

# **FULBOURN PARISH COUNCIL RECREATION GROUND POLICY**

## **General Principles**

1. Fulbourn Parish Council owns and is responsible for the Fulbourn Recreation Ground, which comprises the main sports field (football and cricket pitches), the play areas, adult exercise equipment area, skate park, MUGA and surrounding area, the Tennis Club area, the Bowls Green, the BMX track and the Public Tennis Courts. It is also the responsible authority for the Sports Pavilion.

2. The recreation ground is available to be a benefit to all parishioners with the priority for sport and recreation. Separate licence agreements will be held with the following sports bodies and an annual contribution towards the maintenance of the grounds paid:

Fulbourn Institute Football Club; Fulbourn Cricket Club; Fulbourn Tennis Club; Fulbourn Bowls Club; Fulbourn Institute Colts Football Club; Fulbourn Institute Bluebirds Football Club; Landmark International School.

Donations to be reviewed by the Recreation Ground Working Party periodically.

The Sports Clubs User terms will be reviewed by the PC every four years

The Parish Council reserves the right to grant other licences.

3. Formal programmed village events will take priority over other sporting or casual events. Where a major village event (i.e. Fulbourn Feast) or royal jubilee/coronation celebration) is proposed to take place on the recreation ground and has the formal approval of the Parish Council, the Fulbourn Cricket Club, having been given notice before 1st January in the relevant year and the arrangements for the approved event being incompatible with the playing of cricket on the relevant day(s), shall make alternative arrangements for that/those dates and at its own cost. Should the event fall within the football season, the same conditions shall apply except that the notice shall be given to the Fulbourn Institute Football Club before the 1st July preceding the event.

4. A separate policy is in place for the Play Park (and is an Annex to this policy).

5. The Parish Council welcomes comment and advice from parishioners and others on the use and management of the recreation ground. These can be notified in writing to the Clerk, Fulbourn Hub, Home End, Fulbourn, Cambridge CB21 5BS.

6. The Parish Council reserves the right to act as it sees fit for the preservation of the Recreation Ground for the majority of parishioners.

## **Limitations for Use**

7. The Recreation Ground shall not be used for the following:

- Motor vehicles or riding of motorcycles or motorised scooters
- Golf practice

- Flying of model aircraft or drones
- Horse riding or exercising
- Shooting or archery
- Camping
- BBQs
- Parking other than in the car parks provided

Please note front gate will be closed at dusk.

- Bonfires or fireworks
- Bouncy castles other than for large village events and which are approved in advance by the Parish Council and are supplied and operated in person by a fully insured professional provider whose insurance must be evidenced to the Parish Council with the detailed application form in addition to the event insurance
- Any illegal or offensive event, as defined by the Parish Council, which may be a nuisance to neighbours or other Recreation Ground users.

### **Rules for Use – Sports Clubs + Schools**

8. Insurance. The sports clubs named at paragraph 2 above each have a licence with the Parish Council which articulates the rules and conditions of use by which their activities are to be governed. Each Club at its own expense shall enter into and maintain an approved insurance policy to cover such items as laid down in their respective agreements. They will make these policies available for inspection by the Clerk at such times as required which shall be at least annually. The Clubs are encouraged to publish the policies on their respective websites if they have such. The PC reserves the right to publish the policies as it sees fit.

9. Risk assessment. The sports clubs are to conduct and maintain a risk assessment to cover the full range of the club's activities. The assessment is to form a part of the Users Agreement and is to be agreed with the Parish Council. The risk assessment is to be reviewed annually or more frequently if circumstances change. The Clubs are encouraged to publish the assessments on their respective websites if they have such. The PC reserves the right to publish the assessments as it sees fit.

10. Health and Safety. The sports clubs are to develop a health and safety instruction where required by law to ensure the safety of their members, other users and casual passers-by. The instruction is to include the storage, use and management of all club equipment and machinery. Any instruction so required is to be copied to the Parish Council. The Clubs are encouraged to publish the instructions on their respective websites if they have such. The PC reserves the right to publish the instructions as it sees fit.

11. Code of Conduct. The sports clubs are to develop their own code of conduct relating to activities on and off the sports field; relationships with other recreation ground users and the wider public, including neighbouring properties and the highway (this to include, for example, loud and abusive language, clearance of rubbish and removal of equipment post matches).

12. Pavilion. To be left clean and tidy after use.

## **Rules for Use – Casual Users**

12. The following activities may take place on the Recreation Ground without consent, (but not to the detriment of other users including organised sports events):

- Ball games (except those at paragraph 7 above)
- Children's games
- Walking
- Dog walking – is permitted but dogs must be under control and all dog waste immediately removed or deposited in the dog waste bins provided. Best veterinary advice is that sticks should not be thrown for dogs due to the risk of serious or fatal internal injury. The Parish Council therefore encourages dog walkers to desist from such practice but, if they do not, all sticks must be removed from the playing areas as they create a risk of injury to users and damage to mowing equipment.
- Jogging

The Parish Council reserves the right to restrict or disallow casual use of any area of the recreation Ground, temporarily or permanently, acting reasonably in exercising this right.

13. No structure, marquee, tent, bouncy castle may be erected without the permission of the Parish Council.

14. All users are to take home or put in the bins provided all litter.

## **Grounds Maintenance and General Rules**

15. The Parish Council shall be responsible for the general maintenance of the Recreation Ground, including regular mowing, cutting back and repairs. It will engage contractors to do this. The Parish Council will take reasonable steps to ensure that the Recreation Ground is fit for the purpose intended.

16. Maintenance of sports pitches /courts undertaken by the respective clubs must meet Health and Safety requirements and be covered by the club's risk assessment

## **Rules for Organised Events**

17. The following rules apply to organised events on the Recreation Ground

- An initial application to the Parish Council for use of the Recreation Ground and or the Pavilion should be made in the first instance to the Clerk: [clerk.fpc@btconnect.com](mailto:clerk.fpc@btconnect.com)
- A detailed application for use (see below) must be submitted a minimum of four weeks before the proposed event. A request made with less than four weeks' notice may be refused on grounds of insufficient notification. Proof of public liability insurance to cover the event and a written risk assessment will be required to accompany the application.
- Such applications will be considered by the Clerk. The Parish Council reserves the right to make any further enquiries before granting or refusing the application and the Clerk will advise the applicant in writing of its decision at the earliest opportunity.

- Applicants may be required to provide a deposit. 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 event organiser has complied with all obligations and no loss and/or damage has been occasioned as a result of the event.
- No charge may be made by an event organiser for entry to the Recreation Ground without prior permission of the Parish Council.
- Event applications from 'For Profit/Commercial organisations and organisations from outside the Parish may be subject to a hire charge at the PC's discretion. .
- Movement of lorries or heavy trailers on the Recreation Ground is not permitted unless authorised by the PC. Other light vehicles required for the event must be specified on the application form. The PC reserves the right to restrict at short notice vehicle movement in the event of inclement weather. Organisers should have contingency plans for such an issue arising and the PC will not accept any liability for such a curtailment of the permission.
- The event organiser/users will return the Recreation Ground in the state in which it commenced use, in particular that all litter and detritus is removed immediately after the event and may not be placed in litter bins on the Recreation Ground. Any damage to the Recreation Ground will be made good or paid for such to be effected; such damage and/or repair must be reported to the Clerk.
- Items left on the Recreation Ground are the sole responsibility of the owner. The Parish Council is not responsible for loss of or 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 no risk to the Parish Council.
- The Parish Council shall take all reasonable measures to ensure that the Recreation Ground is fit for the purpose intended.

Reviewed July 2022.

**FULBOURN PARISH COUNCIL RECREATION GROUND INITIAL APPLICATION FORM**

**Proposal for Use for an organised gathering or event**

- Date and Time of Use: (Including anticipated setting up time required)

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- Description of Use (type of event):

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- Number of people anticipated:

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- Number of vehicles anticipated requiring parking:

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- Number and description of light vehicles anticipated to be on the grassed areas and reason:

- Toilet facilities inside the pavilion may be available for use. Please advise if it is likely these will be needed; arrangement must be made directly to [the Clerk] (and a may charge for the facility):

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- Contact Person and correspondence address, email and telephone number:

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- Name of any organising body/club:

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**Important:**

1. Before submitting application, the Event Organiser must read the Rules of Use for Organised Events available on the Parish website or from the Clerk.
2. The Parish Council only holds Public Liability insurance for the Recreation Ground's casual use by the public. The Event Organiser is responsible for the Public Liability of all matters and use connected with the event. The Parish Council requires proof of Public Liability insurance. This form should be sent to the Clerk.

**FULBOURN PARISH COUNCIL RECREATION GROUND DETAILED APPLICATION FORM**

**Application for Use for an organised gathering or event**

This form must be submitted a minimum of four weeks before the event.

Any changes from the information supplied on this form must be advised for approval at least 4 weeks before the event.

• Contact Details

Contact Person, correspondence address, email and telephone number if different to Proposal Form:

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Two Contact Persons and mobile telephone numbers for responsible persons on the day:

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Event

Confirmed Date of Use:

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Confirmed Type of Use:

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Hours of Use (including setting up):

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Number of persons expected to attend:

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Will any animals, other than dogs, be on site?

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Please specify any temporary structures to be erected: eg marquees, gazebos, tents, stalls, portable toilets, communal BBQs: (bouncy castles will only be permitted if supplied and operated throughout the event by a fully insured professional provider whose insurance must be evidenced to the Parish Council with this application in addition to the event insurance)

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Will there be any alcohol on sale and if so has a licence been obtained? Specify details .....

Will there be any music and if so has a licence been obtained? Specify details.....

Will the pavilion be required for toilets, electrical power, water supply? This must be arranged with the Clerk directly (and may be subject to a charge) .....