

WESTERLEIGH PARISH COUNCIL

NON-STANDARD USE OF PARISH PLAYING FIELDS & GREEN SPACES

This document covers all green spaces which are the property of Westerleigh Parish Council

1. Introduction

Green spaces such as Mayshill Triangle or Pansy Vale and Parish playing fields such as Newman Field or Westerleigh Playing Field are financed and maintained by Westerleigh Parish Council from money collected via SGC Council Tax and paid to the Parish Council as a precept.

The facilities are intended to provide safe, well maintained, green spaces for recreational use which are secured to minimise the risk of illegal encampments.

Football pitches and cricket pitches are for the use of local teams. The play equipment is provided and maintained for age specific children.

2. Requests for special or non-standard use

Any requests for a non-standard use of a field or green space must be made in writing (email is fine) at least 14 days before the event, and the use can only take place if permission is granted by the Parish Council.

On receipt of any request the following will be considered:

- ❖ Duration and type of activity planned
- ❖ Risk to children and adults using the space for normal activities
- ❖ Planned or expected activities on the space for the requested date.
- ❖ Risk and potential damage to the ground, or sports pitches or subsoil drainage pipes or other services.
- ❖ Condition of the ground and expected weather (For example too muddy for planned use)
- ❖ Signage & notifications required before the event or during the event
- ❖ Demarcation of a part of the space (for example roping off an area)
- ❖ Stewarding arrangements
- ❖ Organisers insurance cover (eg for Bouncy Castle or sporting event)
- ❖ Cost of using field for special request

3. Vehicular Access

Authorised vehicular access is only granted to grounds maintenance staff and others with a valid reason to drive a vehicle onto the field or green space. Any unauthorised vehicular access will be treated as trespass, or illegal parking and action may be taken. Permission for vehicular access will only be given in exceptional circumstances.

4. Cost of special use

The Parish Council reserves the right to make a charge for special use if it deems it necessary and/or may request a deposit, to be returned after the event, provided the space is left 'as it was' before the event.

The user will be required to pay for any signage, demarcation equipment or stewarding.

The users deposit, or part of it, will be used for any 'making good' of the space after the event, considered by the Parish Council to be caused by the event.

5. To apply for special use Contact the Parish Clerk by email at westerleighpc@gmail.com with the form below

Request for non-standard use of a Westerleigh Parish green space

Name, address, telephone number and email of person making the request and responsible for the event
Green space required
Description of the activity that the space will be used for including approximate numbers of people
Date and times of activity
Parish Council decision/cost/deposit required and conditions that apply. (To be returned to applicant)

The Parish Council complies with current Data Protection laws. Details can be found at <http://www.westerleighparishcouncil.org.uk/wp-content/uploads/2014/08/WPC-GDPR-General-Privacy-Notice.pdf>

This form (or the information on it) should be sent to the Parish Clerk at westerleighpc@gmail.com