

2026



WOOTTON PARISH COUNCIL RECREATION GROUND (CHURCH ROAD) USAGE



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Version History

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Version 1.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
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To be reviewed at each Annual Council Meeting.

Recreation Ground (Church Road) Usage Policy

Introduction

Wootton Parish Council consider the recreation ground (Church Road) a benefit to all residents of the village and other users. The parish council is committed to ensuring it remains an open space for pastimes by residents and will not unreasonably or knowingly obstruct, deny or prevent such enjoyment. The parish council reserves the right to act as it sees fit to preserve the enjoyment of the recreation ground (Church Road) for the majority of residents.

The recreation ground (Church Road) is subject to a Public Spaces Protection Order (PSPO) – more specifically, a Dogs Exclusion Order. This order makes it an offence for a person in charge of a dog to permit the dog to enter or remain on any land to which the order applies. In this instance, dogs may not enter any of the grassed area within the recreation ground (Church Road). Fuller details including a map of the area can be found online via Bedford Borough Council's website:

<https://www.bedford.gov.uk/environmental-issues/dog-control-and-welfare/dog-control-orders>

Usage Information

General Principles

All users should make every effort to respect the ground and surrounding area including trees, pavements, buildings, fencing, street furniture, enclosed children's play area, MUGA¹, skate park and football pitches and should cause no damage.

The following casual activities are permitted within the recreation ground (Church Road), without the prior consent of Wootton Parish Council:

- Ball games (excluding golf);
- Picnics (excluding BBQs);
- Casual children's games (please refer to the Limitations of Use for exceptions);
- Walking/jogging.

Formal games (including football) and individuals/organisations wishing to use the ground for group (organised) events including, but not limited to:

- Boot camps;
- Outdoor fitness classes.

must secure the prior written permission of Wootton Parish Council and **must** provide all relevant documentation including, but not limited to:

- Public Liability Insurance;
- Employer Insurance;
- Disclosure and Barring Service checks;
- Risk Assessments;
- Method Statements.

Under no circumstances will be permission be granted without the information and permission referenced above. *See Organised Events below.

¹ Multi Use Games Area.

Users of the recreation ground (Church Road) have use of the car park situated behind the village hall. No vehicles (including scooters, mopeds and/or motorbikes) are permitted on the grassed area and all users are reminded of the need to be respectful to adjacent properties. Vehicles are parked at the owners' risk and no overnight parking is permitted. Fuller information on the use of Wootton Parish Council's car parks can be found online via the parish council's website:

<https://wootton-pc.gov.uk/parish-council/policies-and-procedures/>

Litter bins can be found at several points within the recreation ground (Church Road) and all litter should be suitably disposed of.

No structure, marquee, tent or similar may be erected without the prior written permission of Wootton Parish Council.

Use of the recreation ground (Church Road) for informal casual use is subject to any relevant rules, regulations and legislation applicable at that time.

Wootton Parish Council reserves the right to disallow casual use of any area within the recreation ground (Church Road) temporarily or permanently, but will act reasonably in exercising this right.

Usage Limitations

The recreation ground (Church Road) may not under any circumstances be used for the following purposes:

- Motor vehicle/motorcycle rallies or the riding of motorcycles and/or quad bikes;
- Golf practice of any kind;
- Ground based fires or BBQs of any kind;
- Bonfires and/or firework displays of any kind;
- Horse riding or driving;
- Shooting or archery;
- Overnight parking and/or camping;

The recreation ground (Church Road) may be used for the following purpose, with the prior written permission of Wootton Parish Council:

- Organised non-parish council controlled events.

This list is not exhaustive and includes any activity deemed dangerous, noxious, offensive, illegal, immoral or likely to be a nuisance to existing users and adjacent properties.

Operating and/or flying of any unmanned aerial vehicles (including drones) is only permitted subject to Wootton Parish Council receiving sight of the correct license(s), training and permissions. Operator and Flyer ID will also be required. Please refer [here](#) for fuller guidance which must be complied with in full.

Health and Safety

No user shall perform any action or permit any action which may endanger the safety of other users or casual passers-by.

Wootton Parish Council will endeavour to keep the recreation ground (Church Road) in a state fit for use, by undertaking inspections as referenced above.

All users undertake to ensure the recreation ground (Church Road) is in a safe state for casual users when they leave the area.

On occasion objects or materials may be found within the recreation ground (Church Road) which are dangerous or in a dangerous state. Care should be taken to avoid injury by not using or approaching these objects. The danger should be reported immediately to the Clerk to the Council or any councillor.

Ground and Equipment Maintenance

Wootton Parish Council and its contractors shall be responsible for the general maintenance of the recreation ground (Church Road), including mowing, cutting back overgrowth and hedgerows, hedgerow maintenance and general repairs. The parish council will engage whichever contractor it deems best to undertake these tasks.

The enclosed children's play area, football pitches, MUGA and skate park are inspected weekly, with a more detailed inspection carried out on a monthly basis by Wootton Parish Council staff members. A full annual inspection is carried out by Playsafety Ltd, a RoSPA-accredited play inspection company. All findings are reported to the Clerk to the Council who actions remedial works at the earliest opportunity and those findings are held on file for a minimum of three years. Members of the public are encouraged to report any findings to the Clerk to the Council using the contact details at the start of this policy. Signage on site also contains contact information.

Wootton Parish Council reserves the right to prevent any activity taking place that would be detrimental to users or the ongoing use/maintenance of the recreation ground (Church Road). Users will be notified accordingly.

Organised Events

A request to use the recreation ground (Church Road) for any organised event must be made in writing to the Clerk to the Council in the first instance.

Requests for use require the agreement of the Leisure and Amenities Committee and subsequent ratification of Full Council and the applicant will be informed accordingly. Applicants should note the Leisure and Amenities Committee meets monthly (as does Full Council) and timescales should be considered when making the application. A minimum of eight weeks' notice is required.

Organised non-Wootton Parish Council run events will be considered on merit, but permission will not usually be granted in the following incidences (please note this list is not exhaustive and requests may be considered on an individual basis):

- Organised events expected to have more than 20 footfall.
- Organised events with stallholders;
- Organised events with alcohol. Wootton Parish Council does not permit the sale of any alcohol at any non-Wootton Parish Council run event;
- Vehicles requiring access to the grassed area;
- The use of the area for temporary storage (before/after an organised event).

As noted above *, the following documentation must be provided to the Clerk to the Council **at the time the request is made and before permission can be given:**

- Public Liability Insurance;
- Employer Insurance;
- Disclosure and Barring Service checks;
- Risk Assessments;
- Method Statements.

In the event the Clerk to the Council or the Leisure and Amenities Committee determine additional documentation is required (including Special Events Public Liability Insurance), this must be provided at the earliest opportunity. Wootton Parish Council reserves the right to make further enquiries before granting/refusing any application.

Wootton Parish Council holds Public Liability Insurance to the value of £10m for casual use of the recreation ground (Church Road). However, all event organisers are responsible for the Public Liability of all matters connected with their event.

At least one event organiser must be present for the entire duration of the event and their names and contact details should be provided to the Clerk to the Council. They should be recognisable to other users/residents in the event advice is required or a complaint raised.

If permission is given for the access gate leading to the grassed area to be opened, an event organiser must ensure the access gate padlock is secure at all times and that keeping the access gate open is minimised.

The ground will be the responsibility of event organisers and users for the duration of the event and every care should be taken to ensure no damage is caused to any part – including trees, footpaths, buildings, fences, street furniture, play equipment, skate park, Multi Use Games Area and pitches.

Event organisers and users must ensure the ground is returned to its prior state before use, ensuring all litter and detritus is removed. Litter bins are situated throughout the recreation ground (Church Road), however every effort should be made to take the litter/detritus away. The refuse bin sited at the front of the village hall is not for public use.

Damage found to be the responsibility of event organisers/users must be made good and paid for. Such damage should be reported at the earliest opportunity to the Clerk to the Council.

Disclaimer

Items left on site, with or without the permission of Wootton Parish Council are the sole responsibility of the owner. The parish council accepts no responsibility for any damage, however caused, to or by the piece of equipment or item. Any third party using or interfering with the equipment/item without permission, does so at no risk to the parish council.

Any query relating to the maintenance of the recreation ground (Church Road) should be advised to the Clerk to the Council at least one calendar week before the event. The parish council will make every reasonable effort to resolve the issue before the start of the event, but reserves the right to cancel the event if Health and Safety is a concern.

Any decision made by Wootton Parish Council, as landowner, will be final.