. The Event Organiser must make arrangements with the Parish Council for the opening and locking of the height restriction barrier on the access road and the drop posts to the recreation ground.
12. No vehicles are allowed onto the grass without permission from the Parish Council.
13. The Event Organiser must ensure that the access road and drop posts are kept clear such that Emergency Vehicles have unrestricted access at all times.
14. 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.
15. The lighting of bonfires, beacons or use of fireworks and Chinese lanterns is forbidden at all times.
16. The Recreation Ground is the responsibility of the Event Organiser/Users throughout the event and every care should be taken to ensure that no damage is done to any part of it including: trees, paths, buildings, fences, furniture, the play areas and football pitch.
17. 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 collection of litter in the litter bins on or near the Ground;
 - any damage to the Ground or surrounding vegetation will be made good or paid for such to be effected. Any damage and/or repair must be reported to the Clerk.

18. Parking for the event should be controlled and marshalled. There are limited spaces available at the Ground and the surrounding roads are narrow. The Event Organiser/Users must ensure unrestricted access for Emergency Vehicles at all times to the Ground and neighbouring roads.

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

Temporary Storage

The Parish Council may exceptionally allow the temporary storage of items on the Ground appropriate to the event being held. The Parish Council may stipulate conditions attached to this use.

1. Prior permission must be gained from the Parish Council for storage of such items by the Event Organiser. Application should be made in writing to the Parish Clerk in order that the Parish Council may authorise. No item may be stored until authorisation has been given.
3. The Parish Council will not allow the storage of inappropriate items, nor will it allow items to be stored anonymously. The Event Organiser must hold the owner's contact name, address and telephone number for any items stored.
1. All items stored must be covered for Public Liability by the owner or Event Organiser.
2. Items must be kept in a safe place and in good order by the owner. Items must be made secure and safe by the owner to prevent them becoming a danger to the public.
3. Items will be repositioned, made safe or removed by the owner at the request of the Parish Council. Failure to comply will result in the Parish Council removing the items and charging the owner appropriately.
4. Dates for storage will be set in conjunction with the owner, and these will be adhered to by the owner.
5. Owners are solely responsible for the cost of bringing items to and from the Ground.
6. Items will be stored at all owners' risk, responsibility and liability.

Disclaimer

1. 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.
2. The Parish Council shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.

3. 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.

Sanctions

1. Any failure to observe any of the above considerations will 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.
2. Any such sanction shall be reasonable, fair and proportionate.
3. 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.

COLDEN COMMON FOOTBALL CLUB

1. Rights to use the pavilion, the adjacent football pitch, training area and the car park are conveyed to Colden Common Football Club by the Parish Council under a seven year lease dated 4 January 2019.
2. A list of matches and training sessions should be displayed at the Property at least one week before the event stating the day, date, time of start and for matches 'who against'.
3. A list of Club Officials and Key Holders should be displayed at the Property.
4. Storage of items by Colden Common Football Club will be subject to the permission of the Parish Council and terms of the lease.
5. Unless otherwise agreed with the Parish Council, the terms of lease provide for a maximum of 50 football matches to be played per season on a Saturday afternoon and on occasional evenings but not to exceed three per week.
6. Training sessions shall take place on the football pitch or on the north-eastern training area of the Ground on a maximum of two evenings per week, including, when appropriate, the use of training floodlights.
7. The general public may use the Ground and car park but not the pitch, playing areas and pavilion when Colden Common Football Club is authorised to use them.
8. The members of Colden Common Football Club, member teams and visitors must park in an orderly manner: not to obstruct the access road or to the detriment of local

residents, nor to restrict the passage of emergency vehicles to Oakwood Park and the surrounding residential area.

9. All users of the facilities shall be expected to behave in a reasonable manner and use behaviour and language appropriate for a mixed use and age group recreational area. Colden Common Football Club shall take disciplinary action as necessary to ensure responsible behaviour of members, member teams and visitors and if dissatisfied with a member team may recommend its exclusion to the Landlord who shall have the power to make such exclusion.

HEALTH AND SAFETY

1. No User shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.
2. The Parish Council will endeavour to keep the Ground in a state fit for use by regular inspection.
3. The User undertakes to ensure that the Ground is in a safe state for casual users when he/she leaves the area.
4. From time to time there may be objects or materials on the 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 by speaking to the Clerk or any Councillor as soon as possible.
5. 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 AND PAVILION

- 1 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.
- 2 The Parish Council shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.
- 3 The Parish Council shall be responsible for statutory inspections of the pavilion and take all reasonable measures to ensure that the Pavilion is fit for the purpose intended.

Contact Details:

Otterbourne Parish Council

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Website: <https://www.otterbourneparishcouncil.org/>