

OAKINGTON & WESTWICK PARISH COUNCIL

OAKINGTON RECREATION GROUND

RULES OF USE

For Casual Users and Organised Events

June 2019

PHILOSOPHY

The 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 for the preservation of the Ground for the majority of the parishioners.

The Parish Council is open to suggestions, comment 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.

Terminology

In this document the following terms will be used:

‘PC’ means Oakington & Westwick Parish Council

‘Ground’ means the Oakington Recreation Ground

‘Casual activity’ is any activity not requiring the permission of the PC as defined elsewhere and not involving more than 40 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 40 people on the Ground.

‘Event User’ is any person who uses the Ground at an organised event.

‘Club’ means any Football Club with an agreement to use pitches on the Ground

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 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 (BBQ restrictions apply)
 - Children's games
 - Informal gatherings of no more than 40 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 younger children. With regard to this area the following should be noted
 - Small children should be supervised by an adult at all times
 - No dogs or bicycles 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 within the play area
 - Users are requested to consider neighbouring residents
 - Any dangerous, damaged or misuse of the equipment should be reported immediately by speaking to the Parish Clerk or any Councillor.
5. Dog walking is permitted along the permissive footpath between the Cemetery and Multi-use Games Area (MUGA) and in the orchard area only. Dogs (apart from assistance dogs on leads) are not permitted on the Ground, Play Area or Cemetery. 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 the dog waste bins provided.
6. Users travelling to the Ground by car should park within the designated bays in the car park. Cars are parked at the owners' risk. No overnight parking is permitted.
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 PC. Temporary open sided/open fronted gazebos may be erected without permission but must be dismantled on the day and not remain overnight. (Rule 8 in respect of Bouncy Castles also applies to Casual Use)
9. The use of the Ground for informal casual use is permitted only in so far as the use complies with relevant laws of the land applicable at the time.
10. 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

The Ground shall not be used for the following purposes:

- Motor car or motorcycle rallies or the riding of motorcycles
- Golf practice of any kind
- Ground based fires or barbecues *
- Flying of powered model aircraft of any kind
- Horse riding
- Shooting or archery
- Overnight parking and camping without permission
- Organised Events over 40 persons without permission

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

* Raised barbecues must be at least half a metre above the ground and must not be sited where they might cause a danger or nuisance to other people. In particular they are not permitted on the football pitches, any tarmac area, the children's play area or within 6 metres of fences, trees and bushes.

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.

GROUND MAINTENANCE

1. The PC shall be responsible for the general maintenance of the Ground to include mowing, cutting back and general repairs. It shall engage whatever contractor it determines to perform this.
2. The PC shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.

ORGANISED EVENTS

Applications for Use

1. An initial Application for Use of the Ground should be made in the first instance by contacting the Clerk.
2. A detailed Application for Use must be submitted a minimum of eight weeks before use. 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. Following consultation with either the Chair or Vice-chair, the Clerk will advise the applicant in writing of the decision at the earliest opportunity. Applications that, in the Clerk's opinion, may be contentious 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 an application.
4. 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 Organiser has complied with all the obligations herein and no loss and/or damage has been occasioned as a result of the event.
5. No charge may be made for entry to the Recreation Ground without prior permission of the Council.
6. Event applications from For Profit/Commercial organisations may be subject to a hire charge.

Event Organiser/User Responsibilities

The Parish Council only holds Public Liability insurance for the Recreation Ground land and casual use by the public. Organisers are responsible for the Public Liability of all matters connected with the event.

1. The Parish 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.
2. A Risk Assessment must be carried out in writing and given to the Parish Council Clerk no later than 14 days 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 Oakington & Westwick Sports Pavilion Management Committee regarding the use of electrical supply, water and the opening and cleaning of the pavilion toilets.
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 Parish 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.

9. Should the event involve stallholders:
 - they 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 Parish Council.
11. If there is a 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.
12. The lighting of bonfires, beacons or use of fireworks and Chinese lanterns is forbidden at all times, except for a fireworks night event fire by prior arrangement. (Special conditions will apply to these events. Details are available from the Clerk)
13. 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 area and football pitches,
14. 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:
 - all litter and detritus is removed away from the Ground immediately after the event. It is not permitted to place any collection of litter in the 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.
15. Parking for the event should be controlled and marshalled. The Event Organiser/Users must ensure unrestricted access for Emergency Vehicles at all times to neighbouring roads.
16. All Event Organisers/Users will ensure that all Health and Safety precautions as listed in this document are adhered to.

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.

FOOTBALL CLUBS

1. Specific agreement to use the Ground for football pitches, may be granted to a Club by the PC following receipt of an Application.
2. The rules defined above for organised events shall apply to the use of the Ground by a Club.
3. Intensive use of the Ground for a tournament shall be treated as an organised event and subject to a separate Application from a Club.
4. In general, and so as to preserve the playing surfaces, and to respect the residents in houses next to the Ground, a maximum of fifty football matches shall be played on the Ground per season, on a Saturday, Sunday morning and on occasional evenings but not to exceed two per week. In addition, training sessions are permitted one evening per week per team.
In winter, when the ground surface is wet/muddy, Clubs will be expected to train elsewhere.
5. Use of the pitches from Clubs from outside of the parish will be subject to Pitch Fees, set annually by the PC.
6. Line markings on the pitches will be organised by the Club using the pitch.
7. Storage of items in or outside the pavilion by a Club will be subject to space being available and by agreement with the PC.
8. The PC Clerk will have the final say on whether the pitches are suitable to play on.
9. The general public may use the Ground and car park but not the pitch and playing areas when a Club is authorised to use them.

Oakington & Westwick Parish Council
4 Meadow Farm Close
Oakington
Cambridge
CB24 3AS
Clerk: Laura Lawrence
Tel: 0122323298
Email: oakingtonpc@btinternet.com

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