**FRAMPTON COTTERELL PARISH COUNCIL**

**NON-STANDARD USE OF PARISH PLAYING FIELDS & GREEN SPACES**

This document covers all green spaces which are the property of Frampton Cottrell Parish Council

1. **Introduction**

Green spaces such as The Park, School Road (aka Crossbow), Ridings Road play space and The Centenary Field, Mill Lane are financed and maintained by Frampton Cotterell Parish Council from money collected via SGC Council Tax and paid to the Parish Council as a precept.

The facilities are intended to provide safe, well maintained, green spaces for recreational and sports use which are secured to minimise the risk of illegal encampments.

Football/Rugby and Cricket pitches are for the use of local teams who pay an annual rent for these facilities. The Tennis Courts are for general use and are free to play but only during specified times as the courts are rented to both the Tennis Club and Netball Club during the specified times.

Fixed Play equipment is provided and maintained for age specific children.

1. **Requests for special or non-standard use**

Any request for a non-standard use of a field or green space must be made in writing/email at least 14 days before an event, and the use can only take place if prior permission is granted by the Parish Council.

On receipt of any request the following will be considered:

* Duration and type of activity planned
* Risk to children and adults using the space for normal activities
* Planned or expected activities on the space for the requested date
* Risk and potential damage to the ground, or sports pitches or subsoil drainage pipes or other services
* Condition of the ground and expected weather (for example too muddy for planned use)
* Signage and notifications required before the event or during the event
* Demarcation of a part of the space (for example roping off an area)
* Stewarding arrangements
* Organisers insurance cover (for example for Bouncy Castle or sporting event)
* Cost of using field for special request

1. **Vehicular Access**

Authorised vehicular access is only granted to grounds maintenance staff and others with a valid reason to drive a vehicle onto the field or green space. Any unauthorised vehicular access will be treated as trespass, or illegal parking and action may be taken. Permission for vehicular access will only be given in exceptional circumstances.

1. **Cost of special use**

The Parish Council reserves the right to make a charge for special use if it deems it necessary and/or may request a deposit, to be returned after the event, provided the space is left ‘as it was’ before the event. The user will be required to pay for any signage, demarcation equipment or stewarding. The users deposit, or part of it, will be used for any ‘making good’ of the space after the event considered by the Parish Council to be caused by the event.

1. **How to apply for special use**

Complete the necessary form and email/post it to the Parish Clerk

[**clerk@framptoncotterell-pc.gov.uk**](mailto:clerk@framptoncotterell-pc.gov.uk) or

**The Brockeridge Centre**

**Woodend Road**

**Frampton Cotterell**

**Bristol**

**BS36 2LQ**

**Request for non-standard use of a Frampton Cotterell Parish Green Space**

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| **Name/Organisation, address, telephone number and email of person making the request and responsible for the event** |
| **Green space required** |
| **Description of the activity that the space will be used for including approximate numbers of people/animals** |
| **Date and times of activity** |
| **Parish Council decision/cost/deposit required and conditions that apply.**  **(To be returned to the applicant)** |

**The Parish Council complies with current Data Protection laws. Details can be found on the website – http://www.framptoncotterell.org.uk/finance**