

# **BRADFIELD ALLOTMENT AND RECREATION GROUND Charity (BAARGC)**

Charity Number 301260 (17<sup>th</sup> May 1990)

A summary of the charity.

*(2) Objects: The provision and maintenance of allotments and a recreation ground for the benefit of the inhabitants of the Parish of Bradfield and the neighbourhood thereof (hereinafter called "the area of benefit") without distinction of political, religious or other opinions, with the object of improving the conditions of life for the said inhabitants.*

*(7.4) Allotments: If and in so far as the above mentioned land is not required for the said purpose it may be used as recreation ground for the benefit of the inhabitants of the area of benefit.*

## **Owned Assets Policy**

### **Bradfield Village Hall and Car Park**

#### **1. Purpose**

This policy sets out the guidelines for the use of car parking facilities at the Village Hall (building owned by Bradfield Parish Council, which is Sole Trustee of this charity) and Recreation Ground to ensure fair, safe, and appropriate usage for all visitors, users, and event organisers.

#### **2. Scope**

This policy applies to:

- All individuals using the car park and recreation ground, including visitors, volunteers, hirers, and contractors.
- All vehicles entering or remaining within the designated car park areas.

#### **3. Parking Availability and Usage**

##### **General Use**

- The car park is for the use of those attending events or using facilities at:
  - The Village Hall
  - The Recreation Ground
  - The recycling facilities in the car park
  - The car park may also be used by those attending events, functions or meetings elsewhere in the parish, with prior consent of the BAARGC.
  - Parking is on a first-come, first-served basis unless otherwise arranged.

##### **Opening Hours**

- The car park is generally open on a daily basis.
- The BAARGC may, at its discretion, close the car park for short periods after given notice.
- Overnight parking is not permitted.

## **Events and Large Bookings**

- Organisers of events expecting a large number of attendees must coordinate parking arrangements with the BAARGC in advance.
- Temporary signage and marshals may be required for larger events to manage flow and avoid congestion or inconvenience to neighbours

## **4. Parking Rules**

- Vehicles must be parked in designated bays and must not block entrances, emergency access points, or pedestrian walkways.
- Parked vehicles must not when parked, exceed the length of the marked parking bay.
- Only Blue Badge holders may use the specific marked accessible bays.
- The Speed limit within the car park is **5 mph**.
- No commercial vehicle or vehicle used for commercial purposes may be parked in the car park without the prior consent of the BAARGC.
- The use of the car park for vehicle repairs, trading, or overnight stays (including camper vans) is strictly prohibited.

## **5. Responsibility and Liability**

- All vehicles are parked at the owner's risk. The BAARGC accepts no responsibility for loss, damage, or theft.
- Users are responsible for securing their vehicles and ensuring they are not left in a hazardous or obstructive position.

## **6. Enforcement**

- The BAARGC reserves the right to initiate appropriate action in cases of misuse, including:
  - Issuing formal warnings.
  - Denying future access.
  - Contacting relevant authorities for vehicles that are abandoned or cause obstruction.
  - Having vehicles removed which are parked in contravention of this policy.

## **7. Maintenance and Access**

- Access must be maintained for emergency vehicles at all times.
- Emergency Assembly Points must be kept clear at all times.
- The BAARGC will ensure the car park is kept in good condition and will address maintenance issues as they arise.

## **8. Recycling**

- The BAARGC recognises that recycling facilities are kept within the car park and acknowledges this as managed by Bradfield Parish Council who is sole trustee of this charity.

## **Bradfield Recreation Ground**

Bradfield Allotment and Recreation Ground Charity (BAARGC) consider the Recreation Ground a benefit to all parishioners and other users. The BAARGC is committed to ensuring it shall remain an open space for the enjoyment of pastimes by parishioners and will not wilfully obstruct, deny or prevent such enjoyment unreasonably. The BAARGC reserve the right to act as it sees fit to preserve enjoyment of the Recreation Ground for the majority of the parishioners.

### **1. Casual Use of the Ground**

- All users must respect the Recreation Ground and the area surrounding it, including: trees, paths, buildings, hedges and fences, furniture, the play area and the play equipment therein.
- No dogs will be permitted on the Recreation Ground, except assistance dogs, without the express agreement of the BAARGC.
- All users of and visitors to the recreation ground must deposit their litter in the bins provided or take their litter home.
- Casual games are permitted with the exception of those named in the schedule of limitations in this document. Formalised games and organised activities are only permitted with the specific permission of the BAARGC.
- The following is a list of casual activities which may take place on the Ground without specific consent. This list is not exhaustive.
  - Ball games (except golf).
  - Picnics (without barbeques).
  - Frisbee, kite flying and other children's games.
  - Informal gatherings.
  - Informal running and the taking of exercise.
- No structure, marquee, tent, post, rail, fence, pole or other similar items, may be erected without the permission of the BAARGC.
- The locating of inflatable play equipment, including 'bouncy castles' on the recreation ground, must have the approval of the BAARGC. This includes any inflatables being part of private children's parties booked via Bradfield Village Hall.
- All camping is prohibited, except when connected to an organised and supervised activity and permission has been obtained from the BAARGC.
- The use of the Recreation Ground for casual activities is permitted only in so far as the user complies with relevant laws of the land applicable at the time.

### **2. Limitations of Use**

The Ground shall not be used, without specific written permission from the BAARGC, for:

- Driving motorised vehicles (except by authorised maintenance contractors or organisers);
- Motor car or motorcycle rallies or the riding of motorcycles or quad bikes;
- Golf practice of any kind.
- Bonfires or barbecues.
- Firework displays or Chinese Lanterns.

- Horse riding.
- Shooting or archery.
- Flying powered model aircraft of any kind (including “drones”);
- Overnight parking and camping.
- Organised events without permission.
- Any activity that is dangerous, noxious, offensive, illegal or immoral or that may become a nuisance to existing users and neighbouring properties.

### **3. Health and Safety**

- No user shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.
- The BAARGC will endeavour to keep the Recreation Ground (and Play Area within as owned by BPC) in a state fit for use by regular inspection.
- All users must leave all areas of the Recreation Ground in a safe state for other users.

### **4. Ground and Equipment Maintenance**

- The BAARGC shall be responsible for the general maintenance of the Recreation Ground to include mowing, cutting back, hedge maintenance and general repairs, funded by Bradfield Parish Council as agreed on 6<sup>th</sup> January 2026, minute reference 176/25 for the 2026-2027 financial year. BPC shall engage whatever contractor it determines to perform these tasks.
- BAARGC shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.
- BAARGC may, at times, be required to prevent any activity taking place that would be detrimental to the users or ongoing use and maintenance of the Recreation Ground. If there is a need to suspend use for any reason, users will be notified accordingly.

### **5. Hire & Reservations**

- The BAARGC is committed to a tiered booking and hiring fee structure for the exclusive use of the Recreation Ground or a significant section of it.
- All Booking and Hire requests must be forwarded and agreed by the BAARGC at least seven days in advance, otherwise there will be no guarantee that the required recreation ground space will be available.
- Any organisation or individual must use the appropriate form to complete the booking and include details of their third-party insurance, where appropriate.
- Block bookings will be accepted (e.g. Booking/Reservation form accompanied by a fixture list)
- The hire cost for the benefit of a registered charity event will be at the discretion of the BAARGC.
- The hire cost for a hirer who is a Council Tax paying Bradfield Resident will be at the discretion of the BAARGC.

### **Standard Hire Fee**

**£2.00 per hour (minimum hire of three hours - 180 minutes) = £6.00**

**£15.00 day rate hire (duration in excess of three hours)**

- Cancellation Charges will not apply to hirers when the reason for cancellation is beyond the control of the hirer (e.g. bad weather)
- Any hire charge increase will be advised 6 months in advance (on the Bradfield Parish Council Website (BAARGC page)).

### **Block Booking Local Arrangements**

The BAARGC recognises that Bradfield Rovers Football Club (BRFC) provides a positive contribution to village life. As such it is agreed that a unique 'Donation' structure will apply to that sports club's exclusive reserved use of a section of the recreation ground, purely for competitive and scheduled football matches.

It is anticipated that BRFC will play approximately 50 competitive home football matches on the recreation ground during a recognised 'football season'. Any requests for a significant change in this use, will trigger an informal review between both the BAARGC and the BRFC.

It is expected that, under normal circumstances, a match will be completed within 3 hours, after which the area of the recreation ground will be available for others to use.

Goalposts, flags and line markings are the responsibility of BRFC.

All requests by BRFC to use the recreation ground for matches, must be made in advance.

The BAARGC accepts the proposal by the BRFC that their club will make an annual 'Donation' to the finances of the BAARGC in recognition of their extended use.

The BAARGC notes that BRFC intends to make an initial 'donation' of £140.00 on the 1st April 2026. This sum to be increased by 5.00% on each subsequent 1st April following. The BAARGC notes that this intention is included in the formal BRFC Constitution.

The rules defined elsewhere in this policy for organised events shall apply to the Club's use of the Ground, except where varied by this section.

### **Hire and Reservation Conditions**

- Bradfield Recreation Ground is the only public open space in the parish of Bradfield. It is maintained at the discretion of the BAARGC, with the financial support of Bradfield Parish Council (as sole trustee).
- The recreational space and play equipment are enjoyed by many families and children as well as individuals enjoying the open space for leisure and recreation. It must remain available to the wider community.
- Any individual or organisation found to have been engaged in antisocial, aggressive or abusive behaviour on the recreation ground, will potentially forfeit their future opportunity to hire or use the recreation ground or any section of it.

- All hirers or users and their participants will, at all times, be respectful of other recreation ground users and residents of neighbouring homes.
- All hirers or users will be responsible to remove any equipment, litter or other detritus resulting from their hire or use period.
- No hirer or user will allow or permit any animal (other than assistance dogs) to be brought onto any area of the recreation ground without the prior consent of the BAARGC.

## **Bradfield Allotments and Recreation Ground Charity (BAARGC)**

### **Bradfield Recreation Ground Booking Form**

**Booking Authority:** Bradfield Allotments and Recreation Ground Charity (BAARGC)

**Contact Email:** secretary.baargc@outlook.com

**Phone Number:** 07851760264

**Website (if applicable):** [www.bradfieldparishcouncil.org.uk](http://www.bradfieldparishcouncil.org.uk)

#### **1. Applicant Details**

**Name of Applicant / Organisation:**

☐ Individual    ☐ Club / Group    ☐ Charity    ☐ Business

**Contact Name (if different):**

**Address:**

**Email Address:**

**Phone Number:**

**Are you a local resident or organisation?** ☐ Yes    ☐ No

**Is your organisation a registered charity?** ☐ Yes    ☐ No

**Charity Number (if applicable):** \_\_\_\_\_

#### **2. Event Details**

**Event Name / Purpose:**

**Event Type:**

☐ Private (eg party)    ☐ Community/Charity    ☐ Commercial    ☐ Sports/Recreation

**Proposed Date(s)** (If a regular booking, please specify approximate usage days and times):

**Start Time:**

**End Time:**

**Estimated Number of Attendees:**

☐ Under 50    ☐ 50–100    ☐ Over 100

**Will there be any of the following?**

☐ Amplified Music/PA System

- ☐ Marquee or Temporary Structures
- ☐ Food Stalls / Catering
- ☐ Alcohol (sold or supplied)
- ☐ Portable Toilets
- ☐ Vehicles on Site
- ☐ Fairground / Inflatables / Rides
- ☐ External Vendors or Stalls

Please provide further details for any selected items above:

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### 3. Hire Requirements

#### Facilities Required:

- ☐ Recreation Ground (Area specified)

#### Additional Requests:

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### 4. Insurance and Risk

**Do you have public liability insurance?** ☐ Yes ☐ No

(If yes, please attach a copy – required for commercial/community events)

**Have you completed a risk assessment for your event?** ☐ Yes ☐ No

(Required for events over 100 attendees)

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### 6. Declaration

**Signed:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### 7. Office Use Only

Booking Received: \_\_ / \_\_ / \_\_\_\_

Approved By: \_\_\_\_\_

Payment Received: £ \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_\_\_