



SAXMUNDHAM TOWN COUNCIL

OPEN SPACES POLICY

Annual Approval: April 2024

Minute Item: 11/24AS



Saxmundham's Open Spaces

The Town Council manages the following open spaces for the benefit of the residents of Saxmundham:

Memorial Field
Seaman Avenue Play Park
Chantry Road Play Park

The Purpose of the Open Spaces Policy:

- To encourage residents and visitors to use and enjoy Saxmundham's open spaces.
- Encourage activities that enhance the quality of life for visitors and encourage healthy living.
- To promote Saxmundham's strong historical, environmental heritage complemented by a vibrant contemporary culture.

Activities that will be considered

- a) Events organised by registered charities for the purpose of raising money for local and national charities.
- b) Events organised by voluntary groups or organisations for the purpose of benefiting the local community and/or raising money for local and national charities.
- c) Commercial events of local, national and international importance or significance that promote the town to a wider audience and encourage visitors to Saxmundham.
- d) Events and activities that aim to enhance the environment of the park or open space, educate users, encourage participation and promote the leisure activities or opportunities available.
- e) Civic events.

Prohibited Events

The Town Council will not give approval for events on its land of the following nature:

- a) Any event likely to provoke public disorder.
- b) Any event that includes the use of performing animals, except those which are normally regarded as domesticated in the United Kingdom (i.e. horses, dogs, cats, birds used in falconry demonstrations, caged birds and rabbits), which may be used as an ancillary part of a performance. No live animals are to be used as prizes.
- c) Any event that would cast doubt on the integrity of the Town Council.
- d) Any event the Town Council believes may be of questionable public morality.



- e) Balloon and Chinese lantern releases are not permitted for environmental reasons.

Fees And Application Process

- a) The Amenities and Services Committee will have the discretion and ultimate decision to determine whether a proposed event falls within the programme exclusions.
- b) Applications for small community events should be submitted where possible 6 weeks before the event. Large events should be submitted 12 weeks before the event and East Suffolk Council should be notified of the details of the event. Events submitted outside the dates will be considered at the discretion of the Town Council.
- c) Hire fees and service charges will be levied for the use of parks and open spaces and these fees will be reviewed and approved annually by the Amenities and Services Committee.
- d) Registered charities, non-profit making and local community groups may be offered the hire of parks and open spaces for raising money for local and national charities at no charge following the approval of the Amenities and Services Committee. Charges may be made for the use of staff, materials and equipment supplied by the Town Council during the event.
- e) Income/donations derived from event hire fees will be re-invested into the provision, development and maintenance of parks and open spaces in Saxmundham.
- f) This schedule of fees and charges has been kept simple to avoid complexity and to be readily transparent.
- g) The purpose of the proposed fees and charges is not to be money making at the potential impact of deterring charitable and community events, but to ensure the Town Council recovers reasonable costs in staging the annual events programme and for re-investment in parks and open spaces.

Open Spaces	Charity, schools , voluntary groups & local non-profit organisations	Commercial Events
Sites	Charge	Charge (£)
Play Park	£20 small activities £50 larger activities	£75
Memorial Field	£20 small activities £50 larger activities	£300

Terms and Conditions

- a) The hirer and will keep the Town Council indemnified against all losses, claims, demands, actions, proceedings, damage, costs or expenses or other liability arising in any way from this licence.



- b) The hirer must observe any directions that the Town Council may make from time to time, governing their land.
- c) The hirer at the hirers expense must immediately make good any damage to any part of the Town Council's land or any part of it.
- d) Police must be made aware of your car parking arrangements and cones must be placed on the roads, around the land in order that residents' drives are not blocked.
- e) The Town Council requires that event organisers comply with all relevant legislation relating to the control of noise and the protection of the immediate and local environment.
- f) Organisers will be encouraged to work with local residents and the relevant authorities to minimise the impact of events on the local community. Any residents within the vicinity should have a letter posted through their door advising of the event, and a contact number to call for queries.
- g) The protection of the park environment, wildlife and features will take precedence and will be considered when planning events. Where necessary the Town Council will secure a ground deposit from the organiser in advance for refuse removal and/or reinstatements and repairs following events.
- h) In the case of severe weather creating very wet ground conditions, the Town Council reserves the right to cancel the event or require the event organiser to introduce ground protection measures to avoid excessive damage to the fabric of the park or open space. In the circumstances that it is necessary to cancel an event due to severe weather this will be done in consultation with the hirer, and the Town Council will not be liable for any costs. The decision to cancel an event due to severe weather will be taken by the Town Clerk in consultation with the Chair of the Town Council, whose decision will be final.
- i) In the case of severe winds creating dangerous conditions associated with trees on site, the Town Council reserves the right to cancel the event or require the event organiser to cordon off areas where the public may be at risk.
- j) Promoters and organisers of events remain responsible for the marketing and promotion of their event and shall be required to make adequate provision for it comply with the relevant licensing and planning legislation. Flyposting for events will not be permitted and the necessary permissions must be obtained for any promotional banners or posters erected.
- k) Operating hours for events will be between 9am to 11pm (excluding set-up and set-down).
- l) Applications for events in parks and open spaces will be dealt with on a first come first served basis, excepting that recurring annual events will be given priority if they are staged on regular dates.
- m) The Town Council will consider events on the basis of those permitted events and prohibited events as referred to above. References may be required and taken up where the content of an event needs further confirmation. The Town Council accepts no responsibility for the impact of refusing an event.



- n) Event organisers cannot hold an event in the Town Council's parks and open spaces without the Town Council's written permission. This permission will be granted at the discretion of the Town Council and only following satisfactory completion of the Open Space application documents.
- o) Evidence of adequate insurance and risk assessment will also be required. Organisers will be required to obtain and provide evidence to the Town Council of Public and Employers Liability Insurance to a minimum value of £10 million. For organisations that do not have this level of cover the Amenities and Services Committee has discretion to accept lower public liability coverage if this is approved by the Town Council's insurers.
- p) Hirers must comply with all relevant Health and Safety Legislation and provide a site specific risk assessment for any activities.
- q) Hirers will be required to supply a copy of the child safeguarding policy or vulnerable adults' policy if relevant to the activities on site.
- r) If collecting money, a Street Collection Permit must be obtained from East Suffolk Council and a copy submitted to the Town Council.
- s) If alcohol is being sold the appropriate licence from East Suffolk Council must be obtained.



SAXMUNDHAM TOWN COUNCIL
APPLICATION FOR USE OF OPEN SPACES

1.	Name of Organisation	
2.	Type of organisation Eg community or commercial	
3.	Name of applicant	
4.	Address of applicant	
5.	Email of applicant	
6.	Role in organisation	
7.	Date Requested	
8.	Times Requested Including set up time and clear up time	
9.	Registered Charity Number (if applicable)	
10.	Area Requested	
11.	Event/Activity Planned	



12.	Mobile Telephone Number to be used when the event is happening	
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I confirm I have read the "Saxmundham Open Spaces Policy" and I have provided the following information in order that the application can be processed without delay (please tick):

- Application form with all questions completed.
- A copy of the organisation's Public Liability Insurance Certificate for the amount of £10,000,000.
- A completed risk assessment for the activity to be carried out on the performance area.
- If collecting money, a copy of the Street Collection Permit issued by East Suffolk Council.
- A copy of the child safeguarding policy or vulnerable adults' policy if relevant to the activities on site
- Details of East Suffolk's Event Licence if required.

DECLARATION

- I have read the Saxmundham Open Spaces Policy and I agree to the terms and conditions as specified.
- I also agree to keep Saxmundham Town Council indemnified against all losses, claims, demands, actions, proceedings, damage, costs or expenses or other liability arising in any way from this licence.
- I certify that, to the best of my knowledge and belief, the information provided is correct and complete.

Signed.....

Date.....

Print Name.....

Position.....

Please return the completed form, together with the supporting documents to:

Town Clerk, Saxmundham Town Council, The Town House, Station Approach, Saxmundham, IP17 1BW
Email: townclerk@saxmundham-tc.gov.uk