

7.

BRAUNTON PARISH COUNCIL ACTION SHEET

DATE	TOPIC	PROGRESS
April 2021	Air Quality Action Plan (AQAP)	The next meeting held on 27 October 2021 at 10am.
September 2021	Devon County Council	Upgrading the existing Zebra crossing at Chaloners Road has been programmed to take place between the 17 th November and 19 th December. Temporary traffic lights will be in place for the duration of the works but a full road closure will be required w/c 6 th December for 4 consecutive nights to enable resurfacing works to be carried out.
October 2019- Ongoing	Extension of Tarka Trail from Knowle towards Ilfracombe	No updates have been received from the County – refer to October 2019 AS.
April 2021	Section106	£26,000 S106 money awarded for improvements to the Chaloners Road Play Park. The approved new equipment has been ordered due to COVID19 there is a shortage in stock with a 12 week lead time the equipment should be installed in the autumn.
June 2019 - ongoing	Braunton Neighbourhood Plan (BNP)	The Council appointed Cllrs M Shapland, A Bryant, D Relph and G Bell as its four representatives to serve on the Braunton Neighbourhood Plan Steering Group (BNPSG) (Min Ref: 075/2019/20). Councillors have been invited to attend the four critical review meetings of each of the themes (Clerk has sent out dates by email). The critical review of the Housing theme was held on the 27 th August.
June 2019 – ongoing	Climate Emergency	No updates have been received – refer to March 2021 AS.
February 2020 - ongoing	Men's Shed – Live Well in Braunton	The Council at its meeting on the 10 th August agreed to provide a Letter of Intent (LOI) to use the Stoney Bridge Depot for the Braunton and Rural Communities Men's Shed subject to planning being granted. Full Planning required, approval granted via email with eight votes in favour.
May 2021	Car Parks	Due to cost efficiency RingGo have refused the Council to set up its own account to offer an alternative payment method. The Council have signed up to the Flowbird alternative payment App. This was postponed as waiting for confirmation from NDC that they can still enforce the car parks. Flowbird have agreed to provide the NDC CEO's with training to use the web based enforcement App. Agreed that the Council would replace the three pay and display machines in the Caen St. Car Park with the Evolution 3 pay and display machines and upgrade the Evolution 2 pay and display machine in the Chaloner Road Car Park. The Clerk has negotiated a 60 day payment extension with the supplier. Installation has been delayed due to supply issues with Brexit and Covid19. Should be installed in the autumn. New tariff agreed on the 1 st April 2021 to be implemented with new machines.
June 2021	Anti social behaviour (ASB) at the Recreation Ground	Neighbouring residents have complained about ASB on the Recreation Ground and in the Illingworth Shelter. The Chair and Clerk met with the police and local residents to discuss options to improve the situation. The Police explained that only 4% of ASB happens in Braunton but this might not be a true a reflection, as many people don't report incidences to the 101 number. <ul style="list-style-type: none"> • Council used EX33 to encourage people to report to the 101 non-emergency number. • Invited the Police and Crime Commissioner to a future Council meeting. • New double metal bin on order the Recreation Ground (previous bin burnt to the ground)
July 2021	Pharmacy provisions in the village	The assessment regarding pharmacy provisions in Braunton has been delayed for a further year due to Covid 19.
September 2021	DCC Queen's Jubilee Tree Scheme	Council has applied for up to 45 trees to be planted on area behind the Anchor
September 2021	Housing Crisis	Contact MP regarding using empty MOD houses at Chivenor.

<u>FINANCE COMMITTEE</u>	<u>PROGRESS</u>
May 2019 – delayed due to Covid-19	BPC to apply for the Local Council Award Scheme (aka Quality Council Status).
May 2019 – delayed due to Covid-19	To upgrade the Council's website. Report to be considered at the Council meeting on the 12 th October.
<u>PARKS AND GARDENS COMMITTEE</u>	<u>PROGRESS</u>
2019 – delayed (waiting for s106)	Install new swing set and communal area in Knowle Play Park. The Clerk has submitted a new S106 application for funding.
April 2021	Council to take on the County Urban Grass Cutting contract for 2021/22.
Managing the grass verges for wildlife (Bumblebee and insect conservation)	Council staff are working with the Bumblebee Conservation Trust to improve habitat and encourage wildlife diversification. Pilot scheme on Saunton Road - verges included in the pilot can be identified as they have wildlife indicator posts erected. Funding Application submitted to the AONB for £4k towards a pick up mower attachment was successful.
September 2019 – in progress with NDC	To look at opportunities to provide more public open space in the community. The Clerk, the Chair and Chair of Parks and Gardens to be given delegated powers to meet with NDC to begin negotiations regarding acquiring more open space in Braunton between the River Caen and Tarka Trail.
Grounds Maintenance Works 29 June to 12 July	Hedges: Chanloners Car Park, Memorial Gardens, Brambles behind Vivian Moon Centre, Knowle Play Park, Grass Cutting and strimming: Memorial Gardens, South Park verges, Velator Quay, Georgeham Cross, behind Anchor, Work Hub, Recreation Ground, Mowstead Play Park, Plot 10 Lime Tree, Village Green & Roundabout, Field Lane Verge, Pill Gardens, David Close verges, Knowle Play Park and Pixie Dell Green, Weeding: cleared Himalayan Balsam Memorial Gardens and Recreation Ground.
August 2021	Parish Council tree survey carried out.
<u>PROPERTY COMMITTEE</u>	<u>PROGRESS</u>
June 2021	Building maintenance to the Bakehouse Centre meeting with Chair Trustees on 21 October.
September 2021	Decorate police office at the Work Hub.





BRAUNTON PARISH COUNCIL

REPORT TO: FULL COUNCIL MEETING

AGENDA ITEM NO: 15

SUBJECT: REVIEW HIRE POLICY TO HOLD EVENTS ON PARISH COUNCIL LAND

DATE: 12TH OCTOBER 2021

1. BACKGROUND

- 1.1. At the Council meeting held on the 14th September, it was agreed to review our hire policies to hold events on council owned land. To ensure that event organisers consider the environmental impact of their event.

2. INFORMATION

- 2.1. In 2018 'The Plastic Free Northern Consortium' (PFNDC), which North Devon Council facilitated along with PFNDC, wrote a strategy that included an action to update event licencing to reflect the environmental pressure of events on our green and blue spaces.
- 2.2. It was to put stipulations in place with specific reference to events happening on council owned property and land.
- 2.3. This still hasn't happened but PFNDC will be back up and running before Christmas once their new 'environment enhancement' officer is in place. It would be good if Braunton was ahead of the game and led by example.
- 2.4. Attached is a draft Environmental Policy Statement detailing what event organisers should consider when planning an event on Parish property or land.
- 2.5. The PFNDC Event Guide provides helpful information and guidance for event organisers on how to achieve a more sustainable, environmentally friendly event.
- 2.6. It was also suggested that the Council requests a lost child procedure, the proposed amendments to the Council's hire polices are shown in red, attached

3. RECOMMENDATION

- 3.1 To approve the Environmental Policy Statement supported by the PFNDC Event Guide.
- 3.2 To approve the proposed amendments to the Council's hire policies shown in red.



BRAUNTON PARISH COUNCIL

Hire Policy Environmental Policy Statement

Braunton Parish Council (BPC) is committed to becoming carbon neutral and reducing its environmental impact and continually improving its environmental performance, as an integral and fundamental part of its operating methods.

BPC is requesting that all events on their land consider their environmental impact. Areas to consider that should be contained in their event management plan are listed below. Event organisers are responsible for achieving good environmental practices and operating in a sustainable manner.

Each item of supporting information listed below is required. If you think that any of the information we are requesting is not applicable to your event, please explain why. In doing so, you will probably give us the information that we require. You need to illustrate that every one of these topics has at least been considered with your event in mind.

BPC work in partnership with Plastic Free North Devon Consortium (PFNDC), who have produced a helpful Event Guide to help event organisers consider the environmental impacts of their event. The [PFNDC Event Guide](#) is attached.

Environmental impact assessment

Events can have an impact on the local environment in a number of ways, so you need to identify what these possible impacts are and then show how you plan to protect the environment accordingly.

This assessment should consider the environment in terms of:

- general 'green' issues
 - air pollution
 - recycling and waste management
 - use of polluting materials and fuel
 - wildlife
 - river, ponds and other waterways
- local physical environment
 - grass
 - trees
 - pathways
 - park furniture
- community environment
 - noise
 - light pollution



BRAUNTON PARISH COUNCIL

Hire Policy

For use of the Recreation Ground

The Recreational Ground is owned by Braunton Parish Council and is available for hire for the purpose of recreational activities for the benefit and enjoyment of the public.

All requests for use of the Recreation Ground must be made in writing to the Parish Council at least 3 months prior to any event taking place.

All requests must contain the exact nature of the event to take place including whether it is a licensed event. It is the responsibility of the user to obtain the necessary public entertainment or liquor licence required, and have stewards where indicated as a term of the licence or provide evidence that one is not required.

The organiser to liaise with Braunton Parish Council regarding the use of an electrical supply and lavatories. The toilets should be cleaned by the organisation prior to vacating the site. If it is necessary for the Parish Council to incur costs due to the toilets being left in a poor condition, this cost will be recharged to the organisation.

Events, whether licensed or not, which are non-profit making, or held to raise funds for a local charity, will not be charged for the use of the Recreation Ground but a refundable deposit of £30 will be required prior to an event taking place.

Events whether licensed or not, at which members of the public are required to pay for a ticket or service (e.g. fairground rides) or at which goods are offered for sale on a commercial basis, shall be classed as commercial events, and will be charged at the rate of £75 per operating day. A rate of £10 per hour will be charged for commercial unit/stall or any other commercial enterprise.

Organisers of events, whether licensed or not, will indemnify the Parish Council against any damage, and may be subject to a charge of £10 per hour or part thereof, if any reinstatement of the ground or clearance of debris is required. The Council reserves the right to request a deposit.

A written procedure detailing how lost children or vulnerable adults will be reunited with their parents or guardians. This should include measures to protect the children or vulnerable adults involved, and checks on identity of parents or guardians claiming responsibility for the child or vulnerable adult. This should also explain what action will be taken when a child or vulnerable adult is found without their parent or guardian.

Organisers are required to attend a site meeting with the Parish Clerk prior to the event.

Finally, all event organisers must consider the environmental impact of their event as detailed in the Council's Environmental Policy Statement. Events must also sign up to the Plastic Free North Devon Consortium Event Guide to help minimise the environmental impact of their event. This Guide is available on our website or will be sent to you alongside your request for this form.

1. General Terms and Conditions of Use/Hire

- 1.1. All events must receive the prior consent, in writing, of the Parish Council, before taking place
- 1.2. Application including insurance and risk assessment evidence, must be received **at least** 21 days before the proposed event.
- 1.3. All organisers will be required to hold Public Liability Insurance to the value of at least £5M and to provide evidence of such insurance at the time of application.
- 1.4. All organisers will be required to complete a full risk assessment and to provide evidence of such at the time of application.
- 1.5. Event organisers are required to have due consideration for nearby residents and to plan the layout of the event to remove, or at least, minimise any adverse effect on adjacent properties.
- 1.6. The user is responsible for making arrangements with the Parish Council offices for the opening and locking of the gates to the Recreation Ground.
- 1.7. The running of events is the responsibility of the user who should ensure that they are adequately supervised.
- 1.8. Adequate litter collection points must be provided and all litter is to be removed from site at the end of the event.
- 1.9. No vehicles are allowed in the Recreation Ground without the permission of the Council.
- 1.10. No charge may be made by the user for any event within the Recreation Ground without prior permission of the Council.
- 1.11. No admittance charge shall be made to access any event on the Recreational Ground, as it is public space.
- 1.12. The site must be left clean and tidy after any event. All litter is to be collected and removed from site. Use of the Park litterbins is not permitted. A surcharge may apply to any organisation if remedial work is required after an event (see Introduction).
- 1.13. Mobile catering units and/or ice cream vans are not permitted in the Park, without the prior consent of the Council. A charge may apply if consent is given.
- 1.14. The use of the football pitch is not permitted during the football season.
- 1.15. Delivery vehicles must not obstruct the adjacent highways at any time.
- 1.16. All non-essential vehicles must be off site at least one hour before the start of the event.
- 1.17. I have read and accept the above conditions:

..... Signature
..... Please print name
..... Date of Event
..... Organisation
..... Address
.....
..... Telephone Number
..... Date



BRAUNTON PARISH COUNCIL

Hire Policy For use of the Community Shared space

- All requests for use of the Community Shared Space (CSS), located at the front of the Braunton Countryside Centre, must be made in writing to the Parish Council at least 2 months prior to any event taking place. Any other request will be at the discretion of the Clerk after discussion with the Property Committee Chairman.
- The CSS is the responsibility of the user throughout the event and every care should be taken to ensure that no damage takes place as a result of the users' event. If in the opinion of Council any damage has been caused, then this will be rectified at the expense of the user.
- All requests must contain the exact nature of the event to take place.
- All minors to be supervised by a responsible adult. The running of events is the responsibility of the user who should ensure that they are adequately supervised.
- **A written procedure detailing how lost children or vulnerable adults will be reunited with their parents or guardians. This should include measures to protect the children or vulnerable adults involved, and checks on identity of parents or guardians claiming responsibility for the child or vulnerable adult. This should also explain what action will be taken when a child or vulnerable adult is found without their parent or guardian.**
- No vehicles are allowed on the CSS.
- Appropriate evidence of public liability insurance and other relevant insurance must be provided. Where public liability insurance is not held by a group it might be possible to use the Parish Council's but this must be confirmed by the Parish Council prior to the event being held.
- No charge may be made by the user for any event on the CSS without prior consent of the Parish Council.
- All rubbish to be removed from the area immediately after the event. Rubbish must not be placed in public bins and should be removed and disposed of in a responsible manner by the user.
- It is the responsibility of the user to obtain any necessary liquor or public entertainment licence or to provide evidence that one is not required.
- The Council has a strict '**No Smoking**' policy and smoking in this area is not permitted.
- **Finally, all event organisers must consider the environmental impact of their event as detailed in the Council's Environmental Policy Statement. Events must also sign up to the Plastic Free North Devon Consortium Event Guide to help minimise the environmental impact of their event. This Guide is available on our website or will be sent to you alongside your request for this form.**



BRAUNTON PARISH COUNCIL

Application form to hire Community Shared Space

This agreement is made between the **Braunton Parish Council** and the **Hirer** to use the Community Shared Space, located at the front of the Braunton Countryside Centre, for the purpose and the period described below.

Hirer

Name/Organisation.....

Address.....

.....

.....

Postcode..... Tel: no.....

Period of Hiring

Date	Day	Opening Time	Closing Time

Please use continuation sheet for block bookings

By signing this request to hire the Community Shared Space you are confirming that you have read and understood the terms and condition of hire. The Council will take seriously any breaches of the hire agreement.

Name of person responsible

(Block capitals).....

(Signature).....

Date.....

Insurance

The condition of hire states that your organisation should be appropriately insured.

Please confirm you have public liability insurance: Yes / No

Name of your insurers.....

Date of confirmation of being insured
(a copy of your insurance certificate is required)

Risk Assessment

Please confirm that you have carried out a risk assessment: Yes / No
(a copy of your risk assessment is required)

The Hirer Agrees

- To be present during the hire of the Community Shared Space.
- To ensure your event is appropriately insured.
- **To adhere to the no-smoking policy.**
- To ensure that the facility is used for the purpose stated on the booking form.
- To leave the Community Shared Space in a clean and tidy condition.
- That recompense will be made to the Council for any damage to the area that has occurred during your use.
- **To consider the environmental impact of their event as detailed in the Council's Environment Policy and to sign up to the PFNDC Event Guide.**

The Council reserve the right to stop all events where they believe there is a breach of the policies.

Bookings Contact details.

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