

BRAUNSTONE TOWN COUNCIL

OFFICER DECISION TAKEN UNDER DELEGATED POWERS

Use of Parks and Open Spaces for Summer Holiday Activities

4th August 2023

Background to the Decision

Faye Gardiner, Physical Activity Development Officer, Blaby District Council, submitted an application for the use of Mossdale Meadows for a one-day session of free activities for children who are working with the Children Family Wellbeing Service on Thursday 10th August. The event is free to attend for participants.

A copy of the application is attached as Appendix 1.

Authority for Decision

Policy & Resources Committee on 27th October 2016 approved a scheme and application process for community groups and third-party organisations who wish to run community events on the Town Council's Parks and Open Spaces (minute 44 2016/2017).

Under the Town Council's Scheme of Delegation, specific delegation 9 enables the Chief Executive & Town Clerk "to authorise casual or seasonal lettings of land or premises belonging to or under the control of the Council".

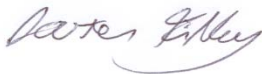
Alternative Options Considered and Rejected

No alternative options were considered.

Decision

That the application received from Faye Gardiner, Blaby District Council for a one-day activity session, as attached at Appendix 1, be approved.

Approved By:



Darren Tilley

Date: 4th August 2023

Reason for Decision

This is a community event for children to provide a free activity session in the summer holiday.

List of Background Documents

No documents.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.



BRAUNSTONE TOWN COUNCIL

APPLICATION FORM TO HIRE PUBLIC OPEN SPACE

Name of applicantBlaby District Council

Address of applicant Council Offices, Desford Road, Narborough, LE19 2EP

PostcodeLE192EP

TelephonNo(s) [REDACTED]

Email info@activeblaby.org.uk

If applying on behalf of an organisation please state:-

Name of organisation Blaby District Council

Position of hirerPhysical Activity Development Officer

Object / Aims of organisation .To offer a free activities day to children who are working with the Children Family Wellbeing Service

Purpose for which the open space is required ..To run small activites like soft archery, arts and crafts, circle games

Date/s required..... 10thAugust

Open Space where event is to take place..... *Mossdale Meadows*

What type of event is this?

- | | | | |
|-----------------|--------------------------|--------------------|-------------------------------------|
| Civic Event | <input type="checkbox"/> | Registered Charity | <input type="checkbox"/> |
| Commercial | <input type="checkbox"/> | Religious Event | <input type="checkbox"/> |
| Community Event | <input type="checkbox"/> | School | <input type="checkbox"/> |
| Fund Raising | <input type="checkbox"/> | Local Authority | <input checked="" type="checkbox"/> |

If other, please describe

.....

Times of event

Set up Time .11:00..... Time Premises will be vacated
...15:30.....

Start and finish time of actual event From....12:00.....to
.....15:00.....

Is the event free to attend? Yes x No

If charging for attending the event, the hirer must acknowledge that the public have free right of access to the park/open spaces but this does not preclude the hirer from charging entry to part of the park/open space where the event is taking place.

Use of sports pavilions

If your event is taking place on Mossdale Meadows and Shakespeare Park will you require use of the pavilions for toilets, changing rooms or function room? Yes No x

If yes, have you checked that the premises will be available on the day of the event before proceeding with the application? Yes No

If you wish to use the pavilions on the parks it is the responsibility of the applicant to book the premises by contacting our Customer Service Advisors at Braunstone Civic Centre, 0116 2890045 or enquiries@braunstonetowncouncil.org.uk

Specific Event Details

Please indicate yes or no which of the following items/events you are including in your event. Please note that some of the items below may not be permitted or will require a licence to operate so please ensure you include everything you are planning to arrange. Additional items may not be added after the application is approved without further written consent. The following items marked with * will need a fully completed risk assessment submitting to the Town Council before approval will be given for the event to go ahead

- | | | | |
|---------------------|---------------|-------------------------|---------------|
| Marquees | * <u> </u> | Fireworks/pyrotechnics | * <u> </u> |
| Mobile Stage | * <u> </u> | Laser/lighting effects | * <u> </u> |
| Constructed Stage | * <u> </u> | Bonfire | * <u> </u> |
| Portable Generator | * <u> </u> | Regulated Entertainment | * <u> </u> |
| P.A. System | * <u> </u> | Street Theatre | * <u> </u> |
| Re-enactment Groups | * <u> </u> | Barrier/Fencing | * <u> </u> |
| Carnival/Procession | * <u> </u> | Lighting | * <u> </u> |
| Animals | * <u> </u> | Toilets | <u> </u> |
| Stewarding | * <u> </u> | Security (professional) | <u> </u> |
| Lost persons point | <u> </u> | Market Stalls | * <u> </u> |
| Food/drink | <u> </u> | BBQ | * <u> </u> |
| Fairground rides | * <u> </u> | Alcohol Free of charge | <u> </u> |
| Raffle/draws | <u> </u> | Sports | * <u> </u> |
| First Aid | <u> </u> | Alcohol for sale | <u> </u> |
| Inflatables | * <u> </u> | | |

(bouncy castles etc. It is recommended that any inflatable company that is used, has a minimum of £10million public liability insurance)

If there are any other items/events not listed above that you are arranging please list here

I wish to apply to use public Open Space/Park for the purpose shown above including the items/events notified above

I agree to the enclosed Indemnity and Conditions of Hire and have forwarded a signed copy with this application

DATA PROTECTION: *by applying for the use of Public Open Space you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.*

SIGNED.....Fgardiner.....

DATE25/07/23.....



**THE APPLICANT SHALL AGREE TO THE FOLLOWING INDEMNITY AND
CONDITIONS FOR THE HIRE OF THE OPEN SPACES/PARK**

- 1 All applications for hire of the Open Spaces/Parks shall be made through the Executive Officer & Town Clerk
- 2 During the period of the hiring the hirer shall be responsible for all damages, claims, losses and costs arising out of the use of Open Spaces/Parks, including damage to the surface, plants and shrubs, boundary fences, walls, gates and hedges, seats and tables. The hirer shall also agree in writing to indemnify the Town Council for any claims arising from accidents whether fatal or otherwise to anyone caused as a result of the hiring, except where due to the negligence of the Town Council, and to declare that he/she has insurance cover adequate for that purpose.
- 3 The hirer shall undertake to indemnify the Town Council against the consequences of any unauthorised performance of a copyright work during the period of use of the Open Spaces/Park and to complete the returns required by the Performing Rights Society. The hirer must observe Blaby District Council's licensing requirements for entertainment and sale or giving of alcohol.
- 4 The hirer shall ensure that the activities undertaken in the course of the hiring shall comply with the requirements of relevant legislation and particularly so in respect of the noise levels generated and the possible intrusive nature of such activities.
- 5 The Town Council may cancel any hiring if in its opinion the organisation for which the premises are hired has racist or other policies which in its view are not acceptable, or if the premises are to be used for a purpose which it deems to be unacceptable. In this event, the Town Council shall incur no liability to the hirer.
- 6 The premises shall be vacated at the time stated in the confirmation of booking form. Failure to vacate at the time stated may result in no future events being permitted on the Open Spaces/Park by the organisation,
- 7 The hirer will acknowledge that the public have free right of access to the Open Spaces/Park. That does not preclude the right of the hirer to charge entry to part of the Open Spaces/Park.
- 8 No vehicles shall be permitted on the Open Spaces/Park other than those delivering items essential for the event being planned. In wet weather conditions, in the first instance, vehicles shall only be permitted on the tarmac path. If any damage occurs to the playing surface due to vehicles accessing the Open Spaces/Park during wet weather the Town Council will seek compensation from the organisation hiring the Open Spaces/Park.

- 9 Potential hirers are required to return a signed and dated Conditions of Hire before permission is granted for the use of the Open Spaces/Park.
- 10 The hirer will ensure that the park/open space is cleared of all litter/rubbish after the event and will be responsible for disposing of the rubbish themselves
- 11 A £100 deposit will be payable on receiving authorisation for the event to proceed, which will cover damage/excessive cleaning to the changing rooms and toilets, if used, and any damage caused to the park surface or equipment from the event taking place. If no damage is recorded, the £100 deposit will be returned after the event.

SIGNED ...Fgardiner.....

ORGANISATION ...Blaby District Council.....

DATE25/07/23.....

