

Coton Recreation Ground Trust

Guidance and Rules of Use for Casual and Organised Activities on Coton Recreation Ground

June 2018

1 History

On 1 June 1902 Albert Peake of Coton donated the area of pasture land then known as Long Close to Coton Parish Council “for the purposes of a Public Recreation Ground for the said Parish”. Since then Coton Parish Council has endeavoured to maintain the Recreation Ground in good order, cutting the grass, managing the trees which border the land, clearing the ditches along the side of the ground and maintaining the sports pavilions, car park and children’s play area.

Coton Recreation Ground Trust was set up in 1972. All Coton Parish Councillors are automatically Trustees.

2 Philosophy

Coton Parish Council maintains the Recreation Ground for the benefit of parishioners and other members of the public alike, ensuring that it remains an open space for the enjoyment of pastimes by the public. It will not wilfully obstruct, deny or prevent such enjoyment unreasonably. It reserves the right to act as it sees fit for the preservation of the Recreation Ground for the majority of the parishioners. The Parish Council is open to suggestions, comments and advice from parishioners and welcomes such at Parish Council meetings, the dates of which are displayed on the Parish Council notice board, the village website www.cotonvillage.co.uk and in the Coton Community News.

3 Terminology

In this document the following terms will be used:

‘CPC’ means Coton Parish Council

‘Rec’ means Coton’s Recreation Ground in its entirety including all equipment, fixtures and buildings.

‘Play area’ means the children’s playground and equipment.

‘Casual Activity’ means any legal activity not requiring permission from CPC, as defined wherein.

‘Organised Activity’ means any legal activity that requires permission from CPC, as defined wherein.

‘Organiser’ means any person who has applied for permission from CPC to hold an Organised Activity.

‘User(s)’ is any person(s) using the Rec for either a Casual or Organised Activity.

4 General Rules

- 4.1 Casual Activities as defined and specified wherein require no specific permission from CPC, only adherence to these general rules.
- 4.2 Organised Activities are only permitted to take place if specific written permission is received from CPC.
- 4.3 All Users will make every effort to respect the Rec, the equipment and structures therein, and its environs.
- 4.4 The Play Area is designed for use by children. With regard to these areas the following should be noted:
 - 4.4.1 Small children should be supervised by an adult at all times; No dogs are permitted within the Play Area;
 - 4.4.2 No glass or alcohol should be taken into the Play Area;
 - 4.4.3 Consideration of neighbouring residents should be given at all times;
 - 4.4.4 Any dangerous or damaged equipment or misuse of the equipment should be reported immediately to the Clerk to the Parish Council via email: parishclerk@cotonvillage.co.uk
- 4.5 Dogs must be kept under control at all times. Dogs must be kept on a lead while any Organised Activity is taking place on the Rec or in the vicinity of children. Dog faeces must be collected by the owner immediately and may be deposited in the dog waste bins provided or taken home.
- 4.6 Parking is only permitted for Casual Activities at the Rec or Sports events organised by the Clubs. Organised Activities and any overnight parking requires special arrangement with CPC. Cars should park within the car park. Cars are parked at the User's risk.
- 4.7 Users are requested to put their litter in the bins provided or take litter home with them in the event that the bins are full.
- 4.8 No structure, marquee, tent or similar may be erected without the permission of CPC.
- 4.9 Only raised barbeques not less than half a metre above the ground may be used and must not be sited where they might cause a danger or nuisance to other Users. In particular they are not permitted on the football or cricket pitches, within the Play Area, on the Car Park, or within 6 metres of any boundary fence, building or tree.
- 4.10 Any camping overnight whether in a tent or caravans is prohibited. The use of the Rec for Casual Activities is permitted only in so far as the User complies with relevant laws of the land applicable at the time. CPC reserves the right to disallow Casual Activities in any area of the Rec temporarily or permanently. It will act reasonably in exercising this right.

5 Health and Safety

- 5.1 No User shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.
- 5.2 The Parish Council will endeavour to keep the Rec (and Play Area within) in a state fit for use by regular inspection.
- 5.3 From time to time maintenance and grass cutting vehicles may be on the Rec. Care must be taken to avoid injury by approaching these vehicles or the areas in which maintenance work is being undertaken.
- 5.4 The User undertakes to leave the Rec in a safe state for other Users.
- 5.5 From time to time there may be objects or materials on the Rec which are dangerous or in a dangerous state. Care must be taken to avoid injury by not using or approaching these objects. The danger must be reported to the Clerk to the Parish Council via email: parishclerk@cotonvillage.co.uk as soon as possible.

- 1.1 Dog walkers must make themselves aware of other Users on the Rec and take appropriate action to control animals in their charge. Faeces must be removed immediately to protect the health of other Users. Dogs are not permitted in the children's play area.

6 Maintenance

CPC shall be responsible for the general maintenance of the Rec to include mowing, cutting back of vegetation and general repairs. This will be carried out by appointed volunteers or hired contractors at our discretion.

Digging, tree cutting or grass cutting should not be undertaken by Users without CPC permission. CPC shall take all reasonable measures to ensure that the Rec is fit for the purpose intended.

7 Casual Activities

7.1 Definition:

Casual Activities are what may be classed as informal recreational activities, normally undertaken in a park setting. The following is a list of typical casual activities which may take place on the Rec without specific consent from CPC:

- All ball games with the exception of golf;
- Frisbee, kite flying and other children's games;
- Informal running and the taking of exercise;
- Picnics (BBQ restrictions apply);
- Dog walking (not including dog training);

This list is not exhaustive and if any User wishes to query whether an activity not on the list constitutes Casual Activity they should contact the Clerk to the Parish Council via email: parishclerk@cotonvillage.co.uk.

1.2 Limitations:

Casual Activities exclude any activity run as a commercial or corporate venture. This includes sporting clubs where fees/subs or membership is/are paid and fundraising activities. Such activities are classified as Organised Activities and may only take place with permission from CPC (See Organised Activities below).

The Rec shall not be used for the following purposes:

- Driving motorised vehicles (except by authorised Maintenance staff or during organised activities by permission of CPC);
- Golf practice of any kind;
- Bonfires or ground based barbecues;
- Fireworks or Chinese Lanterns;
- Flying of powered model aircraft of any kind including drones;
- Horse riding;
- Shooting or archery;
- Corporate events
- Events requiring a fee, other than those hosted by the sports clubs
- Any activity that is illegal or overtly dangerous or offensive to other Users

8 Organised Activities

8.1 Definition:

Organised Activities are any event organised for the provision of entertainment, sport, sale of goods or services. This would typically include any organised sporting activity or fundraising event. Typical examples would include but are not limited to:

- Car Boot Sale;
 - Football, Rugby, Cricket, Bowls or other Sports Club
 - Music concert;
 - Beer Festival;
 - Country Show or Fete;
- Dog Training Classes; Private parties or classes of any kind.
Use of the Rec for business purposes is not permitted.

8.2 Applications for Use:

An initial enquiry for use of the Rec should be made to the Parish Clerk via email: parishclerk@cotonvillage.co.uk A detailed application for use should be submitted **a minimum of eight weeks before use**. A request made with less than eight weeks' notice may be refused on grounds of insufficient notification. Such applications will be placed in front of CPC at the next council meeting. CPC reserves the right to make any further enquiries before granting or refusing the application. CPC will advise the applicant in writing of its decision through the Parish Clerk at the earliest opportunity. Requests for e.g. a series of planned sporting events can be made as a batch for a season and each event does not require individual written permission.

8.3 Organiser/User Responsibilities:

- 8.3.1 CPC holds Public Liability insurance for the Recreation Ground land and casual use by the public. Organisers are responsible for the Public Liability of all matters connected with their Organised Activity.
- 8.3.2 7.3.2 CPC strongly advises the Organiser to arrange for Special Events Public Liability Insurance. It reserves the right to request this for any event and where appropriate proof of Public Liability insurance will be required.
- 8.3.3 A Risk Assessment must be carried out in writing and given to the Parish Council before the event.
- 8.3.4 If identified in the Risk Assessment, it is strongly advised that a First Aider be in attendance with means to call the Emergency Services.
- 8.3.5 At least one Organiser must be present for the entire duration of the event and their names and contact details notified when application is made. It is recommended that Organisers are clearly recognisable to other Users.
- 8.3.6 The Organiser(s) must obtain the necessary public entertainment or liquor licence as may be required and have stewards where indicated as a term of the licence.
- 8.3.7 The running of events is the responsibility of the Organiser who should ensure that they are adequately supervised.
- 8.3.8 All Third Parties must have their own Public Liability insurance, for example: catering vans, fair rides, pony rides, bands and stalls. Proof of Public Liability insurance may be requested by the CPC. Bouncy Castles must be hired from someone with their own Public Liability insurance and comply with the requirements of the Public Liability, for example: height/weight restrictions, adult supervision.
- 8.3.9 Should the event involve stallholders:
 - they must provide their names and addresses to the Organiser who will retain a list. This list must be provided to CPC on demand.

- the Organiser must be fully aware of what goods are on sale at any time and if inappropriate the stallholder must be asked to leave immediately. Any such occurrence must be reported to the Clerk.
- 8.3.10 No vehicles are allowed onto the grass without permission from the CPC.
- 8.3.11 The Organiser must ensure unrestricted access for Emergency Vehicles to and from the Rec and neighbouring roads at all times.
- 8.3.12 If there is a BBQ, then it must be sited in a position where people cannot walk into it, fire-fighting equipment must be in place (sand/water buckets) and it must be supervised whilst lit or hot.
- 8.3.13 The Organiser must take every care that no damage is done to any part of the Rec including: trees, paths, buildings, fences, furniture, the Play Area and football/cricket pitches. As far as is practicable, the Organiser will return the Rec to the state in which it was found, in particular to ensure that:
 - all litter and detritus is removed from the Rec immediately after the event. It is not permitted to place any collection of litter in the litter bins on or near the Rec;
 - any damage to the Rec or the vegetation surrounding it will be made good or paid for such to be effected. Any damage and/or repair must be reported to the Clerk.
 - Parking for the event should be controlled and marshalled.
 - Organisers will ensure that all Health and Safety precautions as listed in this document are adhered to.

9 Use of Multi-Use Games Area (MUGA)

The tennis and netball court is free for everyone to use. No booking is required but please be aware of the following:

- If people are waiting to play, please limit the time you play to 30 minutes, maximum.
- Football is not to be played on the court.
- Be considerate to others.
- Please remove your rubbish from the court and dispose of it in the bin provided.
- Please report any damage to the net, surface or fencing to The Clerk at Coton Parish Council on parishclerk@cotonvillage.co.uk
- The court is provided by Coton Parish Council, with financial support from Amey Cespa.

10 Disclaimer

Items left on the Rec, with or without the permission of CPC, are the sole responsibility of the owner. CPC is not responsible for any damage caused to or by the piece of equipment or item. Any third party using or tampering with the item/equipment without authority does so at their own risk.

Should an Organiser have a query concerning the maintenance of the Rec before an event, CPC should be advised as soon as possible and definitely before the commencement of the event. CPC undertakes to make all reasonable efforts to put the matter right before the start of the event. CPC reserves the right to charge for maintenance/work required to the Rec in order to host an Organised Activity. CPC reserves the right to cancel an Organised Activity if it considers the Rec is unfit for the intended use.

The Parish Council reserves the right to update this document at any time.

The Clerk

Coton Parish Council

Guidance for Parish Councillors

1. Activities organised by the sports clubs take precedence.
2. Organised event: Activities should be open to the general public.
3. Event should not infringe on the enjoyment of other users of the Rec.
4. Permission to park on the Rec only to be given when the condition of the ground is suitable