
USE OF PARKS AND OPEN SPACES POLICY

Adopted: 15th December 2025

Version Control

Version	Description of Change	Officer	Reviewing Committee	Frequency of Review	Version Approval Date	Next Review Date
1.	Creation	Parish Clerk	Council	Three years	December 2025	December 2028

1. Scope of the Policy

- 1.1 The policy provides a guide to how Manea Parish regulates the use of its parks and open spaces, to balance the requirements and rights of residents and visitors whilst protecting these important community facilities in the long term.
- 1.2 This policy aims to define the type of activities and events that are permitted to take place in the Parish Council's parks and open spaces, the terms and conditions of use and when charges for use may be levied.

2. Who and What is Covered by the Policy

- 2.1 This policy covers the Parish Council's parks and open spaces, including S M Guy Memorial Playing Field, Dicks Green, Football Fields, MUGA, Allotments and other open spaces.
- 2.2 This policy covers use of the Parish Council's parks and open spaces for informal as well as formal activities requiring Parish Council approval, such as organised events and commercial activities.

3. Legal Framework

- 3.1 The Parish Council purchased (or was gifted) and maintains the open spaces under various legislative powers, such as the Public Health Act 1875, Open Spaces Act 1906, and the Physical Training and Recreation Act 1937 which regulate how the Council uses the spaces.
- 3.2 Activities on the spaces is also regulated by planning legislation and the permitted land use under Class F2(c) of the Town and Planning (Use Classes Order) 1987, and the Town and Country Planning (General Permitted Development) Order 2015.
- 3.3 The Parish Council also has duties as the landowner to protect staff and members of the public under the Health and Safety at Work etc Act 1974.

4. Policy Statement

- 4.1 The Parish Council's parks and open spaces are provided for the free enjoyment of the public for the purposes of improvement of health and wellbeing. Where organised events and commercial activities are permitted, they must be able to demonstrate benefit to and participation of the broader Manea community.

4.2 Informal Use

- 4.2.1 **Picnicking:** the Parish 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 without permission from the Parish Council
- 4.2.2 **Fitness:** fitness activities, either individually or with a fitness instructor, on a one to-one basis or as a small group (limited to six participants), are generally

permitted at the Parish Council's discretion, without charge. No equipment is to be attached to trees, children's play equipment or other physical features, including the Pavilion or street furniture. 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 six participants are subject to Parish Council approval and hire charges.

- 4.2.3 **Cycling:** is not permitted in the parks.
- 4.2.4 **Dogs:** It is expected that dogs are kept under proper control at all times when visiting the Parish Council's parks and open spaces. At no point should they be allowed to harass or attack other users of the park, including other pets and wildlife. Dogs are not permitted in any of the children's play areas.
- 4.2.5 Dog walkers are asked to ensure that they clear up after their pets to ensure that the grounds are kept useable by families, including children, and for the safety of the Parish Council's Grounds Maintenance Team who look after the open spaces for residents' enjoyment. Instances of dog walkers/owners allowing their dog to foul and not picking up could lead to a fine or prosecution.
- 4.2.6 **BBQs:** BBQs are not permitted on any of the Parish 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.
- 4.2.7 **Golfing, metal detecting, remote control model aircraft and drones:** golfing, metal detecting and taking off and landing of remote-control model aircraft and drones are not permitted on any of the Parish Council's parks or open spaces.
- 4.2.8 **Performances on any park:** can only be held with the permission of the Parish Council .

4.3 Events

- 4.3.1. Organisations wishing to hold events in Council parks and open spaces must formally apply for Council permission, completing the application for a Licence to use Parish Council Land, and comply with the terms and conditions of use. Permission for events may be granted in the following circumstances:
 - a. events must be open access and able to demonstrate benefit to the local community.
 - b. priority will normally be given to regular events which form part of the summer community programme and Parish Council organised initiatives; and
 - c. organised events will only be permitted during the spring/summer season and authorisation will not normally be given for more than one event on the same weekend.
- 4.3.2. A schedule of charges will apply for commercial events. Charges will not apply to not- for-profit events.

4.3.3. Any commercial use of the Parish Council's parks and open spaces shall be at the discretion of the Parish Clerk in consultation with the Chair and Vice-Chairman of the Council, and being satisfied that it meets the criteria outlined above.

4.4 **Commercial Activity.**

4.4.1 Commercial activities for which charges apply are those where:

- a. there is a charge levied on participants, and/or
- b. the organiser of the activity receives a direct financial benefit from carrying out the activity.

4.4.2 Commercial activity, including ice cream vans and small takeaway operations, fairground rides, theatre performances, pop-up cinema, commercial filming, fitness classes with more than six participants, are dealt with in the form of a lease, licence or consent agreement.

4.4.3 Charges do not apply to professional dog walkers or personal trainers carrying out sessions with fewer than six participants.

4.4.4 Charges for commercial activities do not guarantee exclusive use of a particular area.

5. **General Terms and Conditions for the use of Parks and Open Spaces for Events and Activities**

5.1 **Ground** : the ground occupied by the event and its patrons must be left in the same condition as it is found. Event organiser(s) will be liable for damage done to the park (including its contents and ground) during set-up, operation and clear-down of the event and will be charged accordingly for any associated reinstatement works.

5.2 **Waste management:** all rubbish generated by the event must be removed from the ground and surrounding area and disposed of appropriately by the event organiser(s). The Town Council strongly advocates the recycling of waste wherever possible.

5.3 **Parking:** no vehicles are to be parked on the ground unless given express permission by the Parish Council.

5.4 **Stage/PA equipment:** any Stage or PA equipment must be positioned on the ground as directed by an appropriate Council officer/member.

5.5 **Noise control:** noise levels generated by the event and specifically by the use of PA equipment must be kept to a minimum throughout the duration of the event, so as not to unduly disturb other users of the ground or occupants of surrounding commercial or residential properties.

5.6 **Catering:** any catering units or food stalls must comply with appropriate food hygiene regulations and recommendations.

5.7 **Temporary Events Notice:** all stipulations of a Temporary Events Notice (TEN) must be observed and adhered to.

- 5.8 **Trade stalls:** all stipulations of a trading licence must be observed and adhered to.
- 5.9 **Public Liability Insurance:** an adequate level of third-party insurance (minimum level of indemnity £5million) must be in place to cover the event and a copy of the document must be presented to the Parish Council at least 4 weeks prior to the event or activity taking place.
- 5.10 **Risk Assessment:** a risk assessment in relation to the event and its activities must be produced and a copy of the document must be presented to the Parish Council at least four weeks prior to the event or activity taking place.
- 5.11 **Safeguarding Children:** a safeguarding children policy in relation to the event/activities must be produced and a copy of the document must be presented to the Parish Council at least four weeks prior to the event or activity taking place.
- 5.12 **Payment:** a deposit of 50% of the total hire fee will be required to secure the booking. The remainder of the fee is due at least four weeks prior to the event or activity taking place.
- 5.13 **Refunds:** the hire fee is non-refundable if the organiser cancels the event within four weeks of the event taking place. A 50% refund of the total hire fee will be given if the organiser cancels more than four weeks before the event.
- 5.14 **Security:** the organiser shall be responsible for ensuring the security of the event and participants, including any ticketing, and monitoring the number of attendees.
- 5.15 More detailed terms and conditions will be provided to applicants when looking to book the land for an event.

6. Miscellaneous Provisions

- 6.1 The following miscellaneous provisions are also in force for Parish Council owned land and open spaces:
- 6.2 **Scattering of ashes:** the scattering of remains, human or animal, are specifically prohibited by the Parish Council on all properties. The only specific exclusion shall be at the Cemeteries and then only subject to written permission having been granted by the Parish Council Clerk.
- 6.3 **Grazing of animals:** grazing of animals and/or livestock shall not be allowed on Parish Council owned and maintained land.
- 6.4 **Erection of structures:** no structure, permanent or temporary, shall be erected without the express permission of the Parish Council. This shall include a prohibition for fixing items to trees, plants, shrubs, buildings and other objects.
- 6.5 **Removal or addition of materials:** no materials are to be added or removed to Parish Council land without prior approval.

6.6 Pitch and other markings: markings shall not be allowed unless agreed in writing by the Parish Council. Any such marking shall be made using a substance or material as agreed at the time.

7. Policy Review

7.1 The content of this policy shall be reviewed every three years with reference to the relevant legislation or guidance in effect at the time. Further reviews will take place as required.

Alan Melton
Clerk to the Council
December 2025