

WATERBEACH PARISH COUNCIL

RECREATION GROUND, GREEN, GAULT AND OTHER GREEN OPEN SPACES

Waterbeach Recreation Ground, Green and Gault is a space provided for the benefit of all parishioners. All events shall take due regard of the needs of the public to have access. Waterbeach Parish Council (WPC) as owners of the land act on behalf of the villagers to ensure the use and management of the Recreation Ground, Green, Gault and other green open spaces to their benefit.

Applications for Use

1. Events include singular planned activities, both sporting and social, and activities with schedules such as sports clubs fixtures. All events that include use of the sports pavilion must be booked by emailing the clerk via council@waterbeach.org.uk
2. An initial enquiry for use of the Recreation Ground should be made to the Parish Clerk via council@waterbeach.org.uk
3. A detailed application for use should be submitted a minimum of eight weeks before use. A request made with less than eight weeks' notice may be refused on grounds of insufficient notification.
4. Such applications will be placed in front of WPC at the next council meeting. WPC reserves the right to make any further enquiries before granting or refusing the application.
5. WPC will advise the applicant in writing of its decision through the Parish Clerk at the earliest opportunity.
6. 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 Organiser has complied with all the obligations herein and no loss and/or damage has been occasioned as a result of the event.
7. Applications from commercial ventures will be subject to a hire charge.
8. Applications from fundraising/not for profit activities may be subject to a hire charge.
9. Applications from Sporting clubs will be subject to pitch fees agreed with the club.

General Rules

1. Casual Activities as defined and specified wherein require no specific permission from WPC, only adherence to these general rules.
2. Organised Activities are only permitted to take place if specific written permission is received from WPC.
3. All Users will make every effort to respect the Recreation Ground, Green, Gault and the equipment and structures therein, and its environs.
4. The Play Areas are designed for use by children up to 12 years of age. With regard to these areas the following should be noted:
 - Small children should be supervised by an adult at all times ;
 - No dogs are permitted within the Play Areas;
 - No glass or alcohol should be taken into the Play Areas;
 - Consideration of neighbouring residents should be given at all times;
 - Any dangerous, damaged or misuse of the equipment should be reported immediately to council@waterbeach.org.uk (Tel 01223 441338).

5. Dogs must be kept under control at all times. Dog faeces must be collected by the owner immediately and may be deposited in the dog waste bins provided or taken home.
6. Cars should park within the designated bays in the car park. Cars are parked at the Users risk.
7. Users are requested to put their litter in the bins provided or take litter home with them in the event the bins are full.
8. No structure, marquee, tent or similar may be erected without prior permission.
9. Camping is prohibited, except where connected to an Organised Activity in receipt of the required permission from WPC.
10. The use of the Recreation Ground for Casual Activities is permitted only in so far as the User complies with relevant laws of the land applicable at the time.
11. WPC reserves the right to disallow Casual Activities in any area temporarily or permanently. It will act reasonably in exercising this right.
12. No metal detecting is allowed on any part of the Recreation Ground, Green, Gault or green open spaces at any time.
13. Users must not encroach on any areas closed off by means of fencing or other means

Casual Activities

Definition

Casual Activities are what may be classed as informal recreational activities, normally undertaken in a park setting. The following is a list of typical casual activities which may take place on the Recreation Ground without specific consent from WPC:

- All ball games with the strict exception of golf;
- Frisbee, kite flying and other children's games;
- Informal running, cycling, and the taking of exercise;
- Picnics (BBQ restrictions apply);
- Dog walking (not including dog training);

This list is not exhaustive and if any User wishes to query whether an activity not on the list constitutes Casual Activity they should contact WPC via the clerk by email:

council@waterbeach.org.uk

Limitations

Casual Activities exclude any activity run as a commercial venture. This includes sporting clubs where fees/subs or membership is/are paid and fundraising activities. Such activities are classified as Organised Activities and may only take place with permission from WPC (See Organised Activities below). The Recreation Ground, Green, Gault and other green open spaces shall not be used for the following purposes:

- ▪ Driving motorised vehicles (except by prior agreement with the Council);
- ▪ Golf practice of any kind;
- ▪ Bonfires or ground based barbecues;
- ▪ Fireworks or Chinese lanterns;
- ▪ Flying of powered model aircraft of any kind, including drones;
- ▪ Horse riding;
- ▪ Shooting or archery;
- ▪ Metal detecting;
- ▪ Or any activity that is illegal or overtly dangerous or offensive to other Users.

Organised Activities

Definition

Organised Activities are any event organised for the provision of entertainment, sport, sale of goods or services. This would typically include any commercial venture, organised sporting activity, or fundraising event. Typical examples would include but are not limited to:

- Car Boot Sale;
- Football, Rugby, Cricket or other Sports Club
- Music concert;
- Beer Festival;
- Country Show or Fete;
- Dog Training Classes;
- Private parties or classes of any kind.

Organiser/User Responsibilities

WPC holds Public Liability insurance for the Recreation Ground land, Green, Gault and other green open spaces and casual use by the public. Organisers are responsible for the Public Liability of all matters connected with their Organised Activity.

1. WPC strongly advise the Organiser 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 WPC before the event.
3. No charge may be made for entry to the Recreation Ground without prior permission of WPC.
4. The general public may use the Recreation Ground but not the pitch or other area authorised for use by the Organised Activity.
5. At least one Organiser 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 Organisers are clearly recognisable to other Users.
6. The Organiser(s) must obtain the necessary public entertainment or liquor licence as may be required and have stewards where indicated as a term of the licence.
7. The Organiser must liaise with the Tillage Hall regarding the use of the Tillage Hall, its services or facilities.
8. The running of events is the responsibility of the Organiser who should ensure that they are adequately supervised.
9. 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 WPC. Bouncy Castles must be hired from someone with their own Public Liability insurance or alternatively the Organiser must procure their own Public Liability insurance cover and comply with the requirements of the Public Liability, for example: height/weight restrictions, adult supervision.
10. Should the event involve stallholders:
 - a) they must provide their names and addresses to the Organiser who will retain a list. This list must be provided to WPC on demand.
 - b) the 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.
11. No vehicles are allowed onto the grass without prior permission from WPC.

12. The Organiser must ensure unrestricted access for Emergency Vehicles to and from the Recreation Ground, Green and Gault and neighbouring roads at all times.
13. 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.
14. The Organiser must take every care that no damage is done to any part of the Recreation Ground, Green and Gault including: trees, paths, buildings, fences, furniture, the Play Areas and football pitches.
15. As far as is practicable, the Organiser will return the Recreation Ground, Green and Gault in the state in which it was found, in particular to ensure that:
 - a) all litter and detritus is removed away from the Recreation Ground, Green and Gault immediately after the event. It is not permitted to place any collection of litter in the litter bins on or near the Recreation Ground; Green or Gault;
 - b) any damage to the Recreation 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.
16. Parking for the event should be controlled and marshalled. Car parking is provided in the recreation ground car park, off Cambridge Road.
17. Organisers will ensure that all Health and Safety precautions as listed in this document are adhered to.
18. The use of single use plastic at events is discouraged.

Disclaimer

1. Items left on the Recreation Ground, with or without the permission of WPC, are the sole responsibility of the owner. WPC 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 their own risk.
2. It is the responsibility of the User to check the site before the event commences to satisfy themselves that it is fit for purpose and the activity can proceed.
3. Should an Organiser have a query concerning the maintenance of the Recreation Ground, Green or Gault before an event, WPC should be advised as soon as possible and definitely before the commencement of the event. WPC undertakes to make all reasonable efforts to put the matter right before the start of the event. WPC reserves the right to charge for maintenance/ work required to the Recreation Ground, Green and Gault in order to host an Organised Activity.

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 WPC may impose, including possible redress under law.
2. Such sanction will be notified to the Organiser as soon as possible after the event. The Organiser will be entitled to put forward an explanation before any sanctions are carried out. Any explanation will be considered by WPC and the final decision notified to the Organiser.

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. WPC will endeavour to keep the Recreation Ground (and Play Areas within), Green And Gault in a state fit for use by regular inspection.
3. From time to time maintenance vehicles may be on the Recreation Ground, Green, Gault and green open spaces. Users must stay clear these vehicles and must not stay in the areas in which maintenance work is being undertake.
4. The User undertakes to leave the Recreation Ground, Green and Gault in a safe state for other Users.
5. From time to time there may be objects or materials on the Recreation Ground, Green or Gault 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 to the Clerk by email at: council@waterbeach.org.uk as soon as possible.
6. Dog walkers must be aware of other Users on the Recreation Ground and control animals in their charge. Faeces must be removed immediately to protect the health of other Users. Dog waste bins are provided on the Recreation Ground.
7. Dogs are not permitted in the children's play areas at any time unless they are registered guide or assistance dogs.

MAINTENANCE

1. WPC shall be responsible for the general maintenance of the Recreation Ground, Green, Gault and other green open spaces to include mowing, cutting back of vegetation and general repairs. This will be carried out by WPC grounds staff or hired contractors .
2. WPC shall take all reasonable measures to ensure that the Recreation Ground, Green and Gault are fit for the purpose intended.
3. Should an Organiser have a query concerning the maintenance of the Recreation Ground, Green or Gault before an event, WPC should be advised as soon as possible and definitely before the commencement of the event. WPC undertakes to make all reasonable efforts to put the matter right before the start of the event. WPC reserves the right to charge for maintenance/work required in order to host an Organised Activity.
4. WPC reserves the right to cancel an Organised Activity if the Recreation Ground, Green or Gault are unfit for the intended use.
5. WPC reserves the right to update this document as appropriate.