



CHURCH CROOKHAM
PARISH COUNCIL

Facilities & Open Spaces Policy & Procedure

Adopted	N/A
Version number	2.0
Last reviewed	January 2026 – 26/012
Next review	January 2027

FACILITIES

Church Crookham Parish Council (CCPC) owns and is responsible for several sites throughout the parish:

- Peter Driver Sports Ground – grass football pitches, 5-a-side MUGA, outdoor gym, street snooker, pavilion, open spaces.
- Sian Close – open space.
- Azalea Park – play area, open space.
- Lynwood – wooded pathway adjacent to Azalea Park.
- Chesilton Woods – woodland.
- Church Crookham Community Centre.
- Crookham Park MUGA – basketball court.
- Crookham Park tennis courts.
- Crookham Park athletics track.
- Crookham Park wheel park.
- Crookham Park open spaces – includes various play areas and outdoor gym.
- Allotments.

Facilities available for hire such as the community centre, sports pitches and allotments are regulated by terms and conditions of hire which are available on the parish council website: www.churchcrookham.org.uk

OPEN SPACES

1. GENERAL RULES

- Any parcels of land within the parish of Church Crookham that are owned and managed by the Parish Council are accessible to the public for community use. CCPC values these community spaces and encourages the use of these areas by the public whilst ensuring the safety of users and maintaining the tidiness and utility of the facilities. The open spaces offer all residents a variety of uses by people of all age groups and abilities for recreational pursuits.
- Certain areas of CCPC land have rules imposed on them by the Council and members of the public using these areas are requested to comply with all imposed rules.
- Use of the open space will be free of charge (except in specific circumstances such as business use where a fee for use of the land may be required or as decided by the Parish Council).
- Open spaces remain public areas and cannot be cordoned off for a private event and will always remain open.
- Dog fouling and all litter must be placed in the bins provided or, if cannot be accommodated by the bins, it **MUST** be removed from the site.

- The flying of drones from parish open spaces is NOT permitted. Please note that some areas are subject to restricted airspace due to the proximity of local airports. There are to be no fires including BBQs, no fireworks, no motorised bicycles, motorbikes, motorised scooters* (*illegal to ride on in all areas, pavements, roads except private land), or vehicles without the express and written permission of the council. No hard balls.

2. PROCESS

Residents of Church Crookham parish are encouraged to use the open spaces for recreation and leisure to include sport, picnics, and other gatherings.

- **Use of Open Space form** Residents wishing to use the parish's open spaces for an event or an organised activity – such as a family birthday party, sport training, games such as rounders or volleyball – should complete the form below (available on the parish council website or contact the office for a copy).
- This will request information on when, for how long and for what purpose the resident intends to use the space. It will require agreement to pay damages should an injury occur and evidence of third-party insurance cover. Some events may also require a risk assessment, for example if a gazebo is to be erected.
- In most cases, the parish office will be able to confirm permission within 5-7 working days. If the intended use is not common, and councillor feedback is required, a delay of up to 4 weeks may be required to enable a decision to be taken at a council meet. An email requesting usage should be sent to admin@churchcrookham.org.uk.
- Permission of the open space will not be withheld without good reason.

3. REGULAR OR BUSINESS USE

- **Use of Open Space form** Residents or organisations wishing to use an open space on a regular basis will inform the parish council of the dates, times, and period of use should complete the form below (available on the parish council website or contact the office for a copy). This includes anyone offering exercise classes (paid or free of charge) and bringing together groups for activities such as sports training for children or adults.
- A **risk assessment** should be completed for activities involving more than two people and should be submitted with the form.
- No equipment or facilities provided by the parish council should be used for anything other than its intended purposes.
- Commercial organisations carrying out a business must provide a copy of their public liability insurance certificate showing cover of at least £5m.

4. DATA PROTECTION

Any personal or other data gathered will only be retained and used in accordance with the consent given and for the purpose for which it was given and in accordance with the Parish Council's Data Protection Policy.

CHURCH CROOKHAM PARISH COUNCIL

USE OF OPEN SPACES

Name		
Business or organisation (if applicable)		
Address		
Open Space site		
Date requested for use.	From:	To:
Times of use	From:	To:
Reason for use		
Insurance cover (complete as applicable):		
Third party cover (private event)	I confirm that I have third party insurance to cover this event (certificate attached)	Tick here:
Public liability insurance (business use)	I confirm that this activity will be covered by my public liability insurance to the value of £5m (certificate attached)	Tick here:
Open Spaces Policy	I confirm that I have read the Council's Facilities & Open Spaces Policy	Tick here:
Name:	Signature:	

Data Protection: Your details will be used by Church Crookham Parish Council to contact you about your use of the council's open spaces only, unless you advise us that you would like to receive additional communications. You can request to no longer receive the communications you have consented to receive and/or request your details to be deleted from our systems at any time.