FORDHAM PARISH COUNCIL

RULES OF USE AND HEALTH AND SAFETY GROUNDS MAINTENANCE POLICY FOR RECREATION GROUND

Carter Street, Fordham, CB7 5NJ

FPC Recreation Ground Rules of Use Policy
Adopted 24th April 2023
To be reviewed annually, next review April 2024

2 Small Amendments made in September 2024 –Page 4 – Casual Use – Item 11 and Page 6 – Organized Events – Bullet Point 8 – this is to reflect change in the use of Banners.

PHILOSOPHY

Gifted to the people of Fordham in 1929 by the Dunn Gardiner family for use of Sport and recreation. Fordham Parish Council consider the Recreation Ground a benefit to all parishioners and other users. The Council 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. The Council reserves 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 in the Victoria Hall and on the website.

www.fordhamparish.org.uk

PUBLIC SPACES PROTECTION ORDER

Fordham Parish Council's public open spaces are subject to the District Council Public Spaces Protection Order and as such, members of the public may be fined for not removing dog waste, allowing dogs to enter fenced play areas or not putting their dog on a lead when requested to by an enforcement officer.

Terminology

In this document the following terms will be used:

'The Council' means Fordham Parish Council

'Ground' means Fordham Recreation Ground

'Casual activity' is any activity not requiring the permission of the Council 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 Council 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.

General Principles

CASUAL USE

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, enclosed sports 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 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 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 are permitted within the play area
    - No glass or alcohol should be taken into the play area
    - Users are required to ensure no litter is left inside the play area
    - Users are required to consider neighbouring residents
    - Any dangerous misuse of, or damage to, the equipment should be reported to the Clerk or any Councillor.
5. 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 must be deposited in any of the bins located around the Ground. There are five specific dog waste bins at various locations, including one at each entrance/exit to the Ground and five additional dual waste bins that can also be used.
6. Users travelling to the Ground by car should park within the car park area. 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 5 mph.
7. Users are required to take litter home with them or put it in the litter bins provided.
8. No structure, marquee, tent or similar may be erected without the permission of the Council. Temporary open sided/open fronted gazebos may be erected without permission (except in the children's play area) but must be dismantled on the day and not remain overnight.

9. 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.
10. The 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.
11. The recreation ground falls within a Conservation Area and no permanent advertising banners will be allowed on the railing surrounding the Millenium Garden or Memorial Garden.

Limitations of Use

The Ground shall not be used, without specific written permission from the Council, 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 existing users and 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 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 AND EQUIPMENT MAINTENANCE

1. The Council and their employees/contractors 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 Council shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.
3. The Council shall undertake at least monthly inspections by a member of the Council, of all equipment contained within the Ground, and within 24 hours of a reported fault. All inspections will be recorded, any defects will be reported, and details held on file for a minimum of 3 years.
4. The Council shall appoint a RoSPA inspection agent to carry out an annual inspection.
5. The Council may, at times, be required to prevent any activity taking place that would be detrimental to the users or ongoing use and maintenance of the ground. If the Council need to suspend use for any reason, the users will be notified accordingly.

ORGANISED EVENTS

Applications for Use

- An initial Application for Use of the Ground should be made in the first instance.
- A detailed Application for Use must be submitted a minimum of eight weeks before use. Both Application forms are available from the Clerk. A request made with less than eight weeks' notice may be refused on grounds of insufficient notification.
- Such applications will be placed in front of the Council at the next Full Council meeting. The Council reserves the right to make any further enquiries before granting or refusing the application.
- The Council will advise the applicant in writing of its decision through the Executive Officer/Clerk at the earliest opportunity.
- 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 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.
- No charge may be made for entry to the Ground without prior permission of the Council.
- Ongoing event applications from For Profit/Commercial organisations (such as a business using space on the recreation ground) will be subject to a hire charge. This currently stands at £10.00 an hour and is reviewed annually. Applications will need to be made in writing to the Clerk and approved at full council.
- No advertising Banners will be permitted on the railings or recreation ground without permission of the Council.

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 their event.

- The Council 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.
- A Risk Assessment must be carried out in writing and given to the Council before the event.
- It is strongly advised that a First Aider be in attendance with means to call the Emergency Services.
- 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.
- 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.
- The running of events is the responsibility of the Event Organiser who shall ensure that they are adequately supervised.
- 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 Council. 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.

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 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.
- No vehicles are allowed onto the grass without permission from the Council.
- 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.
- 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 at all times whilst lit or hot.
- The lighting of bonfires, beacons or use of fireworks and Sky Lanterns is forbidden at all times.

- 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 and sports areas and football pitch.
- As far as is practicable, the Event Organiser/Users will return the Ground in the state in which it commenced use.
- Provision must be 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 affected. Any damage and/or repair must be reported to the Clerk.
- Parking for the event shall 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.
- All Event Organisers/Users shall ensure that all Health and Safety precautions as listed in this document are adhered to.

Temporary Storage

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

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

Disclaimer

- Items left on the Ground, with or without the permission of the Council, are the sole responsibility of the owner. The 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 Council.
- The Council shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.
- Should an Event Organiser have a query concerning the maintenance of the Ground before an event, it must be advised to the Council as soon as possible and definitely before the commencement of the event. The Council undertakes to make all reasonable efforts to put the matter right before the start of the event. The Council reserves the right to charge maintenance/work required to the Ground as a result of special event application.

Sanctions

- Any failure to observe any of the above considerations shall incur the loss of deposit or part thereof in order to make good any repairs and/or any other sanction that the Council may impose, including possible redress under law.
- Any such sanction shall be reasonable, fair and proportionate.
- Such sanction shall be notified to the event organiser as soon as possible after the event and he/she shall be entitled to put forward an explanation before sanctions are carried out. Such sanctions and explanation shall be considered by the Council and the final decision notified to the Event Organiser.

SPORTS AND EXERCISE CLUBS

- Specific agreement to use the Ground for football/crickets/exercise classes etc for training and use of the pavilion, may be granted to a Club/Organisation by the Parish Council following receipt of an Application.
- The rules defined above for organised events shall apply to the use of the Ground by a Club or business.
- Intensive use of the Ground for a tournament shall be treated as an organised event and subject to a separate Application from a Club.
- In general, and so as to preserve the playing surfaces, games and training will be restricted to the sports season. In winter, when the ground surface is wet/muddy, Clubs/classes will be expected to use the all-weather surface.
- Use of the pitches and grounds will be subject to Pitch Fees or an hourly rate set annually by the Parish Council.

- Line markings on the pitches will be agreed by the Parish Council, pitch requirement having been provided to the Clerk at the start of each season.
- Storage of items in or outside the pavilion by a Club will be subject to space being available and by agreement with the Parish Council.
- The Parish Council Grounds staff will have the final say on whether the pitches are suitable to play on.
- The Pavilion will be left clean and in order.
- The general public may use the Grounds and car park but not the pitches when a Club is authorised to use them.