



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

USAGE AND HIRE OF RECREATION GROUND AND MEETING ROOMS POLICY

Cantley with Branton Parish Council owns and maintains the recreation ground at Kilham Lane for the benefit of the residents of the community and members of the public who wish to use its facilities. It is committed to ensuring that it shall remain an open space for the enjoyment of pastimes by the public and will not wilfully obstruct, deny or prevent such enjoyment unreasonably but does reserve the right to act if it sees fit for the benefit of its continued use for the intended purpose.

The parish council welcomes feedback from residents either at parish council meetings or through written communication on improvements and maintenance in order to ensure the best possible use is made of the facility.

Usage of the recreation ground will normally be defined as either casual or organised usage:

- Casual usage relates to usage by members of the public for general day to day use of the area for recreation, including the use of the outdoor equipment, use of the perimeter path for walking, jogging and cycling. All usage will be in accordance with the general rules.
- Organised usage means where specific activity is to be undertaken for a specific period of time by a group of people that constitutes more than a family group. Such usage requires permission in accordance with this policy document.

1) General Rules for Usage of the Recreation Ground:

Casual activities require no specific permission other than adherence to the general rules. Activities permitted include ball games other than golf, picnics, children's games and informal gatherings of no more than 20 people.

Organised usage can only take place if specific written permission has been received from the parish council.

The recreation ground is only available during daylight hours and the following activities are strictly prohibited:

- Riding of motor cycles
- Lighting of fires and barbecues
- Flying model aircraft/drones
- Horse riding
- Shooting or archery

All users should respect the facilities and provisions made available, considering neighbouring properties and keeping the ground free from litter and any dangerous hazards.

No dogs are permitted anywhere within the boundary of the recreation ground.

The enclosed children's play area is designated for children under the age of 11 and children under 8 should be supervised by a responsible adult.

No items other than personal belongings should be taken onto the enclosed children's play area.

Any damage or dangerous hazard should be reported as soon as practicably possible to the parish council to the parish council email address: cwbpc@outlook.com

Parking in the designated car park is permitted for casual usage but only when there are no organised events at Kilham Hall Community Centre or Kilham Hall Meeting Rooms unless specific permission has been granted.

No structures including tents, marquees, gazebos, barbecues or bouncy castles/inflatable activities may be erected without the specific permission of the parish council.

Vehicular access to the field is only allowed with express permission from the parish council.

2) Hire of Recreation Ground for Organised Events

The parish council will consider requests for the hire of the recreation ground for individual celebration or fund raising events for more than twenty people either in conjunction with the hire of Kilham Hall Community Centre/Meeting Rooms or a separate hire in accordance with this policy provided that a minimum of four week's notice is given.

The applicant is responsible for ensuring that the recreation field is suitable for the activities to be undertaken and should carry out an inspection of the area at the time of the application and prior to activities commencing to ensure no safety hazards exists. If it is intended to erect any structures e.g. bouncy castles details of public liability insurance must be provided along with details of the supplier at least fourteen days prior to the event and indemnify the parish council against all actions costs, claims, expenses and demands in connection with event.

All legislation relating to health & safety, food hygiene and fire regulations and provision of licences must be adhered to.

For ongoing organised events e.g. fitness classes a written request must be made at least six weeks prior to the activity commencing giving specific details of the activities to be undertaken and providing a copy of public liability insurance at least fourteen days prior to the hire commencing. Any group that involves children under the age of

18 that are not supervised by parents will be required to provide details of a current Disclosure and Barring Service (DBS) check.

Applications from profit/commercial organisations may be subject to a hire charge although the parish council may choose to waive this if the activity is deemed beneficial to the health and wellbeing of users.

3) Hire of Kilham Hall Meeting Rooms

The meeting rooms may be hired for small groups to meet either on an individual or regular basis e.g. local WI and football team committees or to provide services to the community e.g. NHS health checks or for usage by commercial organisations. The rooms may also be hired in conjunction with the recreation ground for storage and toilet facilities if Kilham Hall is not available or required.

Applications must be made to the Kilham Hall Booking Clerk telephone number 07856221470 who will advise of the availability in liaison with the parish council.

The cost of hire is as follows:

- Public services providing services to residents: Normally no charge.
- Local not-for-profit groups : £5 per hour
- Commercial events : £10 per hour

4) Disclaimer

Items left on the recreation ground with or without the permission of the parish council are the sole responsibility of the owner and the parish council is not responsible for any damage caused to or by the items. Any third party using or tampering with the items without authority does so at their own risk.

Dated: August 2021

Approved by the Parish Council: 1st September 2021

Review date: August 2022