GROVE PARISH COUNCIL

PROCEDURES FOR BOOKING AND USING OPEN SPACE LAND UNDER THE CONTROL OF GROVE PARISH COUNCIL (INCLUNDING WASBROUGH FIELDS)

Agreed by Full Council on 17 June 2025

Procedures for Booking and Using Open Space Land under the control of Grove Parish Council (Including Wasbrough Field)

The following procedures are designed for Casual not Seasonal Users and must be adhered to if you or your club wish to use any Open Space Land (OSL) under the direct control of Grove Parish Council (including Wasbrough Field).

This is to ensure that 'events' do not interfere with maintenance works and in the best interest of user clubs, to allow maintenance to be carried out (if necessary) prior to your event.

1. Notice Period. The period of notice for informing the Parish Council that you wish to use OSL is 90 days. Applications to use OSL must be in writing to the Clerk to the Council in either email form or letter.

   Where possible, the Clerk will submit the application to the Leisure and Recreation committee for approval. If for any reason no such meeting is scheduled within 60 days of the event, the Clerk will liaise with the Chairman and Vice Chairman of the Leisure and Recreation committee and decision will be reached.

   Once a decision has been made the Clerk will inform in writing the user/user club as soon as is practicable and notify them of any conditions or restrictions placed upon them.

2. Risk Assessment. The Clerk to Grove Parish Council will issue a Risk Assessment form, which must be completed and returned within 60 days prior to the proposed event.

3. Public Liability Insurance. Grove Parish Council does not make provision for insurance, therefore all users and user clubs of OSL are to ensure that they have in place Public Liability Insurance of at least £5m and proof of this insurance must be submitted to the Parish Council with the completed Risk Assessment form

4. Costs. At present only those events deemed to be of a commercial nature (Fun Fairs/Circuses) and non-Grove based schools/sports club's businesses etc are charged.

5. Wasbrough Field. Although Grove Parish Council manages Wasbrough Field, the Parish Council will seek permission from the landowner, if you intend to use this OSL for car parking, fairs and or circuses.

6. Inclement weather. If, in the event of inclement weather prior to or during the event, the Clerk may, in consultation with the user/user club cancel or seek to postpone any event.

Grove Parish Council – Events Assessment Form

This form is to be completed in full and submitted to the Parish Clerk, no later than **60 days** prior to the event taking place**.**

Name of the Event	
Principal Contact Name	
Principal Contact Phone Home/Mobile	
Date and time of Event	
Duration of Event	
Describe the purpose of the Event	
What facilities will be used on Parish Land, I.E. Rugby Club, Challengers Football Club, Scout Hall, Pitches, Open Areas, etc, etc	
Has adequate toilet provisions been catered for, do you need to bring in extra toilets?	
Will any extra facilities be brought in, such as external cooking facilities, bouncy castles and marquees, Speaker/PA Systems?	
How will these be powered?	
Is the event ticketed or restricted/limited numbers?	
What is the maximum of participants/teams entering and the number of players per team? Please state per day.	
How many spectators are expected to attend, based upon previous year's attendance (if available). Please state per day.	
How many are expected to arrive by vehicle?	
How many are expected to arrive by foot?	
What car parking facilities have been arranged?	

How many "Car Parking Marshalls" are on duty per day?	
Have the Police been notified of the event (give contact name and number)	
Has the St John's Ambulance Service been notified and will they be in attendance during the event?	
What actions have/will be taken to prevent obstruction/annoyance to local residence. I.E. Car Parking on local streets and Noise Abatement.	
Have the organisers completed an Independent Risk Assessment for the event (if so please attach).	
Have the organisers drawn a detailed site plan/map/route plan for the event. (If so please submit with the form).	
How is the site going to be cleaned/returned to normal usage after the event?	
Please state any other relevant information you feel may be of value to the Parish Council to consider your event.	

Grove Parish Council will review the information submitted and respond to the applicant no later than 30 days from receipt of this completed Assessment Form and reserve the right to amend/change/request a financial security and or cancel the event if a risk is considered unacceptable.

Event's Organisers are encouraged to work with the Parish Council as early as possible when planning an event and should ensure they are fully aware of the "Terms of Use" regarding Parish Land

I, the undersigned, as Events Organiser, have completed the above form and all answers are correct and accurate.

Signed ..... Print Name..... Date.....