



# Open Spaces & Hiring Policy Southons Field and Marden Playing Field

Adopted by Marden Parish Council on: 29<sup>th</sup> March 2016  
Reviewed/Amended on: 24<sup>th</sup> April 2018 / 28<sup>th</sup> May 2019 / 6<sup>th</sup> April 2021 / 13<sup>th</sup> July 2021 / 8<sup>th</sup> March  
2022 / 12<sup>th</sup> March 2024  
Review date: March 2025

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

[www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Parish Council Amenities – Open Spaces and Hiring Policy (Southons Field and Playing Field)

# AMENITIES

## OPEN SPACES AND HIRING POLICY

### SOUTHONS FIELD AND MARDEN PLAYING FIELD

Marden Parish Council owns two areas of open space which are open to visitors:

#### **OPEN SPACES**

##### **Southons Field**

Field consists of large area of open space, picnic benches, pavilion (not for public use) and wooden play trail/swings.

No electricity, water or toilets on the field.

Access to Southons Field is restricted with the gates being unlocked and locked down to dusk throughout the year with the exception of Christmas Day, Boxing Day and New Year's Day – times are published on the hiring agreement and on the notice board at the field. Neighbouring properties are also written to.

No dogs (except Assistance Dogs) are permitted on the field.

No vehicles, other than by previous agreement by the Parish Council, are permitted on the field.

No barbeques are to be lit other than by previous agreement by the Parish Council (organised events only)

No flying of drones allowed from the field.

Southons Field has a premises licence for Fridays, Saturdays and Sundays from 2pm to 10pm.

All litter to be placed in bin provided or taken home.

No climbing on trees is permitted.

##### **Playing Field**

Field consists of brick changing rooms, large area of open space, easily accessible play area (Napoleon Drive), accessible play area (playing field), outdoor gym, footpath around perimeter, youth shelter and sports wall.

Public access is available at all times.

No vehicles permitted on the field other than by previous agreement of the Parish Council.

No barbeques or flying of drones are permitted.

Dogs are allowed but must be kept under control at all times and any fouling must be picked up by owners.

All litter to be placed in the bins provided or taken home.

#### **HIRING OF OPEN SPACE**

##### **Southons Field**

All hiring requests, conditions and charging of fees are at the discretion of the Parish Council.

A booking form to be completed providing date and time of the event and when access is required; public/private event; whether there will be a marquee, bbq or inflatables; will music be played? will alcohol be sold? (a temporary events notice (TEN) will need to be obtained by the hirer if not within the timeframe of the Parish Council premises licence and any costs will be incurred by the hirer); any other information that the Parish Council requires.

A separate booking form is to be completed if parking is required on the field.

Risk assessments to be undertaken by hirer and a copy provided to the Parish Council.

A copy of the public liability insurance to be provided to the Parish Council.

Any rubbish accumulated during an event must be taken away from the site at the end of the hire period.

Any noise to be kept to a minimum to respect the neighbouring properties.

Hiring of the field for daily, weekly or monthly group activities (both public and private) will be at the discretion of the Parish Council but will be free for the first three months of use. The Parish Council will review after this time to ascertain whether a hire charge should be incurred. Requests for use should still be in writing with a copy of risk assessments and public liability insurance provided. There will be no hiring fee for public village events, if entry fee is not charged. It will be at the discretion of the Parish Council to charge if exclusive access is required by village organisations. Fees will be charged for private events and if exclusive access is required (ie field closed to all other users)

A booking form should still be completed if no fee is charged.

### **Playing Field**

All hiring of the Playing Field is at the discretion of the Parish Council.

A booking form to be completed providing details of the event (*as Southons Field hiring*).

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

[www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Parish Council Amenities – Open Spaces and Hiring Policy (Southons Field and Playing Field)