

**PANGBOURNE PARISH COUNCIL**  
**MEADOWS AND RECREATION GROUND**  
**LICENCES AND PERMITS POLICY**



ADOPTED 2020

**Public use of the Meadows and Recreation Ground**

- Pangbourne River Meadows and Pangbourne Recreation Ground are owned by PPC on behalf of the residents of Pangbourne and access is available to all.

**Requests for particular use by specific groups**

- From time to time the Council may receive requests to permit use of the Meadows or Recreation Ground for specific uses by particular groups. These requests must be weighed against the original use of these public areas and no requests should be permitted that are to the detriment of other users or that will have a negative impact on the natural environment or facilities provided.
- Such requests may include but may not be limited to; use for Exercise Classes (1:1, group, commercial, community or free of charge), Filming or Production activities, Village Events (including the Village Fete), promotional activity, Community use (Scouts, Ramblers, D of E, Schools, etc), Community Art projects or installations, activities by the Adventure Dolphin Centre and so on.
- Each request will need to be assessed on its merits in terms of the benefit it will bring to residents versus any effect on the land or residents and whether the use is in conflict with any applicable covenants.

**Permits and Licences**

- If the use is deemed acceptable by agreement of the Parish Council, a permit should be issued. This will be issued after the satisfactory completion of the Licence (Fete Agreement), or in the case of an exercise class or regular event, a specific licence will need to be completed. In any event, all relevant Public Liability and relevant professional qualifications will need to be supplied to the Council to be held on file in advance of any such activity taking place.
- No-one who has either been refused a permit or has not officially requested one/ requested permission will be permitted to undertake these types of activities as stated above on the River Meadows or Recreation Ground. Whether permission should have been sought for an activity is at the sole discretion of the Council.

## **Pangbourne Parish Council will issue Licences for fitness classes because:**

- All visitors should have access to and use of public open spaces
- PPC must protect its public meadows and recreation grounds for everyone to enjoy and benefit from various fitness training in public places
- Fitness operators must have appropriate qualifications (based on industry best practice)
- Fitness operators must be fully insured and hold sufficient liability for participants' safety
- PPC need to manage growing demand from fitness providers wishing to use our open spaces.
- Fitness operators will be expected to abide by PPC's Code of Conduct for fitness classes which will:
  - Reduce their impact on the open spaces and other park users
  - Set a good example to other trainers
  - Deliver a safe and quality service for participants
  - Consider other park users by keeping to the quiet corners and leaving room for others
  - Keep noise levels to a minimum, particularly early in the morning
  - Never make use of children's play equipment
- Before a permit is issued, the Council must be satisfied that it is in receipt of a copy of the following documents from the instructor leading the class (valid for the period of the permit):
  - Full Risk Assessment
  - Full Insurance and Public Liability Insurance Documents
  - Professional Qualifications
  - Completed Code of Conduct
- Fitness permits should be limited to use of the Recreation Ground ONLY and no permits should be issued for classes on the Meadows.

## **Community Use:**

- Use of the parish's open spaces MAY be granted to community groups such as the Scouts, canoe events ramblers, local organisations, school parties or for art projects and so on provided that the requested use does not contravene any byelaws, cause any damage whatsoever or prevent other users enjoyment of the public open spaces. Each request will be considered on its individual merits.

- Users will need to provide the following to be held on file by the Council before the activity takes place:
  - Risk Assessment
  - Fete Licence
  - Full insurance and public liability documents

### **Community Events:**

- Annual Community Events such as the Village Fete shall usually be granted permission to use the River Meadows on satisfactory receipt of a completed:
  - Fete Licence
  - Risk Assessment
  - Full insurance and public liability documents

### **Commercial Use:**

- Requests for commercial use will need to be considered carefully. In the case of a request to film on the open spaces in order to feature the village in for example a documentary, this may well be beneficial for the profile of the village. As such it should be encouraged provided the required documents are presented, no disturbance is caused to other users and no damage whatsoever is done.
- If the filming forms part of a production that does not necessarily feature or promote the village in any way, then the same provisions apply, however it may be more likely to be rejected.
- In either case, the Council may decide that a small donation should be requested to be made for a charity within the village if permission is granted.
- Requests to undertake filming by drone should be considered as above on their individual merits.
- All other commercial requests are likely to be refused but will be put to Pangbourne Parish Council for consideration.
- Any permission granted should only be given provided that the following are received by the Council for their records:
  - Fete Licence
  - Risk Assessment
  - Full insurance and public liability documents

## **The Commerciality “Test”**

- In deciding whether or not to permit an activity, the Council must decide whether or not the activity is on balance one that is of more benefit to the community/ residents or of more benefit to the operator. A large factor in determining this will be whether the operator is a business (whether self-employed or otherwise) and whether they seek to make financial gain from the activity.
- Where the operator charges full commercial rates for an activity, service or class, this will be deemed to be commercial and therefore not permitted.
- Where the operator charges reduced rates, offers the service free of charge or charges full rates but gives a significant proportion of the fee to a charity designated by the Council, or to the Recreation Ground Charity, this may be deemed to be acceptable provided that proof of this donation or scheme of charge is provided to the council.
- No commercial activity of any kind is permitted on the Meadows due to existing covenants.
- Commercial activity at the Recreation Ground must be considered alongside the Recreation Ground Charity requirements.

## **Duration and extent of Permits:**

- Permission may be granted for a very short specific period for a particular event or it may be a recurring event or activity for which permission is granted over a longer period, say 12 months. Granting of permission once is no guarantee that permission will be given on expiration. Similarly, if any of the conditions of the licence/permission are broken, the Council reserves the right to withdraw such permission before the end of a permit.
- Similarly, permission will only be granted on the basis of the application. No implied permission is given for additional activities, different locations, change of personnel etc.