

Littleton and Harestock Parish Council

Guidance on the use of Littleton & Harestock Recreation Ground, The Hall Way, Littleton

1. **Introduction.** The Littleton and Harestock Parish Council owns and manages the Littleton Recreation Ground on behalf of the local community.
2. **Use of the Recreation Ground.**
 - a. **Public Access.** The Recreation Ground (*pathways, conservation area, fenced-off childrens' playground, dog walk area and keep fit equipment*) and its designated parking are open to public access at no charge.
 - b. **Sports Facilities** The following sports facilities: bowling greens, cricket square, croquet lawn, football pitches and tennis hard courts are accessed through individual sports clubs each with its own constitution, membership and fees. The sports clubs and the management of the Sports Pavilion are coordinated by the Littleton & Harestock Sports Club as agents of the Parish Council. A list of sports clubs can be seen online at http://www.littletonandharestock.hampshire.org.uk/sports_groups.htm.
3. **General Rules.** The rules for the general public in using the Recreation Ground are shown below.
 - a. Users of the Recreation Ground must act in a lawful manner at all times.
 - b. All vehicles must be parked in established and indicated parking areas or in such other areas that may be occasionally designated. There must be no nonemergency repairs or routine maintenance or washing of vehicles.
 - c. Vehicles must not be parked overnight.
 - d. Camping is not permitted.
 - e. Cyclists (both pedal and motor powered) must respect the safety and security of other recreation ground users.
 - f. Recreation ground trees, shrubs, lawns, grassed areas buildings/sheds, sports areas, childrens' play areas, tables, benches, fences, paving or paving material, water or electricity facilities must not be wilfully marked, defaced, damaged, removed or tampered with.
 - g. Signs, notices, placards, markers and temporary structures must not be erected without the express permission of the Parish Council.
 - h. Resident wild animals and their habitat, and visiting domestic animals must not be harmed.
 - i. Owners of domestic animals must remove any deposited excrement and dispose of it in the specific red bins provided or take it off site.
 - j. Picnicking and the use of domestic size BBQs are permitted. Small used BBQs must be removed from the recreation ground, taking away any rubbish produced.
 - k. Event organisers must obtain permission from the Parish Council to put any non-Parish Council supplied equipment to use on the recreation ground (outside the Millennium Memorial Hall or elsewhere), such as large BBQs or external catering vehicles.
 - l. Waste dumping of any form is not permitted.
4. **Use of the Millennium Hall.** The Millennium Hall is located in the Recreation Ground. It is managed by a separate committee of Millennium Hall Trustees and the Parish Council provides representatives as Trustees. The Millennium Hall facilities are hired for regular events, as well as 'one off' private hirings. The Millennium Hall Trust has a set of regulations which govern

what hirers can and cannot do in the Hall and on the surrounding Recreation Ground. The hard standing car parking facilities and surrounding land are owned and maintained by the Parish Council. Any events that may spill out from the Millennium Hall into the public areas for which the Parish Council has responsibility (e.g. for food vans/bouncy castles or other privately booked/organized activities), must be discussed and authorised by the Parish Council in advance of them being booked.

5. **Events to be held at the Recreation Ground.** Organisers of other major events (not routine sports events) must discuss their requirements with the Parish Council as soon as possible, so that the plan can be scrutinised and necessary documents produced (if required). Event organisers must adhere to the application process and operating restrictions described below:
- a. **Outline Plan and Initial Application for Approval.** Not less than 4 calendar months prior to the date of a major event the event organisers must submit a formal written request to the Parish Council for the use of the Council's land and facilities. This request will be discussed at the next Parish Council Meeting. The event organisers will be informed of the Council's decision following that meeting. At the discretion of the Parish Council, a charge may be levied on the event organisers for the use of the Council's land and facilities.
 - b. **Detailed Plan and Application for Approval.** Not less than 2 calendar months prior to the date of a major event the event organisers must provide the Council with the following information:
 - Details of Public Liability Insurance to cover the activities of the event, including all setting up and taking down of event tents, stalls, signage etc. This insurance is to indemnify the Parish Council from any claims for any occurrence, however caused, as a result of the event organisers' activities when using the Parish Council's Land and facilities.
 - A copy of the event organisers' risk assessments and health and safety policy in relation to the proposed activities when using the Parish Council's Land and facilities.
 - Details of the proposed layout of the event (including detailed plan) and usage of the Council's Land and facilities. Should the Parish Council not be in agreement with these proposals, the event organisers may be asked to resubmit a new proposal for approval. Should the Parish Council not be able to agree with the proposals of event organisers, it reserves the right to withdraw its outline permission for the use of its Land and facilities.
 - Event organisers' must not commence the setting up, marking out of lines, erection of any stall, fence, barrier, tent or equipment on any part of the Council's land prior to time and date agreed with the Parish Council.
 - c. **Specific Arrangements for the Littleton and Harestock Show.** The Recreation Ground is the location for the important Littleton and Harestock Show held on the first Saturday of September each year. The Show is organized and managed by Littleton and Harestock Show Society which is a totally independent organization and not part of Littleton and Harestock Parish Council. This is a major annual event with significant public attendance, therefore the Littleton and Harestock Parish Council, as the landowners for the event, has a responsibility to maintain a formal approvals process for it:
 - **Outline Plan and Initial Application for Approval.** Target date for documents to be with the Parish Council is 1st May.

- **Detailed Plan and Application for Approval.** Target date for documents to be with the Parish Council is 1st July.
 - **Start of Setting Up.** The Show Society will not commence the setting up, marking out of lines, erection of any stall, fence, barrier, tent or equipment on any part of the Parish Council's land prior to 8.00am on the Monday prior to the day of the Show.
 - The Parish Council is aware that the Show is a community event organised and run by unpaid volunteers, and any liability of the Littleton and Harestock Show Society for costs properly incurred by the Parish Council as a result of the Show Society's failure to comply with the Operating Restrictions set out below will be limited to the value of the Littleton and Harestock Show Society's reserve fund. For the avoidance of doubt, individual members of the Littleton and Harestock Show Society will not be personally liable for any costs.
6. **Operating Restrictions for Event Organisers.** Permissions granted to all event organisers by the Littleton and Harestock Parish Council for the use of land and facilities are subject to the following restrictions:
- a. Permission may be granted to use existing water and electricity points located within the facilities as required. However, the Parish Council may make a charge to the event organisers for the use of these facilities based on the recorded consumption of utilities.
 - b. Without the express permission of the Littleton and Harestock Parish Council, event organisers must not:
 - i. Modify or extend existing water and electricity facilities.
 - ii. Restrict or extend parking facilities without the permission of the Parish Council.
 - iii. Create track ways for cars outside of the designated parking areas.
 - iv. Cut back or remove any flora or fauna, such as trees or hedges, excavate trenches or the like, remove or alter fences, gates or barriers or in any way make any other alterations or amendments to any part of the Parish Council's Land and facilities.
 - c. Event organisers must use their best endeavours to reinstate the Parish Council's Land and facilities to the original state including making good of any permitted alterations and any damage caused, within the 7 days following the date of the event, and to the complete satisfaction of the Parish Council. If after 7 days this work has not been completed, the Parish Council may employ others to carry out this work. All costs incurred by the Parish Council in carrying out these works will be charged to event organisers.
 - d. Event organisers must use their best endeavours to maintain security of all parts of the Council's land and facilities used during the whole of the time during the event occupation period (setting up, the event and the packing up).
 - e. Event organisers must use their best endeavours to ensure that the height barrier at the entrance to the Recreation Ground is kept closed at all times, unless it is open for specific access of Parish Council approved over height vehicles, or when required to be open by other users of the car park or the Millennium Memorial Hall (as agreed separately by the Parish Council).
7. All correspondence in relation to the use of the Council's land and facilities will be sent to the Parish Clerk. Any request or decision made by the Parish Clerk will be complied with as if made by the whole of the Parish Council. Any major request or decisions where the Parish Clerk and event organizers cannot agree will be referred to the Chairman of the Parish Council.

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Office hours are: Monday to Friday 08:30-12:30hrs

Outside of office hours please use the answer-phone