

## **REPORT PC26.078(b) Draft Policy on the Use of Council Land and Assets**

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**Date:** 4<sup>th</sup> June 2026

### 1. PURPOSE

To consider whether the Parish Council should introduce a policy to manage the use of its land for organised events and activities.

### 2. BACKGROUND

The Operations Working Group has prepared a draft Use of Council Land Policy governing the use of Council land by individuals, community groups, charities and commercial organisations.

The draft policy gives officers and councillors a documented approach to decision making when approached by others for permission to use Council land and assets for organised activities and events. It also gives clear information on the Council's approach for people making such requests.

Councillors should note that the policy allows for the possibility of charging for such use. The Council has a fiduciary duty to manage public assets in the interests of local taxpayers. An associated report (FGP26.011) was given to the Finance and General Purposes Committee on 2<sup>nd</sup> June 2026. The FGP Committee resolved to:

- a) Support the introduction of a charging framework
- b) Protect free or low-cost access for community use
- c) Apply charges to commercial and mixed-use events
- d) Support the use of refundable deposits
- e) Recommend to Council that, prior to implementation, the VAT implications of any charging scheme are reviewed, and that professional advice is obtained where appropriate or if activity levels increase.

Details of any proposed future charging scheme will be put to Council for approval prior to implementation. No charging scheme will be applied unless / until Council approves it first.

### 3. RECOMMENDATION

That Council adopts the proposed policy, recommended by the Operations Working Group, as detailed in Annex One.

## Laverstock and Ford Parish Council

### Use of Parish Council Land & Assets Policy

<b>Purpose</b>	To provide a clear framework for the safe, responsible, and community-focused use of Parish Council land and assets
<b>Scope</b>	Employees, Councillors, General Public
<b>Date adopted</b>	
<b>Minute Ref:</b>	
<b>Previous</b>	None
<b>Next Review</b>	TBA
<b>Policy Owner</b>	Operations Working Group
<b>Supersedes</b>	None

#### 1. Introduction

The Parish Council is committed to supporting community engagement by permitting the use of Parish Council land for events that benefit local residents. This policy outlines the guidelines, requirements, and processes for individuals and organisations seeking to use Parish Council land for activities and events. The aim is to ensure that activities and events are safe, well-organised, and do not negatively impact the local community or environment.

#### 2. Scope

This policy applies to all organised activities and events held on Parish Council-owned land. It covers organised activities and events organised by individuals, community groups, charities, and commercial organisations.

#### 3. Permissible Uses of Parish Council Land

The Parish Council land may be used for the following types of organised activities and events, subject to approval:

- Community gatherings
- Charity events and fundraisers
- Sports and recreational activities
- Cultural events, fairs, and festivals

- Markets, craft fairs, and stalls

The Parish Council reserves the right to refuse permission for any organised activities and events that are deemed inappropriate, unsafe, or likely to cause disruption or damage.

#### **4. Application Process**

Any individual or organisation wishing to hold an organised activity or event on Parish Council land must submit a formal application at least 8 weeks prior to the proposed date. The application should include:

- Details of the activity or event (type, date, duration)
- Estimated number of attendees
- Contact details of the event organiser
- A site plan showing the layout of the event, including facilities, marquees, stalls, etc.
- Details of any equipment (e.g., sound systems, lighting, stages)

Applications for small-scale events may be considered and approved by the Parish Clerk under delegated authority. Applicants will normally receive a response within two weeks of submission.

Applications for larger-scale activities and events, or activities and events considered to present greater operational, safety, financial, or reputational risk, will be referred to Full Council for consideration. Due to the Parish Council meeting schedule, applicants should allow up to five weeks for a decision.

The Parish Council reserves the right to determine the appropriate approval route for any application.

#### **5. Requirements for Event Approval**

Organisers are required to meet the following conditions for approval:

##### **Risk Assessment and Health & Safety Plan**

- Submit a risk assessment, detailing potential hazards and mitigating measures.
- Comply with relevant health and safety legislation, including fire safety and crowd control measures.

##### **Insurance**

- Ensure there is adequate first-aid provision.
- Provide evidence of Public Liability Insurance with a minimum cover of £5 million. This is essential to cover any damages or accidents that may occur.

##### **Licenses and Permits**

- Obtain any necessary licenses or permits required for the event, such as a Temporary Event Notice (TEN) for the sale of alcohol, music, or performances.
- A copy of the license or permit must be submitted to the Parish Council before the event takes place.

#### Noise and Nuisance Control

- Event organisers must ensure that noise levels do not cause unreasonable disturbance to nearby residents.
- Any amplified sound must be kept within agreed limits and must cease by 10:00 PM unless otherwise approved.

#### Waste Management and Environmental Responsibility

- Organisers must provide adequate waste disposal arrangements, including recycling facilities, and are responsible for clearing the site after the event.
- Single-use plastics should be minimised, and sustainable practices are encouraged.

#### Public Access and Parking

- The activity or event must not obstruct public access to footpaths, cycle routes, or any other public rights of way on Parish Council land.
- Adequate parking arrangements must be in place to avoid congestion and ensure safe access for emergency services.

#### Protection of Land and Facilities

- Organisers are responsible for ensuring that the land and facilities are not damaged during the activity or event.

#### Traffic Management and Security

- For larger activities and events, a traffic management plan may be required, including details of road closures or diversions.
- Security personnel may be required to manage crowd control, and sufficient stewards must be available to supervise the event.

### **6. Post-Event Requirements**

Organisers must restore the land to its original condition, including removing all temporary structures and waste.

A post-event inspection may be conducted by the Parish Council. If any damage is identified the organiser may be liable for additional expenses.

### **7. Fees**

The Parish Council may charge a fee for the use of its land depending on the nature and scale of the event.

In addition, the Parish Council may require a refundable deposit prior to the event taking place. The deposit is intended to cover any costs arising from:

- Failure to adequately clean or restore the site following the event;
- Damage to Parish Council land, property, or facilities;
- Additional waste removal or maintenance costs incurred by the Parish Council.

The deposit, or remaining balance of it, will be returned following satisfactory post-event inspection of the site.

## **8. Non-Compliance**

Failure to comply with this policy or any conditions set by the Parish Council may result in:

- Cancellation of the activity or event.
- Refusal of future applications.
- Liability for any damages or cleanup costs incurred.

## **9. Conclusion**

This policy is designed to ensure the responsible and safe use of Parish Council land for community activities and events, while protecting the rights and wellbeing of local residents and preserving the land for future use. The Parish Council encourages community engagement through events but emphasises the importance of compliance with this policy to maintain a harmonious relationship with all stakeholders.

Contact Information:

For questions or to submit an application, please contact the Parish Council Clerk at:

[parish-clerk@laverstockford-pc.gov.uk](mailto:parish-clerk@laverstockford-pc.gov.uk)