



## Hire of Public Open Spaces

Author	Amended	Adopted	Minute ref	Summary of amendments
Rob Williams		<b>May 2023</b>	P&F 009/23	➤ New Policy
Claire Newton	<b>June 2024</b>			➤ Update to committee names
Ross Gurney	<b>June 2025</b>	<b>June 2025</b>	<b>A&amp;E</b>	➤ Update to the Grove Road Playing Field Map. ➤ Paragraph 8. Office can give permission for area A/D committee has to consider area E/C ➤ Anax A first paragraph. Added the areas names.



1. Grove Road Playing Field attracts applications for the hire of the field to enable events, or alternately allowing commercial ventures or specialised youth training. In order to evaluate requests applications based on their merits, the following policy has been established.
2. Grove Road Playing Field has a primary use as recreation area for children of all ages. The site includes a Skate Park, a young children's enclosed play area, an area for young adult play, and a multi-use sports capability. Secondary use of the site for events such as fun fairs and community events has occurred on occasion in the past, as have specific hiring for fitness and youth club focused events.

### **APPLICATIONS FOR HIRE OF OPEN SPACES**

3. The Council has no long-standing arrangements with any organisation for use of the site. Any approaches from entities requesting use of the site would be considered provided there was no conflict with the primary role of the site (a playing field for the youth of Tiptree).
4. Requests for events such as fun fairs, circuses, festivals, fetes or community events will be considered on their merits. The Council will take into account: past practice and traditional uses; potential to cause a nuisance to surrounding properties; potential for traffic congestion; potential to cause damage to sites; community benefits; charitable purposes (if any). It is important to note that due to the primary role of the park, **DOGS WILL NOT BE ALLOWED ON THE SITE.**
5. Hire charges will be as set out in the Council scale of charges (Annex B), unless varied by a decision of the Full Parish Council. Hirers may also be required to place a returnable deposit with the Parish Council to cover any costs resulting from their hire. All hirers will be responsible for vacating the site promptly at the end of their period of hire and for removing all publicity from public sight.
6. All hirers will be responsible for ensuring that they have obtained any necessary license required for their event. Hirers are entirely responsible for all regulatory or legal compliance. Hirers are solely responsible for ensuring that the Council's land is suitable and safe for the purpose of the event to be held.
7. Bye Laws: The council have specific byelaws in place for the site, and it is imperative the hirers (and their clients) comply fully with the byelaws.
8. Applications for area A and D need permission from the Parish Office and area B and C will need to be considered by the Council's Amenities and Environment Committee which meets on the second Tuesday of the month. In order for requests to be placed



on the agenda for consideration, they must be lodged with the Parish Council by close of business on the 1st Monday of the month. It is vital that any request for hire include a statement on how they will avoid the main areas of play, and thus avoid conflict with children at play within the Playing Field.

9. Drones: The use of the site for the flying of drones is not permitted.
10. All applications for hire of an area within the site should follow the guidance at the Annex A: "Guidance for Hiring of Grove Road Playing Field"

Grove Road Playing Field – areas where hire may be Considered:





## **Annex A:**

### **Guidance for hiring of Grove Road Playing Field**

All applicants for hire of Recreation Grounds Area's A, B, C and D are owned by Tiptree Parish Council and advised that areas A, B, C and D requests for hire will need to be consistent with the Council's POLICY FOR HIRE OF PUBLIC OPEN SPACES.

The following information MUST be supplied to the Council:

#### **Contact Details of Organiser:**

- to include the name of the club, firm, or organisation,
- name of main contact with address, email, and telephone.

**Confirmation** that the organiser has read, understood, and will comply with the Council's "POLICY FOR HIRE OF PUBLIC OPEN SPACES".

#### **Event Details:**

- Location for event (within the playing field, either Area A, B, C or D).
- Specify how the selected area and associated activities will not cause conflict with children at play.
- date and times.
- site plan.
- name of event.
- details of proposed activities.
- estimated maximum number of persons attending.
- arrangements for parking,
- sanitation.
- Stewarding.
- power, water and litter clean-up.
- is the purpose of the event commercial, charitable/ for a good cause, a community event.

**Insurance:** Confirmation of a minimum of £5 million public liability insurance including cover for damage to property and land owned by the Council. There should be a £150 maximum excess for damage to property and land owned by the Council. (Copy of insurance certificate and policy to be sent to Council at least a week before the event.)

**Risk assessment:** A copy of the risk assessment to be sent to the Council at least a week before the event.



## Annex B:

### SCALE OF CHARGES FOR HIRE OF GROVE ROAD PLAYING FIELDS:

<b><u>TYPE OF ORGANISATION</u></b>	<b><u>DAY OF WEEK</u></b>	<b><u>TIME OF DAY</u></b>	<b><u>CHARGE PER HOUR</u></b>
Commercial entity	Monday- Friday	9am to 5pm	£15
Charitable	Monday- Friday	9am to 5pm	£10
Commercial entity	Sat - Sun	9am to 5pm	£20
Charitable	Sat - Sun	9am to 5pm	£12
Commercial entity	Monday- Friday	5pm to sunset, before gate closure	£20
Charitable	Monday- Friday	5pm to sunset, before gate closure	£12
Commercial entity	Sat - Sun	5pm to sunset, before gate closure	£25
Charitable	Sat - Sun	5pm to sunset, before gate closure	£15