

## TOLLER PORCORUM PARISH COUNCIL

### RECREATION GROUND POLICY

Toller Porcorum Parish Council (TPPC) is the freehold owner of the Recreation Ground and manages it for the benefit of Parishioners. Please treat the area with respect and refrain from causing any damage to trees, paths, noticeboard, gates & fences, benches and seats and the play area.

#### 1. General rules

- Vehicles cannot be parked in the recreation ground or on the access road. Car Parking is available close by in the village hall car park where a donation is requested. Access into the Recreation Ground must not be impeded as it is used as an emergency landing site for the Air Ambulance and maybe be required at any time.
- Please take litter home with you.
- TPPC reserves the right to disallow casual use of any area of the Ground temporarily (e.g., for organised events or maintenance works). It will act reasonably in exercising this right.

#### 2. Things we don't allow.

The following are not allowed anywhere on the Recreation Ground:

- Dogs are not permitted anywhere on the Rec (except guide dogs). Please respect this.
- Driving any motorised vehicle inc. Cars\*, Vans\*, Motorbikes, Mini Motos, Quad bikes
- Playing or practicing Golf.
- Flying powered model aircraft of any kind (including "drones")
- Bonfires\*, barbecues\*, firework displays\*, Chinese Lanterns.
- Horse riding\*
- Shooting or archery
- Erecting Marquees\*, tents\*
- Overnight camping.

In respect of those activities marked with \* above, there may be individual exceptions made by TPPC for organised individual events, see below.

#### 3. Staying safe

- No User shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.
- TPPC will do it's best to ensure that the Recreation Ground is well kept and fit for use, by carrying out regular inspections and maintenance when required.
- If you see a hazard or danger, please avoid it, and report it to the Parish Clerk.
- No glass or alcohol is taken into the Recreation Ground\*.

4. Children's Play Areas The play area is designed for the use of children up to age of 13. In the space occupied by the play equipment please ensure:

- Younger children are always supervised by an adult.
- Any dangerous, damaged or misuse of the equipment should be reported immediately by speaking to the Parish Clerk or any Councillor.

5. Organised events

(a) Applications for Use of the Ground should be made to the Parish Clerk as far in advance as possible using the booking form on the Parish Website [www.tollerporcorumparish.org](http://www.tollerporcorumparish.org)

(b) A request made with less than four weeks' notice may be refused on grounds of insufficient notification.

(c) Most events can be agreed by the Clerk or Chair. However please see application form for events that need to be discussed and agreed at the next formal Toller Porcorum Parish Council meeting

(d) The PC will advise the applicant via email of its decision through the Parish Clerk at the earliest opportunity. Until that stage the booking is not yet confirmed.

(e) Local Groups/Clubs/Charities wishing to use the Rec at short notice for group of less than 30 may do so, if not already booked by another group, and not displacing any other casual users already present. If doing so they must follow sensibly the relevant guidance in this policy.

(f) No charge may be made for entry to the Recreation Ground without prior permission of TPPC.

(g) Event applications from For Profit/Commercial organisations will be considered at an TPPC meeting and may be subject to a hire charge.

(h) The Recreation Ground is usually not made available as a stand-alone venue for private functions. However, permission maybe granted for its use for events also using the village hall. (i) Events must have finished by 2100hrs and the site cleared by 2130hrs.

8. Organised events – organiser responsibilities

(a) Organisers are responsible for the Public Liability of all matters connected with their event.

(b) TPPC requires Event Organiser and any third parties to have Public Liability insurance, Special Events Liability Insurance, or other appropriate cover.

(c) A Risk Assessment must be carried out in advance.

(d) It is strongly advised that a First Aider be in attendance. There is a defibrillator on the external wall of the Village Hall – the code is displayed.

(e) At least one named person must be present for the entire duration of the event, with their 3 names and contact details notified on the Application form. It is recommended that this person is clearly recognisable to other users/members of the public.

(f) The Event Organisers must ensure that the vehicle access point onto the Recreation Ground is kept clear so that Emergency Vehicles always have unrestricted access.

(g) The Event Organiser will return the Ground in good order, ensuring that:

- all litter is removed immediately after the event - do not use the bins at the Rec.
- any damage to the Recreation Ground is made good or paid for and reported to the Parish Clerk.

(h) Language & Behaviour – The Recreation Ground is intended to be available for all Parishioners and has play equipment for a variety of age groups. Inappropriate language and/or Behaviour by any booking user group or their guests is not acceptable. Complaints about Language & Behaviour or noise nuisance received will be discussed at the next Parish Council – see sanctions below.

## 9. Sanctions

- Failure to observe any of the above considerations, or complaints received will be discussed at a subsequent TPPC meeting. The event applicant or individual user will be notified as soon as possible, and invited to attend this meeting, or send a delegate. If not attending the meeting the applicant/user is encouraged to put forward an explanation or any mitigation in writing so that this can be considered. Options available to TPPC include (but not exclusively) Written Warnings or complete exclusion irrespective of future bookings or any forward agreements or payments.

Adopted 13<sup>th</sup> March 2024