



BURTON & WINKTON PARISH COUNCIL

OPEN SPACES CASUAL USE & EVENTS POLICY

Burton & Winkton Parish Council consider Martins Hill Recreation Ground, Burton Village Green and Burton Community Centre as a benefit to all parishioners and other users. The Parish Council is committed to ensuring these open spaces and facility remain open for the enjoyment of pastimes by parishioners and will not wilfully obstruct, deny or prevent such enjoyment unreasonably. The Parish Council reserves the right to act as it sees fit to preserve enjoyment of these open spaces and facility for the majority of the parishioners. The Parish Council is 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 and on the website.

This policy document has been compiled to regularise activities on public open spaces owned and/or managed by the Parish Council that may cause health and safety risk to users and identify those activities that require permission or are prohibited.

This document supports the Parish Council's commitment to encourage everyone to walk and cycle and use the variety of open spaces available to local residents within the Parish.

Outdoor Exercise Classes

The Parish Council will permit upon application, free of charge, across all appropriate open spaces, commercial and free to attend classes of either physical activity or mindfulness. Maximum attendance 20 persons. Organizers are responsible for their participants and must have, and provide copies of, adequate public liability insurance for their specific activity. No loud music will be allowed, and organizers must ensure that they do not obstruct any pathways or other activities, or cause nuisance to other users and residents nor encroach onto marked sports pitches or interfere with organized sports taking place.

BBQs, Camp Fires and Fireworks

BBQs and Fireworks will only be allowed in conjunction with a fully permissioned organized and risk assessed event.

At all other times the Parish Council prohibits the use of BBQs, camp fires and fireworks across all open space areas. Disposable barbeques and naked flames are a fire hazard, charcoal barbeques add to global warming and the littering associated with BBQs and camp fires adds to the littering problems. Fireworks are dangerous and are also a fire hazard.

Sky Lanterns

The Parish Council discourages the use of Sky Lanterns (Chinese lanterns) from its open spaces due to the risk to farm animals and wildlife through ingesting the wires in the spent lantern frame, the risk to aircraft through distraction of pilots and the risk of fire from the lanterns landing on property (eg. thatched roofs), crops or areas of heath or bracken.

Alcohol Consumption Public Spaces Protection Order

All open spaces within the parish are subject to the BCP Alcohol Consumption Public Spaces Protection Order, introduced to combat alcohol related anti social behaviour including underage drinking. This BCP PSPO makes it an offence to fail to comply with a request by an authorised officer to cease drinking or surrender alcohol in the controlled drinking area. Failure to comply could lead to a fine or prosecution

Burton & Winkton Parish Council reserve the right to alter this policy at any time and/or to prohibit any individual, business or organization from using the Parish Council's public open spaces if they violate any of the terms of this policy.



BURTON & WINKTON PARISH COUNCIL

CASUAL USE OF OPEN SPACES

General Principles

1. All Users will make every effort to respect the Ground and surrounding area, including: trees, hedgerow, paths, buildings, furniture, the play area and sports 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. Formalized games are permitted with the specific permission of the Parish Council.
4. The enclosed play area with Martins Hill Recreation Ground is designed for the use of children under the age of 10 years. The area is intended to provide a safe space young families and for use by babies, toddlers and young children between the ages of 6 months & 10 years old.

With regard to this area the following should be noted

- All children must be accompanied and supervised by a parent or appropriate adult at all times to ensure child safety, respectful play and proper use of the equipment
 - No dogs are permitted within the play area
 - No smoking within the play area
 - No glass or alcohol should be taken into the play area
 - Users are requested to ensure no litter is left inside the play area
 - Users are requested to consider neighbouring residents
 - Any dangerous misuse of, or damage to, the equipment should be reported to the Clerk or any Parish 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 formalized 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 two specific dog waste bins located on the recreation ground at each gated entrance; two dual waste bins on Burton Village Green and one specific dog waste bin to the side of Burton Community Centre.
 6. Access to designated car parking is restricted to Tenants and Hirers. Cars are parked at owners' risk. No overnight parking is permitted within Martins Hill Recreation Ground.
 7. Users are requested 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 Parish 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. 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.



BURTON & WINKTON PARISH COUNCIL

Limitations of Use

10. The Ground shall not be used, without specific written permission from the Parish 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
- Bonfires and / or firework displays
- Horse riding or driving
- Shooting or archery, unless part of an organized club event
- Overnight parking and camping
- Organized 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 & Safety

11. No User shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by. The Parish Council will endeavour to keep the Ground in a state fit for use by regular inspection.
12. The User undertakes to ensure that the Ground is in a safe state for casual users when he/she leaves the area.
13. 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 Parish Councillor as soon as possible.
14. 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

15. The Parish Council 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.
16. The Parish Council shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.
17. The Parish Council shall undertake regular visual inspections of all equipment contained within the Ground. All inspections will be recorded, any defects will be reported, and actioned as necessary.
18. The Parish Council shall appoint a RPII inspection agent to carry out an annual inspection of play equipment within the playground area.
19. The Parish 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 Parish Council need to suspend use for any reason, the users will be notified accordingly



BURTON & WINKTON PARISH COUNCIL

ORGANIZED EVENTS

Applications for Use

20. All applications shall be in writing and shall state the precise purpose for which the land is required. Completed application forms to be sent the Clerk, burton@dorset-aptc.gov.uk, or delivered to
Burton & Winkton Parish Council,
Burton Community Centre, Sandy Plot, Burton, Dorset, BH23 7NH
21. Applications must be submitted a minimum of eight weeks before use. Application forms are available from the Clerk. A request made with less than eight weeks' notice may be refused on grounds of insufficient notification.
22. Applications cannot be considered from persons under 18 years of age or if made otherwise than on the Application form
23. Such applications will be placed in front of the Parish Council at the next Full Council meeting. The Parish Council reserves the right to make any further enquiries before granting or refusing the application.
24. The Council will advise the applicant in writing of its decision through the Clerk at the earliest opportunity.
25. 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 Organizer has complied with all the obligations herein and no loss and/or damage has been occasioned as a result of the event.
26. No charge may be made for entry to the Ground without prior permission of the Parish Council.
27. Event applications from For Profit/Commercial organizations will be subject to a hire charge.

Permitted Use

28. The land shall not be used for any purpose other than that stated in the Hirer's application form. Such use shall be subject to any special conditions in the written notice of acceptance. The land shall not be sub-let by the Hirer without the written permission of the Clerk whose consent may be given subject to any conditions he may see fit to impose.

Event Organizer/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 organizers are responsible for the Public Liability of all matters connected with their event.

29. The Parish Council strongly advises the Event Organizer/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.
30. A Risk Assessment must be carried out in writing and given to the Parish Council before the event.
31. It is strongly advised that a First Aider be in attendance with means to call the Emergency Services.
32. 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 recognizable to other Users/members of the public should they wish advice/to complain on the day.



BURTON & WINKTON PARISH COUNCIL

33. The Event Organizer must obtain the necessary public entertainment or liquor licence as may be required and have stewards, where indicated, as a term of the licence.
34. The Event Organizer must liaise with the Executive Committee of the local scout group should they wish to use the scout hut for electrical supply, water and toilet facilities. The Council does not accept any responsibility for the use of the scout's facilities.
35. The running of events is the responsibility of the Event Organizer who shall ensure that they are adequately supervised.
36. 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 Parish Council. Bouncy Castles and other similar inflatables 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.
37. Should the event involve stallholders:
 - Each stallholder must provide their names and addresses to the Event Organizer who will retain a list. This list will be produced to the Parish Council on demand.
 - The Event Organizer 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.
38. No vehicles are allowed onto the grass without permission from the Parish Council.
39. The Event Organizers must ensure that the access road, gateways and drop posts are kept clear such that Emergency Vehicles have unrestricted access at all times.
40. If there is an organized BBQ, then it must be sited in an position away from tree canopy, 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. The location of such BBQ must be approved by the Parish Council.
41. The lighting of bonfires, beacons or use of fireworks and Sky Lanterns is forbidden at all times.
42. The Ground is the responsibility of the Event Organizer/Users throughout the event and every care should be taken to ensure that no damage is done to any part of it including: trees, hedgerow, paths, buildings, furniture, the play and sports pitch.
43. As far as is practicable, the Event Organizer/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 Parish 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 Clerk.
44. 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 Organizer/Users must ensure unrestricted access for Emergency Vehicles at all times to neighbouring roads.
45. The Hirer shall be responsible for the conduct of all patrons and take all reasonable steps to ensure the good order and conduct of all persons entering the land for the purposes of the event.
46. Free and unhindered access shall be permitted to all members of the public who wish to use the land.
47. All Event Organizers/Users shall ensure that all Health and Safety precautions as listed in this document are adhered to.



BURTON & WINKTON PARISH COUNCIL

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.

48. Prior permission must be gained from the Parish Council for storage of such items by the Event Organizer. Application shall be made in writing to the Clerk in order that the Parish Council may authorize. No item may be stored until authorization has been given.
49. The Parish Council will not allow the storage of inappropriate items, nor will it allow items to be stored anonymously. The Event Organizer must hold the owner's contact name, address and telephone number for any items stored.
50. All items stored must be covered for Public Liability by the owner or Event Organizer.
51. 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.
52. Items will be repositioned, made safe or removed by the owner at the request of the Parish Council. Failure to comply shall result in the Council removing the items and charging the owner appropriately.
53. Dates for storage shall be set in conjunction with the owner, and these will be adhered to by the owner.
54. Owners are solely responsible for the costs of bringing items to and from the Ground.
55. Items shall be stored at the owners' risk, responsibility and liability.

Disclaimer

56. 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.
57. The Parish Council shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.
58. Should an Event Organizer 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
59. 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 Parish Council may impose, including possible redress under law.
60. Any such sanction shall be reasonable, fair and proportionate.
61. Such sanction shall be notified to the event organizer 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 Parish Council and the final decision notified to the Event Organizer.