



# Park User Policy

Duston Parish Council



DUSTON PARISH COUNCIL





## Document Version Control

Version	Date adopted / Re-adopted	Review By Date	Author

# Park Users Policy

## **1. Introduction**

Duston Parish Council owns and/or maintains a variety of local parks and open spaces.

The Council is committed

- To delivering high quality public spaces for everyone to enjoy.
- Recognising the importance of quality of parks and open spaces in ensuring the wellbeing of individual residents and the wider community.
- Preserving all parks and open spaces for future generations of residents

This Policy sets out how the above will be achieved.

## **2. Parks and Open Spaces For Events**

Local Government Act 1972 Section 145 gives power to local councils to allow entertainment in parks. It also allows for “enclosure” and does permit the public to be excluded if the open space has been hired and an event is taking place.

The Council aims to ensure the safe, orderly, and successful execution of outdoor events while considering the community's well-being, public safety, and environmental sustainability.

### **Event Application Process**

All event organisers must submit a completed application form to the Council at least 2 months prior to the proposed event date.

The application form must include event details such as the purpose, date, time, location, estimated attendance, proposed activities, required permits, and any additional relevant information.

Event organisers will be required to provide a detailed event plan, including logistics, security measures, emergency preparedness, waste management, traffic control, and public health considerations.

### **Evaluation and Approval**

The Council will review each event application based on its merits, taking into account factors such as event objectives, potential impact on the community, public safety, and logistical feasibility.

Approval or denial of an event application will be communicated to the organiser in writing (email), specifying any conditions, restrictions, or modifications required for approval.

The Council reserves the right to decline an event application.

### **Permits and Licenses**

Event organisers are responsible for obtaining all necessary permits and licences required by local and national authorities, including but not limited to permits for sound amplification, temporary structures, alcohol sales, food handling, and street closures.

Proof of all required permits and licences must be submitted to the Council prior to the event, and failure to comply may result in event cancellation or non-issuance of licence/permit.

### **Safety and Security**

Event organisers must develop a comprehensive safety plan addressing emergency procedures, crowd management, first aid facilities, and security measures.

Adequate security personnel, including trained crowd control staff, may be required based on the size, nature, and location of the event.

The parish council may collaborate with relevant law enforcement agencies and emergency services to ensure appropriate safety measures are in place.

### **Environmental Considerations**

Event organisers are encouraged to adopt environmentally sustainable practices and minimise the event's impact on the environment.

Waste management plans, including provisions for recycling and proper disposal, should be implemented.

Restrictions may be imposed on noise levels, smoke emissions, and the use of environmentally harmful materials.

### **Community Engagement and Communication**

Event organisers are encouraged to engage with local community groups, residents, and businesses to address any concerns and ensure the event's success.

The Council may require event organisers to conduct public consultations, provide information on road closures, parking arrangements, and event schedules, and manage community feedback.

### **Insurance and Indemnification**

Event organisers must provide proof of liability insurance coverage. This should cover the dates of your event for a minimum £5million for each incident.

Event organisers shall indemnify and hold the Council harmless from any claims, damages,

or liabilities arising from the event.

### **Compliance and Enforcement**

Event organisers must adhere to all local and national laws, regulations, and bylaws.

### **Damage Deposit**

A bond of £1000 is required at least 7 days prior to the event taking place on the park and open space.

Failure to comply with this policy or the conditions specified by the parish council may result in the cancellation of the event, denial of future licences/permits, or legal action.

## **3. Parks and Open Spaces for Informal Use**

### **Picnicking**

The Council's parks and open spaces are provided to be used by the public in a casual and informal manner for their leisure activities, such as picnicking and games. However, the use of gazebos or tents for this activity is not permitted.

### **Fitness**

Fitness activities, either individually or with a fitness instructor, on a one-to-one basis or as a small group (limited to ten participants), are generally permitted at the Council's discretion. No equipment is to be attached to trees, children's play equipment or other physical features. It is the responsibility of fitness instructors to ensure that all necessary insurance and risk assessments associated with the running of fitness classes are in place. Groups with more than ten participants are subject to Council approval.

### **Dogs**

Dogs under proper control of their owners are welcome at the Council's parks and open spaces but are not allowed within the children's play areas. Dog waste must be put in the litter bins provided. Instances of dog owners allowing their dog to foul and not picking up, or someone deliberately dropping litter, could lead to a fine or prosecution. Dogs must be kept on leads.

### **Litter**

All users of parks and open space must use the litter bins provided to dispose of their rubbish.

### **BBQs**

BBQs are not permitted on any of the Council's parks or open spaces unless they are part of an authorised community event (a community fun day for example). Casual visitors are advised to bring a picnic instead.

### **Golfing, metal detecting and drones**

Golfing, metal detecting and taking off and landing a drone are not permitted on any of the Council's parks or open spaces.

#### **4. Bordering Properties.**

Parks and open spaces are of the benefit for all residents of Duston. Duston Parish Council recognises that bordering properties might have particular questions.

##### **Vehicle Access**

Requests from adjoining private properties to have vehicle access to parks/open spaces in order to enable access to their property will be assessed and granted on a case by case basis. Information such as length of time requiring vehicle access and dates will be required. All vehicles must be taxed, MOT and insured and are parked at their own risk. Applications must be in writing or email with at least two weeks' notice.

##### **Skips & Building Materials**

Skips and building materials must be sited on the resident's property and not on parks and open spaces. Where building work necessitates the siting of a skip or building materials on parks and open space because the nature of the work makes it impossible to site them on the resident's property, permission must be sought in advance from the Clerk. The property owner is liable to third parties for any claim for damage or injury and must be appropriately insured, either through themselves or by the skip hirer. Protective material must be laid under building materials to minimise damage to the ground. Applications must be in writing or email with at least two weeks' notice.

##### **Encroachment**

No one may annexe any part of DPC owned and/or maintained Parks and Open Spaces. Encroachment includes specifically mowing areas of Parks and Open Spaces in such a way as to imply private ownership. The erection of steps, fences and benches and any object which could lead to the impression of enclosure by the house owner is forbidden.

##### **Waste**

Rubbish bins should be stored within the property boundary and not outside of the property on Park and Open Space Land. Garden cuttings and general garden waste must not be dumped on any part of the Park or Open Space. It is the responsibility of all residents to dispose of their garden waste responsibly. Disposal of residential waste and DPC Parks and Open Spaces will be classified as fly-tipping.

#### **5. Disposal of Duston Parish Council Land**

From time to time users and bordering properties ask about the possibility of purchasing land from Duston Parish Council

The Council owns land for operational and amenity purposes and is committed to managing and maintaining its landholding and considers, in most cases the monetary value of the land cannot match the amenity value to residents, subsequently

- Duston Parish Council declines requests to purchase open space or amenity land unless such disposal is deemed to be 'clearly in the public interest'.
- The Clerk is authorised to advise anyone making enquiries or applications to purchase, Parish Council land that this is the policy of the Council.
- The Clerk brings any enquiries which may be considered 'in the clear public interest' to the attention of the Council for due consideration.