



Open Spaces Policy

1. Aldeburgh's Open Spaces

The Town Council manages the following open spaces for the benefit of the residents of Aldeburgh:

- Kings Field
- Kemps Field
- Moot Green

2. The Purpose of the Open Spaces Policy

- To encourage residents and visitors to use and enjoy Aldeburgh's open spaces.
- Encourage activities that enhance the quality of life for visitors and encourage healthy living.

3. Activities that will be considered

- a) Events organised by registered charities for the purpose of raising money for local and national charities.
- b) Events organised by voluntary groups or organisations for the purpose of benefiting the local community and/or raising money for local and national charities.
- c) Commercial events of local, national and international importance or significance that promote the town to a wider audience and encourage visitors to Aldeburgh.
- d) Events and activities that aim to enhance the environment of the open space, educate users, encourage participation and promote the leisure activities or opportunities available.
- e) Civic events.

4. Prohibited Events

The Town Council will not give approval for events on its land of the following nature:

- a) Any event likely to provoke public disorder.
- b) Any event that includes the use of performing animals, except those which are normally regarded as domesticated in the United Kingdom (i.e. horses, dogs, cats, birds used in falconry demonstrations, caged birds and rabbits), which may be used as an ancillary part of a performance. No live animals are to be used as prizes.



- c) Any event that would cast doubt on the integrity of the Town Council.
- d) Any event the Town Council believes may be of questionable public morality.
- e) Balloon and Chinese lantern releases are not permitted for environmental reasons.

5. Application Process

- a) Applications for small community events should be submitted to the Town Clerk where possible 6 weeks before the event and will be taken to the first available Full Council meeting for approval.
- b) Applications for large events should be submitted to the Town Clerk 12 weeks before the event and East Suffolk Council should be notified of the details of the event and will be taken to the first available Full Council meeting for approval.
- c) Events submitted outside the dates will be considered at the discretion of the Town Council.
- d) Registered charities, non-profit making and local community groups may be offered the hire of the open spaces for raising money for local and national charities at no charge following the approval of Aldeburgh Town Council. Charges may be made for the use of staff, materials and equipment supplied by the Town Council during the event.

6. Terms and Conditions

- a) The hirer and will keep the Town Council indemnified against all losses, claims, demands, actions, proceedings, damage, costs or expenses or other liability arising in any way from this licence.
- b) The hirer must observe any directions that the Town Council may make from time to time, governing their land.
- c) The hirer at the hirers expense must immediately make good any damage to any part of the Town Council's land or any part of it.
- d) Police must be made aware of your car parking arrangements and cones must be placed on the roads, around the land in order that residents' drives are not blocked.
- e) The Town Council requires that event organisers comply with all relevant legislation relating to the control of noise and the protection of the immediate and local environment.



- f) Organisers will be encouraged to work with local residents and the relevant authorities to minimise the impact of events on the local community. Any residents within the vicinity should have a letter posted through their door advising of the event, and a contact number to call for queries.
- g) The protection of the environment, wildlife and features will take precedence and will be considered when planning events. Where necessary the Town Council will secure a ground deposit from the organiser in advance for refuse removal and/or reinstatements and repairs following events.
- h) In the case of severe weather creating very wet ground conditions, the Town Council reserves the right to cancel the event or require the event organiser to introduce ground protection measures to avoid excessive damage to the fabric of the open space. In the circumstances that it is necessary to cancel an event due to severe weather this will be done in consultation with the hirer, and the Town Council will not be liable for any costs. The decision to cancel an event due to severe weather will be taken by the Town Clerk in consultation with the Mayor of the Town Council, whose decision will be final.
- i) In the case of severe winds creating dangerous conditions associated with trees on site, the Town Council reserves the right to cancel the event or require the event organiser to cordon off areas where the public may be at risk.
- j) Promoters and organisers of events remain responsible for the marketing and promotion of their event and shall be required to make adequate provision for it comply with the relevant licensing and planning legislation. Flyposting for events will not be permitted and the necessary permissions must be obtained for any promotional banners or posters erected.
- k) Operating hours for events will be between 9am to 11pm (excluding set-up and set down).
- l) Applications for events in open spaces will be dealt with on a first come first served basis, excepting that recurring annual events will be given priority if they are staged on regular dates.
- m) The Town Council will consider events on the basis of those permitted events and prohibited events as referred to above. References may be required and taken up where the content of an event needs further confirmation. The Town Council accepts no responsibility for the impact of refusing an event.
- n) Event organisers cannot hold an event in the Town Council's open spaces without the Town Council's written permission. This permission will be granted at the discretion of the Town Council and only following satisfactory completion of the Open Space application documents.



- o) Evidence of adequate insurance and risk assessment will also be required. Organisers will be required to obtain and provide evidence to the Town Council of Public and Employers Liability Insurance to a minimum value of £10 million. For organisations that do not have this level of cover, Aldeburgh Town Council will make a decision, as to whether to accept lower public liability coverage if this is approved by the Town Council's insurers.
- p) Hirers must comply with all relevant Health and Safety Legislation and provide a site-specific risk assessment for any activities.
- q) Hirers will be required to supply a copy of the child safeguarding policy and/or vulnerable adults' policy if relevant to the activities on site.
- r) If collecting money, a Street Collection Permit must be obtained from East Suffolk Council and a copy submitted to the Town Council.
- s) If alcohol is being sold the appropriate licence from East Suffolk Council must be obtained.

7. Contact Details

All enquiries and submission of requests and paperwork should be sent to:

Town Clerk
The Moot Hall
Market Cross Place
Aldeburgh
Suffolk
IP12 2AA

townclerk@aldeburghtowncouncil.gov.uk