



POLICY ON COMMUNITY USE OF ODIHAM PARISH COUNCIL'S OPEN SPACES AND EQUIPMENT

Reviewed Adopted 17th September 2024

Introduction

Odiham Parish Council owns and manages a number of open spaces across the Parish and acts as custodian trustee on behalf of residents. Community organisations may apply to use some of these open spaces and associated event equipment for events and activities which benefit the community. This Policy explains the process applicants should follow and criteria for determining requests.

Sites

OPC's Asset Portfolio includes:

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| 1. Recreation Ground | 9. Peace Garden |
| 2. Bufton Field Play Area | 10. Odiham Cemetery |
| 3. Chapel Pond Play Area | i) Chapel Cottage |
| 4. Allotments | ii) North Chapel |
| 5. Chamberlain Gardens Play Area | iii) South Chapel |
| 6. Beacon Field | iv) Cemetery Meadow |
| 7. War Memorial | 11. Parish Room |
| 8. Colt Hill Land | 12. The Bridewell |
| | 13. King Street Toilets |
| | 14. The Firs |

OPC will consider requests relating to the Recreation Ground, Chamberlain Gardens, Beacon Field, Colt Hill land and The Firs. Hire of property is not covered by this policy.

Equipment

OPC owned event equipment may be hired by community organisations both for events on OPC owned land or other land. Equipment available for hire is listed on the application form and may change from time to time.

Acceptable Uses

Village fetes/community events, community sports events/tournaments, fun run/walk, outdoor education, forest schools, bands/concerts, fitness sessions, outdoor theatre, filming and photographic events.

Prohibited Uses

Activities which can damage the ground, cause excessive nuisance or do not benefit the community are prohibited eg

- i) Car parking (only permitted in exceptional circumstances at OPC's discretion)
- ii) Metal detecting
- iii) Drone flying
- iv) Wheeled sports
- v) Commercial activities which don't support the health and wellbeing of residents.

Process

All applications should be made to the Parish Clerk, clerk@odihamparishcouncil.gov.uk by completing an application form. The Parish Clerk, under the Scheme of Delegation, has delegated authority to allow community organisations use of OPC's assets or facilities for activities which support the Parish.

Each application will be decided on its own merit and this Policy will be applied to the decision making process. Where an application clearly matches this Policy the Clerk will determine the application and notify the applicant within 7 days. For applications which do not clearly align with this policy, the Parish Clerk will consult with Councillors and respond to the applicant within 14 days.

Conditions

Permission is granted on the following conditions:

- i) OPC reserves the right to withdraw consent if extreme weather conditions pose a risk to personal safety or damage to the ground. OPC will assess the weather forecast a week before the event and, if deemed necessary, arrange a site visit with the Hirer normally 3 days prior to the event.
- ii) OPC reserves the right to withdraw consent if the Hirer cannot demonstrate sufficient health & safety control methods or demonstrates lack of regard for public liability.
- iii) The Hirer agrees to the "Hirer's Obligations" set out below.
- iv) The Parish Clerk, under the Scheme of Delegation has authority to take appropriate actions arising from emergencies as required to respond to provide business continuity and respond to urgent H&S matters, in consultation with the Chair/Vice Chair of the Council or relevant Committee.
- v) OPC's decision is final.
- vi) With respect of OPC's duty to demonstrate transparency, OPC reserves the right to promote an event where land or equipment has been granted free of charge.

Hirer's Obligations

- i) The Hirer is responsible for obtaining the correct licences and agreements from the relevant authority eg Temporary Events Licence (TENs) for the sale of alcohol or broadcasting music or permission from Hampshire County Council for advertising close to the highway.
- ii) The Hirer must conduct their own risk assessment carried out by a competent person and submit this with their application form. It is the responsibility of the Hirer to follow the risk assessment for the set up and during their event and the document will be referred to in the event of any claim arising.
- iii) The Hirer should hold third party insurance covering events and activities no less than £5M (£10M preferred) and indemnify OPC from any claims for losses, damage and injury resulting from the Hirer's activity.
- iv) The Hirer must return land and property in the same condition as at the start of the hire period.
- v) The Hirer is responsible for providing adequate fire-fighting equipment and first aid cover.
- vi) The Hirer must not restrict land access to members of the general public.
- vii) The Hirer must not allow vehicles, other than those allowed by prior agreement, onto the site.
- viii) The Hirer must ensure the site is clear from litter, equipment and advertising material at the end of the hire period.
- ix) The Hirer must prevent their activities from causing nuisance to neighbouring properties, eg public address systems.
- x) The Hirer should arrange to collect a key to sites and storage in the week leading up to the hire period and must return keys within 2 days of the event.

Fees

Generally, community organisations holding free community events will not be charged for hiring OPC owned land or equipment. In other circumstances, OPC reserves the right to apply charges, subject to agreement by Councillors.