

Harrietsham Parish Council

OPEN SPACES POLICY SEPTEMBER 2017

Harrietsham Parish Council has within its control a number of green spaces and allotments that it manages and controls on behalf of the parishioners within the village. These spaces are designated and protected as part of the visual amenity of the village and, subject to conditions, are available for the use and enjoyment of parishioners. They form part of the village infrastructure and are maintained and funded through the parish precept by the Parish Council. They vary in size and with the exception of allotments, are predominately landscaped with some recreational equipment for public use - in particular The Glebe Field.

In respect of Glebe Field, the Parish Council accepts application requests for specific use on an individual basis where such use is deemed appropriate and to the benefit of the village. The Parish Council has a general policy of encouraging the use of these spaces as part of the community's interaction and well-being. In order to safeguard these important spaces, and to provide guidelines for their use, the Parish Council has produced a policy that seeks to cover the key points that constitute its governance. These are as follows:-

1. General use by public

This is restricted to pedestrian access only from the access location applicable to each location. Private access points created by third parties are not allowed under any circumstances without consent as they can compromise security and alter the visual aspects of the spaces.

2. Specific use for commercial and/or organised events

This must be applied for in writing and approved by the Parish Council.

- a) The applicant will be responsible for any damage incurred and must accept full liability and indemnify the Parish Council against any claims that may arise including public liability.
- b) The applicant must provide evidence of insurance cover and return the space to its maintained condition at the end of the use period.
- c) Harrietsham Parish Council will accept no responsibility whatsoever to damage to vehicles parked on Glebe Field or any of its Open Spaces whether permission has been granted or not.
- d) Any person taking part in any council run activity on the Glebe Field or any of its Open Spaces will be covered by the council's insurance. Other events will need to make their own arrangements for insurance to cover those taking part.
- e) All rubbish to be removed at the end of the event at the organisers expense.
- f) No signs to be erected on any land owned or maintained by the Council, without permission of the council. Any permitted signs may be erected no sooner than one week prior to the event and removed immediately at the end of the event.
- g) Vehicle access to Glebe Field will only be permitted during day light hours. However vehicles using the field in the Summer months must vacate the field before 9.00pm.

- h) Weather conditions prevail. Permission will not be granted in adverse weather conditions and will be withdrawn if, following a ground inspection, the Council deems it necessary.
- i) The locking and unlocking of Glebe field for vehicle access will be under the control Parish Councillors and not by any third party.

3. The Parish Council reserves the right to make a charge for use of its spaces where there is a cost incurred by the council or where the user is a non-parish commercial applicant.

4. Applicant users must satisfy themselves as to the condition of the space prior to commencement and advise the Parish Clerk as to any matters that are deemed to be unsatisfactory. This could include rubbish tipped, damage to landscaping, dog fouling or other hazardous debris on or within the designated space. The council require at least 48 hours' notice within which to take appropriate action which may result in the space being unfit for use. In such circumstances the Council reserve the right to withdraw its use consent on grounds of unfit for purpose with no recourse from the user.

5. Unauthorised use, damage or infringement of this policy will result in action being taken by the Council to remedy, recover costs and impose appropriate penalty. Parishioners who witness any such unauthorised use or infringement are encouraged to contact the Parish Clerk or a Parish Councillor immediately.

6. The Parish Council reserves the right to amend and alter its Policy from time to time without notice to users. The Parish Clerk should be contacted to obtain the current and up-to-date Policy (which is also available on the Harrietsham Parish Council website).

7. The Parish Council reserve the right to restrict use and access to its green and open spaces from time to time for the purposes of maintenance and where such access is deemed temporarily unsuitable for public use.

INFORMATIVE. The Parish Council has an Amenity Manager to deal with the management of these spaces. Information can be obtained via the Parish Clerk