



# Aylesford

PARISH COUNCIL

CLERK TO THE COUNCIL,  
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## POLICY FOR HIRE OF PUBLIC OPEN SPACES

### WHAT AREAS ARE AVAILABLE FOR HIRE

1. Generally it is the larger recreation grounds that attract applications for the hire of events. A pattern of hiring and usage has built up over the years which has been reflected in the specific policies set out below for individual areas.

**Forstal Road Recreation Ground.** Primary use as 4 home pitches for Aylesford Football Club and for recreation when not used for football or football training. Secondary use for one-off small scale activities in support of or in association with Aylesford Football Club and the Aylesford Village Community Centre. Secondary use of this area for village fete type events with no heavy vehicle use.

**Ferryfield.** Primary use for organised sports on marked football and mini rugby pitches and for recreation when not used for organised sports. Primary use for recreation on area closest to the car park not marked for pitches. Secondary use of this area for events such as fun fairs, circuses and community events.

**Eccles Recreation Ground.** A multi-use area for both sports on marked pitches and recreation. Secondary use for events such as fun fairs and community events.

**Blue Bell Hill Recreation Ground.** Used for sports on the marked pitch and recreation.

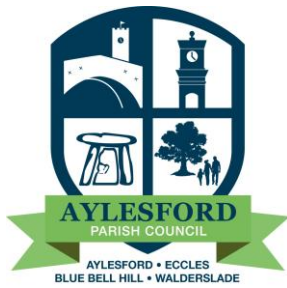
**Tunbury Recreation Ground.** A multi-use area for both sports on marked pitches and recreation.

2. There is no track record of requests to hire other land.

### REQUESTS FOR HIRE OF OPEN SPACES

3. Requests for the hire of open spaces are either from sports clubs, groups, ad hoc committees, clubs, individuals or commercial enterprises.

4. The Council has long standing arrangements with the following sports clubs for their home pitches: Aylesford Football Club, football pitches at Forstal Road Recreation Ground and Eccles Recreation Ground; Ferryfield, Aylesford Rugby Club for mini rugby pitches and Holtwood Rangers Football Club for the football pitches; Real 60 Football Club for the football pitch at Blue Bell Hill Recreation Ground (training only); and Real 60 for the junior football pitches at Tunbury Recreation Ground and the storage rooms and toilets adjoining Tunbury Hall. The Council's practice is that the incumbent club should have first refusal to renew their regular hire of pitches annually and that the pitches should not be sub-let without the agreement of the incumbent club. Any approaches from other sports clubs would be considered provided there was no conflict with incumbent clubs. For example, cricket might be considered for Forstal Road Recreation Ground or Ferryfield where playing seasons do not overlap with football and if space could be found between pitches. Or, for the sake of example, small handball or volleyball areas could be marked out in areas outside marked pitches.



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5. Requests for events for fun fairs, circuses, festivals, fetes or community events will be considered on their merits. The Council will take into account: policies for primary and secondary uses of individual sites; past practice and traditional uses; potential to cause a nuisance to surrounding properties; potential for traffic congestion; potential to cause damage to sites; community benefits; charitable purposes (if any).

6. Hire charges will be as set out in the Council scale of charges, unless varied by a decision of the Council. Hirers may also be required to place a returnable deposit with the Council to cover any costs resulting from their hire. All hirers will be responsible for vacating the site promptly at the end of their period of hire and for removing all publicity from public sight.

7. All hirers will be responsible for ensuring that they are licensed as necessary for sale or supply of alcohol, entertainment and provision of hot food or drink. All hirers will be responsible for all other regulatory or legal compliance. All hirers will be responsible for ensuring that the Council's land is suitable and safe for the purpose of the event to be held.

8. All requests for hire will be considered in the first instance by the Council's Environmental Services Committee which meets on the 4<sup>th</sup> Tuesday of the month. In order for requests to get on the agenda they should be with the Council by close on the 3<sup>rd</sup> Monday of the month. Recommendations by Environmental Services Committee regarding hiring requests will be approved, amended or rejected by the next full Council which meets on the 3<sup>rd</sup> Tuesday of the next month.

9. All requests for hire for non-sports events should follow the guidance below "GUIDANCE FOR HIRE OF RECREATION GROUNDS FOR NON-SPORTS USE."

10. Site specific conditions apply at the following locations:

Ferryfield: Access from Hall Road is protected by gates and by upper and lower height barriers. Access from the car park to the field is protected by gates. A returnable key will be provided to the hirer to open and lock gates and height barriers if required for access and for any agreed setting up and removal before and after events.

Where a water supply is taken from a hose in the cemetery, the supply hose should include a fitting so that a water supply is maintained for the cemetery.

Forstal Road Recreation Ground: Sufficient provision should be made to meet the reasonable expectations for parking on site by people not participating in the event

### **GUIDANCE FOR HIRE OF RECREATION GROUNDS FOR NON-SPORTS USE**

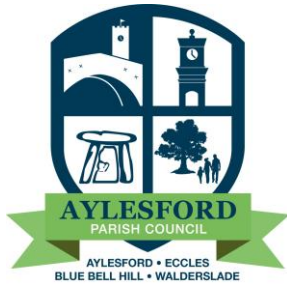
All applicants for hire of Recreation Grounds owned by Aylesford Parish Council are advised that all requests for hire will need to be consistent with the Council's POLICY FOR HIRE OF PUBLIC OPEN SPACES.

The following information should be supplied to the Council in the same order:

Contact Details of Organiser: to include the name of the club, firm or organisation, name of main contact with address, email and telephone.

Confirmation that the organiser has read, understood and will comply with the Council's "POLICY FOR HIRE OF PUBLIC OPEN SPACES".

Event Details: Location for event; date and times; site plan; name of event; details of proposed activities; estimated maximum number of persons attending; arrangements for parking, sanitation,



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stewarding, power, water and litter; is the purpose of the event commercial, charitable or for a good cause, a community event.

Insurance: Confirmation of a minimum of £5million public liability insurance including cover for damage to property and land owned by the Council. There should be a £150 maximum excess for damage to property and land owned by the Council. (Copy of insurance certificate and policy to be sent to Council at least two weeks before the event.)

Risk assessment: Copy of risk assessment to be sent to the Council at least a week before the event.)