



Use of the Parish Council Grounds

Version Control

Version	Date Approved	Minute Reference	Website Updated	Next Review
Ver 1	14.04.2025	205/25	07.05.2025	May 2026

This policy governs the use of the parish council estate, specifically the two leisure facilities and may only be amended or varied by resolution of the council. They should be observed in conjunction with the following:

- *Ad hoc hiring policy_Hook Meadow*
- *Hook Meadow Booking Form*

INTRODUCTION

The Parish Council owns, manages and maintains two leisure facilities within the Parish:

Hook Meadow: is accessed from Croft Lane on the Western side of the village centre.

It offers a first class area for exercise, sport and general leisure activities, including a tennis court, an enclosed and well-equipped play area for young (primary school age, ie under 12) children and an outdoor gym for older children and adults.

It also hosts Crondall Cricket Cub and Crondall Bowls Club, each retaining specialist grounds people to maintain their pitches, and jointly sharing and maintaining a Pavilion.

There is also a small pre-school area on the edge of Hook Meadow, run by a private organisation.

The car park which abuts the entrance to Hook Meadow is not the responsibility of the Parish Council: it belongs to and is managed and maintained by Crondall Village Hall.

The Recreation Ground: is accessed from Crondall Lane on the Southern edge of the village.

It contains a full sized football pitch, a changing Pavilion and a small parking area.

As well as football in season it is also currently used by a dog agility club.

References to the **Grounds** apply to both Hook Meadow and The Recreation Ground.

GENERAL PRINCIPLES

The Grounds are there for the community's reasonable enjoyment, *provided* this does not interfere with the reasonable enjoyment of others, including Grounds neighbours.

In addition to showing consideration for others at all times, users must also take care:

- not to perform, or permit the performance of, any action that may endanger the safety of others;
- not to damage, and to ensure that children for whom they are responsible do not damage, the Grounds themselves and the buildings, equipment, furniture, fences, signs, paths, trees and bushes within the Grounds;
- to take all their litter home with them or dispose of it in the bins provided.

GENERAL RESTRICTIONS

Without prior evidenced permission from the Parish Clerk (the Clerk), at the Clerk's reasonable discretion, the Grounds shall not be used for:

- Commercial activities (i.e. where fees/donations are paid to/requested by the Organiser(s))
- Organised Events (e.g. football, cricket) and events involving more than 25 people)
- Driving, riding and parking of motorised vehicles of any kind

- Golf practice of any kind
- Flying of powered model aircraft or drones of any kind
- Amplified music
- Bonfires, barbecues, firework displays
- Horse riding
- Shooting or archery
- Overnight retention of any tent, gazebo, marquee or any other structure
- any activity that is dangerous, noxious or offensive (whether to other users or to neighbours)

CASUAL USE

Activities which are not Organised Events, which comply with the General Principles and do not breach the General Restrictions do not require the Parish Council's prior consent.

Examples include ball games (except golf), picnics, children's games, dog walking, jogging and informal gatherings of no more than 25 people.

Anyone unsure of whether an activity constitutes casual use should seek prior clarification from the Clerk.

During Organised Events (which include but are not limited to cricket on Hook Meadow and football on the Recreation Ground) casual users should ensure that they do not interfere with such Events and take special care to ensure the safety of any children for whom they are responsible. The Parish Council accepts no liability for injury, loss or accident and users of the facilities do so at their own risk.

There may be times when some or all Casual Use on all or any part(s) of the Grounds is not permitted – for examples only, due to weather conditions, or maintenance/repair activities.

Within the children's play area:

- Children must be supervised by an adult at all times
- Dogs are not permitted
- Glass and alcohol are not permitted
- Dangerous, damaged or misuse of the equipment should be reported immediately to the Clerk or any Parish Councillor.

Dogs:

- Dogs must be kept under control, and kept on a lead when any formalised activity (e.g. cricket, football) is taking place on the Grounds or in the vicinity of children.
- Faeces must be collected immediately and may be deposited in the dog waste bins provided.

ORGANISED EVENTS

Applications for Use

1. For use of any area of the Grounds (the Area), the Event Organiser (the Organiser) must:
 - Submit an initial request to the Clerk.
 - Complete and submit a detailed Application at least eight weeks before the intended date (or first date) of intended use. Giving less notice may result in the Application being refused.
2. Depending on the nature of the intended use a security deposit of up to £200.00 may be required with the Application. This will be returned following the first Parish Council meeting after the Event provided the Clerk 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.
3. Event applications for Commercial activities (see 'General Restrictions' above) may be subject to a hire charge in addition to any deposit.

Insurance and Risk

The Parish Council maintains Public Liability Insurance covering only casual use of the Grounds by the general public.

The Organiser must provide to the Clerk, prior to the Event:

- Proof of appropriate Public Liability Insurance (or Special Events Public Liability Insurance) for the Event;
- Proof that any Third parties (e.g. providers of catering, fair rides, pony rides, bands, stalls, bouncy castles) involved with the Event have their own appropriate Public Liability Insurance;
- A written Risk Assessment appropriate to the Event.

Under no circumstances shall the Parish Council be held liable for any damage to or loss of any property left on the Grounds and may remove and/or dispose of any such property if not claimed after a reasonable time.

Other obligations and restrictions

1. No charge may be made for entry to the Area without the Clerk's prior permission.
2. At least two named people must be present for the duration of the Event and their names and contact details notified on the Application form. They should be clearly recognisable to Event attendees for dealing with queries/complaints on the day.
3. The Organiser must obtain, and fully comply with the terms of, any public entertainment or liquor licence that may be required for the Event.
4. Should the event involve stallholders, the Organiser must:
 - Produce a list of their names and addresses to the Clerk if so requested; and
 - be aware of what goods are on sale at any time and if inappropriate must require the stallholder to leave immediately. Any such occurrence must be reported to the Clerk.

5. No vehicles are allowed onto the grass without permission from the Parish Council.
6. The Organiser must ensure unrestricted access for Emergency Vehicles at all times to neighbouring roads.
7. It is strongly advised that a First Aider be in attendance with means to call the Emergency Services.
8. The Organiser must use best endeavours to return the Area (including its benches, gates, fences, trees and hedges) to the state it was in immediately prior to the Event, and in particular must ensure that:
 - All litter and detritus is removed from the Area immediately after the Event and *not* placed in the litter bins on or near the Area;
 - No part of the Area is left in a state where the safety of subsequent users is put at risk;
 - Any damage to the Area, if not promptly made good, is immediately reported to the Clerk.

Sanctions

Any failure to comply with the terms of the Application or as set out above will entitle the Parish Council to retain all or part of any deposit and/or to refuse to allow similar such Events and/or to take legal action to recover any loss incurred as a result of such failure. No such action will be taken before the Organiser has been given an opportunity to satisfy the Clerk, whose decision will be final) that such failure was unavoidable or otherwise justified.

FOOTBALL on the Recreation Ground

Clubs' use of the Recreation Ground is governed by the sections 'Application for use', 'Insurance and Risk' and 'Sanctions' under 'ORGANISED EVENTS' above. In addition:

1. Use of the football pitch is subject to Pitch Fees, set by the Parish Council for a season or other agreed period.
2. In winter, when the ground surface is wet/muddy, Clubs may be requested to train elsewhere.
3. The Parish Council Grounds staff have the final say on whether a pitches is suitable for play.
4. Maintenance of pitch line markings is the responsibility of the using Club, not the Parish Council.
5. Storage of items in or outside the pavilion by a Club is subject to space being available and by agreement with the Parish Council.
6. The Pavilion must be left clean, tidy and with all its facilities in order after each use.

Reporting and Complaints

Queries, suggestions, comments and complaints concerning this Policy should be addressed to the Clerk (clerk@crondall-pc.gov.uk).

Review and Amendments

As with the majority of the Parish Council's policies, this policy will be regularly reviewed to ensure its continued effectiveness, relevance and alignment with legal requirements.