

FOUR MARKS PARISH COUNCIL

**RECREATION GROUND
Uplands Lane
GU34 5AF**

**RULES OF USE
AND
HEALTH AND SAFETY
GROUNDS MAINTENANCE
POLICY**

November 2017

PHILOSOPHY

Four Marks 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 to preserve enjoyment of the Recreation Ground for the majority of the parishioners.

The Council are open to suggestions, comments 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 www.fourmarksvillage.co.uk

Terminology

In this document the following terms will be used:

‘PC’ means Four Marks Parish Council

‘Ground’ means Four Marks Recreation Ground

‘Casual activity’ is any activity not requiring the permission of the PC as defined elsewhere and not involving more than 20 people.

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

‘Event Organiser’ means any person who has applied for permission from the PC to hold an event of more than 20 people on 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, cricket pitch 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
 - Informal gatherings of no more than 20 people
 - Jogging
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 PC.
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 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 directly outside the play area
 - Users are requested to consider neighbouring residents
 - Any dangerous misuse of, or damage to, the equipment should be reported to the Parish Clerk or any Councillor.
5. Facilities for older children, including assault course, cantilever swing, skate ramps and a hard standing area for basketball and football are to be found opposite the football pitch, with access from both Uplands Lane and the cricket pitch.
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 any of the bins located around the Ground, there are four additional dog waste bins at each entrance/exit to the Ground.
7. Users travelling to the Ground by car should park within the car park area by the Pavilion or in parking bays adjacent to football pitch and bowls Green. Cars are parked at the owners' risk. No overnight parking is permitted. Car drivers should note that there are two speed ramps and maximum speed at any time is 10 mph.

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 PC. 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 rules, regulations and laws applicable at the time.
11. The PC 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 Ground shall not be used, without written permission from the PC, for the following purposes:
 - Motor car or motorcycle rallies or the riding of motorcycles or quad bikes
 - Golf practice of any kind
 - Ground based fires or barbecues
 - Operating and/or flying of any unmanned aerial vehicles
 - Bonfires and / or firework displays
 - Horse riding or driving
 - Shooting or archery, unless part of an organised club event
 - Overnight parking and camping
 - Organised Events over 20 persons without permission

Or for any activity that is dangerous, noxious, offensive, illegal or immoral or that may become a nuisance to neighbouring properties.

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

1. The PC and their employees shall be responsible for the general maintenance of the Ground to include mowing, cutting back, hedge maintenance and general repairs. It shall engage whatever contractor it determines to perform these tasks.
2. The PC shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.
3. The PC shall undertake at least monthly inspections by a RoSPA qualified member of the PC, of all equipment contained with the Ground, and within 24 hours of a reported fault. All inspections will be recorded, and any defects will be reported and details held on file for a minimum of 3 years.
4. The PC shall appoint a RoSPA inspection agent to carry out an annual inspection.

ORGANISED EVENTS

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 PC at the next council meeting. The PC reserves the right to make any further enquiries before granting or refusing the application.
4. The PC 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 PC 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 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

The Parish Council hold Public Liability insurance for up to £10,000,000 for casual use of the Ground by the public. Event organisers are responsible for the Public Liability of all matters connected with the event.

1. The PC strongly advises the Event Organiser/User 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.
2. A Risk Assessment must be carried out in writing and given to the Parish Council before the event.
3. It is strongly advised that a First Aider be in attendance with means to call the Emergency Services.
4. 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.

5. 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.
6. The Event Organiser must liaise with the **Benians Committee** should they wish to use the Pavilion for electrical supply, water and toilet facilities. The Parish Council does not accept any responsibility for the use of the Pavilion's facilities.
7. The running of events is the responsibility of the Event Organiser who should ensure that they are adequately supervised.
8. All Third Parties must have their own Public Liability insurance, for example: catering vans, fair rides, pony rides, bands and stalls. Proof of Public Liability insurance may be requested by the PC. Bouncy Castles must be hired from someone with their own Public Liability insurance and comply with the requirements of the Public Liability, for example: height/weight restrictions, adult supervision.
9. Should the event involve stallholders:
 - Each stallholder must provide their names and addresses to the Event Organiser who will retain a list. This list will be produced to the PC 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.
10. No vehicles are allowed onto the grass without permission from the PC.
11. The Event Organisers must ensure that the access road, gateways and drop posts are kept clear such that Emergency Vehicles have unrestricted access at all times.
12. If there is an organised 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.
13. The lighting of bonfires, beacons or use of fireworks and Chinese lanterns is forbidden at all times.
14. The 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.
15. 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:
 - Provision is made to ensure that all litter and detritus from the event is removed away from the Ground immediately after the event. It is not permitted to place any collection of litter in the Council litter bins on or near the Ground;

- Any damage to the Ground or the vegetation surrounding it will be made good or paid for such to be effected. Any damage and/or repair must be reported to the Parish Clerk.
16. 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 neighbouring roads.
 17. All Event Organisers/Users will ensure that all Health and Safety precautions as listed in this document are adhered to.

Temporary Storage

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

1. Prior permission must be gained from the PC for storage of such items by the Event Organiser. Application should be made in writing to the Parish Clerk in order that the PC may authorise. No item may be stored until authorisation has been given.
3. The PC 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.
6. All items stored must be covered for Public Liability by the owner or Event Organiser.
7. 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.
8. Items will be repositioned, made safe or removed by the owner at the request of the PC. Failure to comply will result in the PC removing the items and charging the owner appropriately.
9. Dates for storage will be set in conjunction with the owner, and these will be adhered to by the owner.
10. Owners are solely responsible for the costs of bringing items to and from the Ground.
11. Items will be stored at the owners' risk, responsibility and liability.

Disclaimer

1. Items left on the Ground, with or without the permission of the PC, are the sole responsibility of the owner. The PC 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 PC.
2. The PC 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 PC as soon as possible and definitely before the commencement of the event. The PC undertakes to make all reasonable efforts to put the matter right before the start of the event. The PC 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 PC 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 PC and the final decision notified to the Event Organiser.