

# Banwell Recreation Ground

Charity No. 304472

## Minutes of a Meeting of the Trustees held at 7pm on Monday, 8<sup>th</sup> April 2019 at Banwell Childrens Centre

PRESENT: Phil Hale (Chairman), Phil Adams, Paul Blatchford, Paul Harding, Nick Manley, Maggie McCarthy and Liz Shayler (Clerk).

### **22/19 Apologies for Absence (agenda item 1)**

Apologies were received from Steve Davies

### **23/19 To Receive any Declarations of Interest (agenda item 2)**

None received.

### **24/19 Minutes of the Meeting of the Trustees held on 18<sup>th</sup> March, 2019 (agenda item 3)**

**Resolved** – That the minutes be approved as a correct record of the meeting with a clarification amendment to 14/19

**The resolution was correctly proposed and seconded (Unanimous).**

### **25/19 To discuss the purchase and installation of picnic tables for the Big Lunch (agenda item 4)**

Discussion was had on whether the benches should be moveable or static, how they would be secured and the location of any base. It was suggested that to fit benches for the picnic was a priority with disabled access picnic benches being purchased later on after consideration of their possible location and the need to extend footpaths for access.

**Resolved** – That the initial purchase of two octagonal backed picnic benches with concrete bases for the Community Picnic be approved.

**The resolution was correctly proposed and seconded (Unanimous).**

**Resolved** – That one picnic bench be placed in the children's play area and one to the right of the access gate, exact positions to be agreed after a site visit with contractors.

**The resolution was correctly proposed and seconded (Unanimous).**

**Resolved** – That the benches be purchased from the Recreation Ground Trust account.

**The resolution was correctly proposed and seconded (Unanimous).**

### **26/19 To Consider Any Other Urgent Other Issues Relating to the Recreation Ground (agenda item 5)**

Mr Hale updated the meeting on the memorial and amenity trees. Barchams had waived its £75 delivery, included a 10% discount off their wholesale prices and agreed payment to be made when the trees are delivered in the autumn. Two types of Oak are unavailable but these have been swapped for two other varieties. The trees and some of the associated planting sundries came to £2746 (excluding VAT). The Clerk will prepare an official order for Barchams. Wire netting and possibly some wood for protective cages for the grazed land at Knightcott Road would need to be purchased and would be put on a future agenda.

The next meeting will be on Monday 29<sup>th</sup> April 2019.

**The Chairman closed the meeting at 7.25 p.m.**

.....Chair

.....Date



# Safety & Welfare at events in Banwell

## Event Application Form

Name of event:	
Date of event:	

This application should be completed for all large events taking place on Banwell Parish Council owned land

If you have any queries please do not hesitate to contact the Clerk on [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk) or on (01934) 820442 the appropriate officer, contact details are provided within the guidance notes.

**Please complete all sections of the application form.**

## 1. Basic Event Information:

Event Name:				
Location/Venue:	Banwell Recreation Ground			
Description of Event:				
Estimated Attendance:				
Event Timetable:	Day 1	Day 2	Day 3	Day 4
• Dates Open:				
• Opening Times:				
• Closing Times:				
• Event Set Up	From:		To:	
• Event Knockdown:	From:		To:	

For set up and Knockdown Periods please state times if same as operating day, and dates if longer.

## 2. Organiser Information:

Lead Contact:	
Company Name:	
Address:	
Tel No:	
Email address:	
Previous Event Experience: (please complete below)	

### 3. Event Venue Information:

Site:	Banwell Recreation Ground
Address:	Westfield Road, Banwell. BS29 6BS
Landowner Contact:	Banwell Parish Council – Clerk (Liz Shayler)
Tel No:	(01934) 820442
Email address:	<a href="mailto:clerk@banwellparishcouncil.org.uk">clerk@banwellparishcouncil.org.uk</a>

Please provide a site plan/diagram highlighting your event set up as Appendix 1. Detail on this map will be dependant on the size and scale of your event. However please show as much detail as possible.

### 4. Licensing:

Does your event include any of the following: (please tick)	Yes	No
• Music (Live or Recorded)		
• Entertainment (Plays/Films/Dance performances)		
• Sale / Supply of Alcohol		
• Provision of late night refreshment.		

If you have ticked 'Yes' in any of the above please ensure a copy of the relevant license has been obtained and available on request. If 'No' please move onto Section 5.

If your event contains licensable activities have you been granted the appropriate license? If no please highlight when you applied for license:	Yes	No	Date Application Submitted
• Premises Licence			
• Temporary Event Notice			
• Permission to use a North Somerset License.			

### 5. Health and Safety:

#### 5.1 Public Liability Insurance:

For all activities on Council owned land it is a statutory requirement to hold a minimum of £5m public liability insurance. Please attach a copy of your Public Liability Insurance Certificate to accompany your application as Appendix 2.

#### 5.2 Risk Assessment:

For all events taking place on Banwell Parish Council land we will require a completed risk assessment for your event. A template form and guidance has been attached in Appendix 3 for completion.

### 5.3 Event Health and Safety Co-ordinator:

If you have an individual who is responsible for the Health and Safety at your event please complete the table in Appendix 4 and attach to your application. Only complete this if different to Event Organiser details:

### 5.4 Security, Stewards and Marshals:

Will you have any of the following in operation at your event?	Yes	No
• Security		
• Marshals		
• Stewards		

If you have ticked 'Yes' to any of the above please provide more information in the appropriate box within Appendix 5, and attach to your application.

If 'No' to all please advance.

### 5.5 Communication:

What communication methods are being used at your event?	Yes	No
• Radios		
• Public Address System		
• Mobile Phones		

For some events you may be required to compile a communications chart detailing relevant personnel, their functions, contact details and emergency codes.

### 5.6 Barriers and Structures:

Barriers:	Yes	No
Will you be using barriers at your event?		
If 'yes' which type:		
• Mills		
• Herras		
• Pegs/Tape or Rope		
Please describe for what purpose barriers are being used at your event?		

Structures:	Yes	No
Will any of the following be erected at your event?		
• Gazebo		
• Marquees		

• Staging		
• Platforms		
• Mixing and Delay Towers		
• Video Screens		
• Other (Please specify below)		

Should you tick 'yes' to any of the above you may be requested to provide method statements, specifications, drawings, and risk assessments for the erection and taking down. If you already have this information please include as part of this application as Appendix 6.

**5.7 Electrics and Special Effects:**

Will your event have any of the following:	Yes	No
• Electrical Supplies		
• Special Effects – e.g. lasers, strobing, smoke machines		
• Fireworks		

If yes please complete and attach Appendix 7 to your application.

**6. Site Services and Welfare:**

**6.1 Toilets:**

Please describe what toilet provisions are being provided at your event?

If you are providing additional toilets please provide a breakdown of numbers and supplier details:	
Portable Toilets:	
Disabled:	
Urinals:	
Elson Disposal Points:	
How many empties/cleans per day will be undertaken:	

Operators Name:	N/A
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Address:	
Tel No:	
Email address:	

### 6.2 Lost Children:

Please describe what Lost Children provisions are being put in place at your event?		
	Yes	No
• Can you confirm that those running the facility are CRB Checked or will be CRB checked by the date of your event?		
<b>Please note that all personnel responsible for Lost Children must be CRB Checked.</b>		

### 6.3 Water Provisions:

	Yes	No
• Will Drinking Water be provided at your event?		
If Yes how will this be provided:		
• Water Bowser:		
• Stand Pipe:		
• Sale of:		

### 6.4 Waste Management:

Please describe what Waste Management Arrangements you are providing at your event?
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If you are using a Waste Management Company please provide contact details below:

Operators Name:	
Address:	
Tel No:	
Email address:	

**7. Food Safety:**

	Yes	No
Will Food be sold at your event?		

If yes please describe what Food will be sold or consumed at your event.

If you are using a catering company or establishments please provide details below:

Operators Name:	
Address:	
Tel No:	
Email address:	

Operators Name:	
Address:	
Tel No:	
Email address:	

Operators Name:	
Address:	
Tel No:	

Email address:	
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Operators Name:	
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Address:	
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Tel No:	
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Email address:	
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### 8. First Aid/Medical Provisions:

For the proposed audience size what provisions will there be

Please describe what First Aid and Medical Provisions are being provided at your event?

If possible please provide a breakdown of the following stating which organisation is providing the service.

	Numbers	Organisation Providing
First Aiders		
First Aid Post		
Ambulances		
Paramedics		

## 9. Traffic Management

It is a requirement for event organisers to advise of the potential traffic impact their event will have on the area. For events, which attract an attendance of 5000 or over it will be a requirement to submit a comprehensive traffic management plan and liaise with our Highways Section. For smaller events please complete the following to provide basic traffic management information:

Please describe what impact your event will have on the traffic flows around the event venue?

Please describe what measures you have put in place to help manage traffic?  
i.e. directional signage, road closures etc.

	Yes	No
• If your event requires a road closure have these been applied for? Please note that up to 8 weeks notice is required.		
• Do you have permission from the Local Authority for any event directional signage?		

## 10. Noise

Please describe what measures you have put in place to keep noise nuisance to a minimum?

Please note that for some events it may be necessary to undertake a letter drop to advise of your activities.

## 11. Emergency Planning

In addition to your risk assessment you will be required to submit an emergency plan highlighting procedures and processes you will undertake in the case of an emergency. Depending on the nature of your event the complexity of this document will vary.

If you already have an Emergency Plan Document please attach as part of this application as appendix 9. If not can you please answer the following questions:

Please describe how you would alert key personnel of an emergency at your event and decide the level of action to take?

Please describe how you would inform the public of an emergency at your event, if required?

Please describe how you would evacuate the event site in an emergency, if required?

**13. Please include any other information, which may assist your application:**

## CHECK LIST

Please ensure you have completed all sections on the form ensuring the following are attached:

<b>Compulsory Requirements Attached:</b>	Yes	No
• Appendix 1 – Site Plan		
• Appendix 2 – Confirmation of £5m Public Liability Insurance		
• Appendix 3 – Risk Assessment		

<b>Additional Requirements Attached:</b>	Yes	N/A
• Appendix 4 – Detail of Health & Safety Advisor		
• Appendix 5 – Detail of Head Marshal and Steward		
• Appendix 6 – Detail of any Structures		
• Appendix 7 – Detail of Electrical Supplies / Special Effects		
• Appendix 8 – Traffic Management Document		
• Appendix 9 - Emergency Plan		

**Please return to:**

Liz Shayler  
 Banwell Parish Council  
 Banwell Childrens Centre  
 West Street,  
 Banwell. BS29 6DB

**Appendix 1**  
**Site Plan**

**Appendix 2**  
**Public Liability Insurance**

**Appendix 3**  
**Risk Assessment**

**Appendix 4**  
**Health & Safety Co-ordinator Contact**

Name:	
Company Name:	
Address:	
Tel No:	
Email address:	
Qualifications and previous experience: (please complete below)	

**Appendix 5  
Security, Stewards and Marshal Information.**

<b><u>Marshal Information:</u></b>	
Chief Marshal:	
Company Name:	
Address:	
Tel No:	
Email address:	
Number of Marshals working the event?	
What are the hours of operation	
Describe the role of marshals at your event:	

<b><u>Steward Information:</u></b>	
Chief Steward:	
Company Name:	
Address:	
Tel No:	
Email address:	
Number of Stewards working the event?	
What are the hours of operation	
Describe the role of Stewards at your event:	

**Appendix 6**  
**Structures**

**Appendix 7  
Electrics and Special Effects**

<b>Electrical Systems</b>		Yes	No
• Will emergency lighting be provided?			
• Will generators and/or transformers be used?			
• Will RCDs be used?			
Please note that electrical systems for the event will need to be assessed by a competent person. You will be required to provide an electrical inspection certificate.			
Details of Company/Individual installing electrical system:			
Contact:			
Company Name:			
Address:			
Tel No:			
Email address:			
Registered Number:			

<b>Special Effects</b>		Yes	No
Will lasers be used? If yes please provide detail below:			
Type:			
Operators Name:			
Address:			
Tel No:			
Email address:			

<b>Special Effects (cont...)</b>		Yes	No
Will Strobe lighting be used? If yes please provide detail below:			
Type:			
Operators Name:			
Address:			
Tel No:			
Email address:			

**Appendix 8  
Emergency Plan**

## Recreation Ground Consultation

Replies received;

- 2 by hand, 10 on the 6<sup>th</sup> April 2019, 14 electronically. The Primary school were also consulted. A group of 5 secondary school children attended on the day and gave feedback verbally.

<b>Q1</b>	<b>Who lives in your Household?</b>	
Under 5	5	
5 – 10	4	
10 – 15	8	
15-18	4	
No Children	3	
Grandchildren	7	
<b>Q2</b>	<b>Do you use the Recreation Ground play area?</b>	
Regularly	8	
Occasionally	13	
No	4	
<b>Q3</b>	<b>If no why?</b>	
Don't use Play Areas		
Prefer other areas	4	
Not appropriate for the age range of our children	1	
N/A	7	
Other	3	
<b>Q4</b>	<b>What age group should any additional equipment be suitable for?</b>	
Pre school	3	
Primary	8	
Secondary	5	
16+	4	
<b>Q5</b>	<b>Where do you live?</b>	
	West Garston	1
	High Street	4
	Eastermead Lane	3
	East Street	5
	Church Street	1
	Knightcott Park	1
	Wolvershill	1
	Littlefields Road	1
	Littlefields Avenue	1
	Christon Road	1
	Knightcott Road	2
	West Street	2
	School Close	1
<b>Q6</b>	<b>Other Comments</b>	
	<ul style="list-style-type: none"> <li>• Why were the trees cut down in the toddlers area. There is no shade not for babies in pushchairs or for sitting down for a picnic lunch etc. Suggest you</li> </ul>	

	<p>visit the ideal play park on Church Lane, Wrington very child friendly and interesting designs.</p> <ul style="list-style-type: none"> <li>• Netball lines and nets for MUGA, picnic tables, more trees, chess board (but would require storage), table tennis, path around the outside.</li> <li>• Seating nearer the Road (to enable children on equipment to be watched), inclusive play to encourage groups and families to enjoy outside together, climbing walls seem to prove popular with youngsters.</li> <li>• Climbing wall for young Childrens, path for riding bikes, shelter, picnic tables,</li> <li>• Zip wire, table tennis, roundabout, shop, picnic tables.</li> <li>• Climbing wall, zipline, outdoor exercise equipment, sunken trampoline, dog area (fenced for dogs to be off lead, multiplay units.</li> <li>• Adult training equipment to encourage small groups to do keep fit, seating, bench tables, zipwire, loo.</li> <li>• Seating for adults &amp; family, zip wire</li> <li>• This is an underused area and so exciting to be able to improve it. Zipwire, Climber (there is one at Blaise), seating area, picnic bench, round-a-bout, monkey bars.</li> <li>• More seats on slabs, nest swing needs wet pour, zip swing, mark out football pitch.</li> <li>• Fitness equipment, ore seating, tables that can double up for games and picnics.</li> <li>• A path all the way round would be lovely if it was intermingles with interesting areas, a quiet peaceful corner &amp; maybe sensory things at intervals along. Children with special needs could then enjoy quieter area and a nice walk (planting around path). Also can equipment be accessible to all e.g. roundabout which wheelchair users can use or less mobile can sit down safely. Also swing with safety harness for children with special needs. Higher netting around MUGA as balls often fly over into the play area.</li> </ul>															
<b>School Consultation</b>	Year 6 children visited each class and asked the following questions															
<b>Q1</b>	<b>What do you like about the Recreation Ground?</b>															
	Swings, Grass, goal posts, teenzone (turning pole & climbing wall), basket swing, climber, MUGA,															
<b>Q2</b>	<b>What other piece of equipment could we add to make it better?</b>															
	<p>They voted for their favourite pieces of equipment (in order of popularity)</p> <table> <tr> <td>Zipline <b>68</b></td> <td>Climber / Climbing wall <b>33</b></td> </tr> <tr> <td>Roundabout <b>27</b></td> <td>Shelter <b>17</b></td> </tr> <tr> <td>Fitness <b>15</b></td> <td>See saw <b>13</b></td> </tr> <tr> <td>Table Tennis <b>9</b></td> <td>Marked out football pitch <b>5</b></td> </tr> <tr> <td>Trampoline <b>4</b></td> <td>Skate park <b>3</b></td> </tr> <tr> <td>Maze <b>2</b></td> <td>Balance beam <b>2</b></td> </tr> <tr> <td>Treehouse <b>1</b></td> <td>Monkey bars <b>1</b></td> </tr> </table>	Zipline <b>68</b>	Climber / Climbing wall <b>33</b>	Roundabout <b>27</b>	Shelter <b>17</b>	Fitness <b>15</b>	See saw <b>13</b>	Table Tennis <b>9</b>	Marked out football pitch <b>5</b>	Trampoline <b>4</b>	Skate park <b>3</b>	Maze <b>2</b>	Balance beam <b>2</b>	Treehouse <b>1</b>	Monkey bars <b>1</b>	
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<b>Q3</b>	<b>Is there anything else we could add to make it better?</b>															
	<ul style="list-style-type: none"> <li>• More goal posts, ball vending machine, rack for table tennis rackets.</li> <li>• More bins, annual clean up (get rid of graffiti), pick your own fruit, things for bigger kids, pond, more trees.</li> <li>• More picnic tables, mark out football pitch, more trees, water slide, snacks.</li> <li>• More trees, big slide, picnic tables, dogs can go in, toilets, bug hotel</li> <li>• More picnic tables.</li> <li>• Snack and drink bar, more trees, water slide, bigger slide, more things in the field.</li> </ul>															

**Banwell Parish Council**  
**Summary of Receipts and Payments**  
**Cost Centre Recreation Ground**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
601	Rec Grass Cutting				1,310.00			1,310	1,310
602	Rec Maintenance				2,000.00			2,000	2,000
603	Rec Tree and Fence Work				500.00			500	500
604	Rec Annual Inspections				310.00			310	310
<b>NET TOTAL</b>					<b>4,120.00</b>			<b>4,120</b>	<b>4,120</b>
<b>V.A.T.</b>									
<b>GROSS TOTAL</b>			<b>0.00</b>			<b>0.00</b>			

**BANWELL RECREATION GROUND TRUST**  
**(Charity No. 304472)**

<b>Bank balance as at 1<sup>st</sup> April 2018</b>	<b><u>£11,665.65</u></b>
<b><u>Expenditure 2018/19</u></b>	
<b>Total expenditure</b>	<b><u>£00.00</u></b>
<b><u>Income 2018/19</u></b>	
<b>Total income</b>	<b><u>£00.00</u></b>
<b>Bank balance as at 31<sup>st</sup> March 2018</b>	<b><u>£11, 665.65</u></b>

Please note that there was expenditure by the Parish Council of £3830.11 and a receipt to the Parish Council from the insurance company for £484.77