

UPC PARISH LAND AND USE POLICY

1. LAND IN THE PARISH OWNED AND/OR MANAGED BY URCHFONT PARISH COUNCIL

- a. Pond Green was registered under the Commons Registration Act 1965 as a Village Green on 8th August 2008.
- b. Top Green was registered under the Commons Registration Act 1965 as a Village Green on 29th September 1993.

Urchfont Parish Council (UPC) has assumed responsibility for the maintenance and administration of these Village Greens for many years despite the fact that the Council cannot be registered as holding legal title to the land under Land Registry rules (applications made in 1995 and 2008).

- c. Farmers Field was bequeathed by Ernie Pottinger in 2000 to the community and is owned by Urchfont Parish Council under Land Registry Title WT196942.
- d. Ownership of the western end of Urchfont Playing Field was transferred from Wiltshire Council (WC) to UPC by Community Asset Transfer on 22nd August 2016 and is registered at the Land Registry under Title WT424402.
- e. Ownership of Paddock / Bowden Greens was transferred from WC to UPC by Community Asset Transfer on 2nd April 2015 and is registered at the Land Registry under Title WT414204
- f. Ownership of the path from the Urchfont School drive to Oakfrith Wood was transferred from WC to UPC on 20th August 2015 and is registered at the Land Registry under Title WT417369.
- g. Urchfont Cemetery is owned and operated by UPC in accordance with the approved and published UPC Cemetery Regulations and schedule of fees.
- h. The Urchfont Allotment land is owned and overseen by UPC in accordance, they are operated by the Allotment Association on behalf of UPC in accordance with UPC approved terms of reference and tenancy agreements.
- i. Urchfont Cricket Ground is subject to a 125 year lease from WC / Urchfont Manor signed on 13th May 2014, the Ground is then subject to a sub-lease dated 31st January 2015 between UPC and Urchfont Village Cricket Club until 11th May 2139. Registered at the Land Registry under Title WT316557.

2. USE OF THE ABOVE LAND

Use of the above land(s) for any event or function must have the prior written approval of the Parish Council – see application form attached below.

Organisers will be responsible for ensuring that:

- Prior approval is obtained in writing from the Parish Council
- All potential risks are recognised and catered for
- Adequate public liability insurance cover is held
- Health and safety measures are put in place
- Appropriate licenses are obtained that are required by law
- Not creating a nuisance to the community by noise or obstruction, a noise curfew of 11pm will apply on all occasions
- All litter is removed from the site after the event
- All tent or marquee pegs are removed
- Damage, however caused, to the land surface or street furniture is fully repaired to the satisfaction of the Council.
- Vehicles are not be parked on any grassed area and should not otherwise block highways and public access,

No commercial business may operate on any of the above land without prior approval of the Parish Council, even if considered to part of a larger event (e.g. The Scarecrow Festival).

The Parish Council cannot be held liable for any incident which may occur during an approved event.

3. POND GREEN

The Pond and its feathered residents are considered a fundamental part of Urchfont Village life attracting visitors and interest from near and far. Water levels will be monitored by the Parish Council and where necessary they will 'top up' from a nearby hydrant at Parish Council expense.

The pond has a fairly fragile clay lining; nobody is permitted to enter the pond without prior written approval of the Parish Council. Approval will be dependent on a clear demonstration that the intended work is necessary and an explanation of what steps will be taken to avoid damaging the lining.

Fishing is not permitted at any time.

The wall running along the rear of the pond is part of the Manor Farm Yard development and will be maintained by the management company.

a. DUCK HOUSE

The new brick built duck house(s), the boundary wall of the enclosure and the land on which it is built is owned by Urchfont Parish Council and is registered as such with the Land Registry.

- Only authorised volunteers are allowed access to the duck house.
- The duck house is not to be used for any other purpose
- A locked external electricity supply within the Duck House boundary wall is administered and controlled by the Parish Council along with connection points located on Pond Green. Requests for connection and use are to be made to the Clerk to the Council well in advance of any event; charges based on usage may be levied for use of this supply.

b. DUCK FLOATS

The new floats are owned and will be maintained by the Parish Council. The floats are not to be used by anyone or for anything not connected with the ducks.

c. DUCKS / FISH

The ducks / fish in, on and around Urchfont Village Pond and Green are considered to be wild and as such are not owned by the Parish Council or any other individual or organisation.

The ducks are administered and cared for by local volunteers (Friends of the Pond) who feed and ensure that they are bedded down and out of harms way in the Duck House overnight. They are also responsible for seeking veterinary attention for any injured or sick bird.

Funding for feed, bedding and reasonable veterinary bills is gained from various local organisations including the Parish Council, Scarecrow Festival Committee, Parish Trust, voluntary contributions and fund raising events. It is down to individual organisations to determine their annual budget in this respect. The fund is administered by the Friends of the Pond treasurer.

- The pond is considered to be able to sustain no more than 14 ducks with no geese, no more than this will be permissible.
- The public are not permitted to deposit surplus or unwanted ducks / fish without the express approval of the Parish Council in consultation with Friends of the Pond.

d. POND HEALTH AND SAFETY

The pond water is deep in places and notices are displayed around the pond to highlight this fact. Care must be taken at all times to ensure that children and animals in particular do not enter or fall into the pond.

Whilst considered that the risk is low, it is most important that anyone having contact with the water in the pond should take adequate personal hygiene against Leptospirosis (Weil's disease) and other water borne diseases. An H&S information sheet is available from the Clerk to the Council in this respect.

Extra care must be taken when the pond is frozen; no one should attempt to walk on or in any other way venture onto the frozen pond surface.

Pond Green is dissected by two busy roadways, both of which can be dangerous if due care and attention is not uppermost in the minds of all using the Green, especially in the case of children and animals who should be kept under strict control at all times.

Whilst care is taken to minimise the risk of accident or incident, the Parish Council cannot accept any responsibility or liability for any accident or incident which may occur on or within Pond Green. Nevertheless the Parish Council holds public liability insurance in the event that this is challenged.

APPLICATION FOR APPROVAL TO USE PARISH LAND FOR AN EVENT OR FUNCTION

Please complete all sections in BLOCK CAPITALS

EVENT

DATE / TIME TO BE HELD

DURATION (including set up and dismantling period)

ORGANISER / APPLICANT DETAILS

Name:

Contact Telephone Number:

Email Address:

ARE YOU A COMMERCIAL BUSINESS WHO WILL BE SELLING PRODUCTS? YES / NO*

What is your business activity?

DO YOU AGREE TO ABIDE BY THE CONDITIONS SET OUT OVERLEAF? YES / NO*

(*delete which is not appropriate)

Signed (Applicant / Organiser *)

Date of Application

Extract from Urchfont Parish Council 'Parish Land & Use Policy – approved 12th September 2018 (Full Policy can be viewed at www.urchfont-pc.gov.uk under Urchfont Parish Council > Policies and Procedures)

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The Parish Council cannot be held liable for any incident which may occur during an approved event.

PLEASE SEND OR EMAIL YOUR APPLICATION AT LEAST 4 WEEKS IN ADVANCE OF THE EVENT TO

The Clerk to Urchfont Parish Council at 14 Walnut Close, Urchfont, SN10 4RU or clerk@urchfont-pc.gov.uk

APPROVAL – Parish Council Use Only

Approval is granted / not granted for the above event / function to take place in accordance with the conditions in the Parish Council Parish Land and Use Policy.

Please advise if there are any changes to the above details prior to the event.

Signed Date

Clerk to Urchfont Parish Council (for and on behalf of the Council)

