

Policy: Parish Land Use Policy

Purpose: To provide guidance on requests for use of Parish Council land or property by members of the public

Date Adopted: 11th March 2024

Minutes Reference: 24.037

Previous Versions: N/A Next

Review: 11th March 2025

Parks, playgrounds and open spaces are important community facilities that are provided for the free enjoyment of residents and visitors to the parish of Dunchurch. The Parish Council is supportive of activities that help to promote the health of our residents and build a strong community.

The assets that fall within the parish, for which the Parish Council owns or is responsible for, must be recorded and managed properly to ensure that the appropriate maintenance, repair, upgrades and end-of-life disposition. This practice is essential to ensuring that the parish's assets remain safe and free for future generations to enjoy.

The Parish Council's land and assets include, but are not limited to:

The Memorial Green, Stocks Green and stocks, the bus shelter, Arkwright's field, the Butter Cross, the War Memorial, the statue of Lord John Douglas-Montagu-Scott and certain benches and lampposts. Please refer to the attached Asset Register for all parish assets.

As custodians of these assets, the Parish Council has developed the following protocol:

1) Types of Requests

a) Permission for use of land for entertainment, fun days, fetes, funfairs and the like

A minimum of one calendar months' notice is required to ensure that the Parish Council can properly consider the request at a Parish Council meeting.

b) Permission to carry out temporary, voluntary activities by members of the public, private organisations, charitable bodies and others

Temporary, voluntary activities require a minimum of seven working days' notice. This includes, but is not limited to, any temporary activities such as gardening, planting or seasonal decorations.

c) Permission to carry out temporary works or install permanent fixtures

Temporary works include, but are not limited to, decorations, displays, plaques, planters and street furniture. Permanent works require a minimum of one calendar months' notice. This is to ensure that the Parish Council can properly consider the request at a Parish Council meeting. It is important to note that any permanent works or fixtures installed onto Parish Council land will become the property of the Parish Council for the purposes of ongoing maintenance and to ensure that they are listed on the Asset Register.

d) Any other uses

Where requests are received for purposes other than those outlined above, these will be considered on their individual merits.

A request for any use of Parish Council asset must be submitted in writing to:

Post: Parish Clerk, Dunchurch Community Library, School Street, Dunchurch, CV22 6PA

Email: clerk@dunchurchpc.org

2) Applications must include the following

- a) The hirer must provide the Parish Council with a copy of their Public Liability Insurance which provides a minimum cover of £5million.
 - b) A risk assessment detailing the event and activity, anticipated numbers, contact details (including emergency out of hours), first aid provision, actions required to ensure the health and safety of those in attendance.
 - c) An event plan detailing dates, plan showing vehicular/pedestrian access and location of facilities, marshalling details, COSHH assessments, operator licences, details of temporary services, welfare facilities, plan for reinstatement.
- 3) Where permission is given, a licence agreement will be made between the hirer and Dunchurch Parish Council.
- 4) Returning the land to its original condition shall be done to the satisfaction of Dunchurch Parish Council. The land will be jointly inspected by the hirer and Dunchurch Parish Council before and after its occupation. A photographic Record of Condition will be produced.
- 5) The agreement states that the Parish Council will not be responsible for the death or injury of anybody taking part in the event, nor other injury, loss or damage to the property of any nature, however caused.
- 6) The hirer and all other parties taking part in the activity or event are bound not to damage, cause any loss or injury to anything upon the property or land which is subject to the licence agreement. Any damage, loss or injury will be fully rectified to the satisfaction of Dunchurch Parish Council.
- 7) The Council reserves the right to set fees for the use of its land. The fee charged will be assessed on each event. The Council may waive the fee at its discretion.
- 8) Submission of application, insurance and risk assessment information does not constitute permission from Dunchurch Parish Council. The Council will, after considering the application, provide a written response giving approval or refusing the application. Where approval is given, occupation cannot commence until the licence agreement and fee are returned.