

<b>Meeting</b>	Parks & Open Spaces Committee
<b>Date</b>	Tuesday 12 <sup>th</sup> October 2021
<b>Report Title</b>	Hire of Open Spaces
<b>Agenda Reference</b>	16
<b>Author</b>	David Hunt, Head of Parks & Open Spaces & Laura Cutter, Deputy Clerk & Services Manager

### Officer's Recommendation

1. To agree the five locations below are suitable locations for public/council events.
2. To agree the first 2 hours of any event is free of charge to try to keep events to a minimum.
3. To agree a one off token charge of £10.00 for chargeable events at any premises for the use of personal training/ outdoor exercise classes to cover a basic maintenance package.
4. To give delegated authority to the Head of Parks & Open Spaces to suggest suitable locations to groups for hire/ use and update the Committee on a case by case basis.
5. To suggest other locations that could be used for public hire.

### Background

The Council has received requests from members of the public to use its open spaces for outdoor exercise classes and events. The Officers were tasked with reviewing possible income streams and it was suggested that the Committee considers whether it wishes to hire out its open spaces.

### Suitable Locations for Hire/ Use for Events

Location	Usage	Cost
1. King George V Field	Schools, Charities, Local Organisations and Council Events	Free for up to 2 hours during the week with correct certification, risk assessment and safety measures in place. Additional cost for a weekend or late bookings whereby an operative/ security is needed to lock up.
2. Trent Road Field	Sports Events	Free for up to 2 hours with correct certification, risk assessment and safety measures in place. Ideally working in partnership with a local sports club to house its team and agree maintenance terms.
3. Land adjacent to Council Offices	Charity Events, Additional space for Council events, Sports Events, BBQ's	Free for up to 2 hours with correct certification, risk assessment and safety measures in place.
4. Havisham Drive Play Area/ Open Spaces	Charity Events, Picnic Events, Council events, BBQ's	Free for up to 2 hours with correct certification, risk assessment and safety measures in place.
5. Voyager Drive	Sports Events, Picnic Events, BBQs	Free for up to 2 hours with correct certification, risk assessment and safety measures in place.
6. Future possibility of Clary Road	Sports Events	Subject to this area being drained it would increase its suitability for numerous events.



## **Considerations**

- Officer time to organise, promote and administer bookings
- Ensuring hire is exclusive for the event time to avoid double bookings
- Officer time processing payments
- Operative or Caretaker available and on call for emergencies – charging and non-charging?
- Tidying up before and after events to a reasonable standard when charging
- Cutting grass before events when charging
- Creating guidelines on do's and don'ts for hiring the open spaces
- Enforcement of mistreating open spaces
- Notice of events to nearby residents
- No welfare facilities in open spaces, such as toilets, which could make it unappealing to hire
- Ensuring footpaths are not blocked and that the event is conducted within the designated area requested
- Setting maximum numbers for events
- Cancellation policy for bad weather

## **Personal Training/ Outdoor Exercise Classes**

As the personal trainer/ instructor is charging for the events, it would be preferable that some costs to use the premises are met. See costs below.

The Council will promote outdoor activity and where possible work closely with personal trainers and instructors for the good of the community. The cost of this could be minimal to bring such activities to Haydon Wick.

## **Costs**

For the above considerations to be factored in and for an income stream to be received to offset the maintenance and administration the cost would be in the region of £60.00 per hour, which makes the open spaces unsuitable for private hire as other costings nearby costings come out around £45.00 per hour, but there is a sliding scale depending on size of field and amount of people <100 and >100.

Public Events – Free of Charge for up to 2 hours with correct certification, risk assessment and safety measures in place. Additional charges may occur for an enhanced grounds maintenance service i.e. an additional cut of a football ground, line marking or litter picking afterwards.

A one off cost of £10.00 for each event, this seems a nominal amount that doesn't put off the trainer for the use of the land but also doesn't hold the Council responsible for too high standards of maintenance achieving a 'basic' maintenance package (litter picking) before the event.