



Binfield Parish Council

Open Spaces Policy & Procedure

1. **PURPOSE**

- 1.1 The purpose of this policy and procedure is to set out how Binfield Parish Council regulates the use of its open spaces. It should be read in conjunction with the Open Spaces Strategy which can be found on the Council's website.

2. **SCOPE**

- 2.1 This policy covers all open spaces managed by Binfield Parish Council. Currently these are: Foxley Fields (A1, A2 and A3); Silver Jubilee Fields (B); Wicks Green (C); Knox Green (D); York Road (E) and Mutton Oaks (F).

3. **OBJECTIVES**

- 3.1 To encourage use of the parish's open spaces whilst ensuring the safety of users and maintaining the beauty, tidiness and utility of the facilities.

4. **GENERAL RULES**

- 4.1 Any parcels of land within Binfield Parish that are managed by Binfield Parish Council are accessible to the public for community outdoor use or environmental protection.
- 4.2 Binfield Parish Council values these community spaces and will enhance and improve them where possible. Full details of the management of open spaces can be found on the Parish Council's website in the Open Spaces Strategy document.
- 4.3 Binfield's open spaces welcome all residents and are appropriate for a variety of uses by people of all age groups, abilities, and many recreational pursuits.
- 4.4 Use of the open space will be free of charge [except in specific circumstances as decided by the Council].
- 4.5 Open spaces remain public areas and cannot be cordoned off for a private event and will always remain open.
- 4.6 Dog fouling and all litter must be placed in the bins provided or, if cannot be accommodated by the bins, it MUST be removed.
- 4.7 The flying of Drones from parish open spaces is NOT permitted. There are to be no fires including BBQs (unless the Community BBQ which requires notification to the Parish Office), no motorised bicycles, motorbikes, motorised scooters or vehicles without the express and written permission of the council. No hard balls.

5. **PROCESS**

- 5.1 Residents of Binfield Parish are encouraged to use the open spaces for recreation and leisure to include sports and picnics and other gatherings.
- 5.2 Residents of Binfield Parish wishing to use the parish's open space for an event or organised activity – such as a family birthday party, sport training, games such as rounders or volleyball should contact the office to advise that they wish to use an area, when, for how long and for what purpose. In most cases, the parish office will be able to confirm permission within 5 – 7 working days. If a use is not common, and Councillor feedback is required, a delay may be up to 4 weeks to enable a decision to be taken at a Council or Committee meeting. An email requesting usage should be sent to bookings@binfieldparishcouncil.gov.uk
- 5.3 Permission for use of the open space will not be withheld without good reason.

Reviewed: August 2023

Adopted:



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6. **REGULAR OR BUSINESS USE**

- 6.1 Residents or organisations wishing to use an open space on a regular basis will inform the parish council of the dates, times and period of use [and will complete a Use of Open Space form]. This includes anyone offering exercise classes (paid for or free of charge) and bringing together groups for activities such as sports training for children and adults.
- 6.2 A risk assessment should be completed for activities involving more than 2 people. Dependent upon the nature of the activity, a copy may be requested.
- 6.3 No equipment or facilities provided by the Council should be used for anything other than its intended purposes. For example, swing frames are not suitable for use with tension bands or similar.
- 6.4 Commercial organisations carrying out a business must provide a copy of their public liability insurance certificate showing cover to the value of £5m.

7. **INDIVIDUAL OPEN SPACES**

There are some rules particular to each open space.

7.1 Foxley Fields - A1, A2 and A3

- 7.1.1 There are no dogs allowed on the main grassed area of Foxley Fields (A1) which is outside the parish office, adjacent to the school and tennis courts and contains the junior adventure play area. Dogs must be kept on leads and always kept to the pathways.
- 7.1.2 Dogs are allowed to run off the lead on the southern grassed area adjacent to Wiggett Grove and beyond the hedge line dividing Foxley Fields (A2)
- 7.1.3 There are no dogs allowed on the garden grounds (A3). This garden is intended for use as a kitchen garden or decorative garden by the Community Interest Company running the Foxes' Den Café.

7.2 Silver Jubilee Fields - B

- 7.2.1 This area, which includes an area of specimen trees, is identified for quiet enjoyment, picnics, and family games.

7.3 Wicks Green – C

There are no specific requirements for this area.

7.4 Knox Green – D

There are no specific requirements for this area.

7.5 York Road – E

There are no dogs allowed on this area.

7.6 Mutton Oaks - F

There are no specific requirements for this area.

8. **DATA PROTECTION**

Any personal or other data gathered will only be retained and used in accordance with the consent given and for the purpose for which it was given and in accordance with the Council's Information and Data Protection Policy and Data Retention Transfer and Disposal Policy.

9. **REVIEW**

The policy will be monitored and reviewed by the Parish Clerk and considered for adoption by the Council annually.

Reviewed: August 2023

Adopted:



BINFIELD PARISH COUNCIL



USE OF OPEN SPACES by Businesses or Organisations

Name		
Business OR organisation		
Address		
	Post code	
Telephone number		
Email address		
Open Space		
Date requested for use		
Times of use	From:	To:
Reason for use		
Public Liability insurance requirement for business users	I confirm that this activity will be covered by my/our public liability insurance to the value of £5M (certificate attached)	Tick here:
Use of Open Spaces Policy	I confirm that I have read the Council's Use of Open Spaces Policy and will abide by its rules and guidelines	Tick here:
Name	Signature	

Please complete and return this form, at least 14 days before the event, to:

Binfield Parish Council, Benetfeld Road, Binfield, RG42 4EW. Email: bookings@binfieldparishcouncil.gov.uk

Tel No: 01344 454602

Data Protection: Your details will be used by Binfield Parish Council to contact you about your Use of our Open Space only, unless you advise us that you would like to receive additional communications. You can request to no longer receive the communications you have consented to receive and/or request your details to be deleted from our systems at any time.