

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 13 May 2013

<b>Portfolio:</b>	Leisure and Community
<b>Subject:</b>	<b>Hire of Open Space at Titchfield and Park Lane Recreation Ground</b>
<b>Report of:</b>	Director of Streetscene
<b>Strategy/Policy:</b>	
<b>Corporate Objective:</b>	Leisure for Health and Fun

#### **Purpose:**

The purpose of this report is to advise Members that a Hire of Open Space application has been received to use two of the Council's recreation grounds to hold a funfair. The recreation grounds are located at Park Lane, Fareham (adjacent to the Leisure centre) and Mill Lane, Titchfield.

#### **Executive summary:**

An application has been received by Charles Coles Funfairs to operate a funfair on the following dates and venues :

- 13 – 20 May 2013 - Titchfield recreation ground
- 5 – 12 September – Park Lane recreation ground

The funfair organisers have already been advised that they cannot have an event in May due to the fact that insufficient notice was given to the Council to obtain prior approval. However, they are flexible and would consider either site for the September dates.

Local Ward Councillors, Officers and the Safety Advisory Group (SAG) have been consulted and the general view is that Park Lane recreation ground is not suited to this type of event due to the immediate proximity of residential properties.

The last fair at Titchfield recreation ground was in 2007 and was organised via the Titchfield Bonfire Boys.

#### **Recommendation:**

That the Executive considers the Officer's recommendation to:

- (a) refuse the application to hire out the recreation ground at Park Lane for a funfair; and
- (b) grant approval for Charles Coles funfair to operate at Titchfield Recreation Ground between 5-12 September 2013 subject to the following conditions:
  - (i) any requirements of the SAG group being met;
  - (ii) payment in advance of £500 to the Council per trading day;
  - (iii) a returnable damage deposit of £1000 payable in advance;
  - (iv) proof of £10 million public liability insurance; and
  - (v) all relevant safety certificates being supplied.

**Reason:**

To ensure that the operation of a fun fair is undertaken at a suitable location and that all aspects of health and safety are complied with.

**Cost of proposals:**

There is no cost to the Council. However there is an opportunity to receive some income, possibly up to £2,500 per event.

**Appendix A:** Application form and letter

**Background papers:** Executive – 9 January 2012 – Hire of Open Space Policy

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 13 May 2013

**Subject:** Hire of Open Space at Titchfield and Park Lane Recreation Grounds

**Briefing by:** Director of Streetscene

**Portfolio:** Leisure and Community

#### INTRODUCTION

1. The purpose of this report is to advise Members that a Hire of Open Space application has been received to use two of the Council's recreation grounds to hold a funfair. The recreation grounds are located at Park Lane, Fareham (adjacent to the Leisure Centre) and Mill Lane, Titchfield.
2. There has not been a funfair in the Borough of Fareham since 2007, with the last one being at Titchfield Recreation Ground. In that instance, the grounds were hired by the Titchfield Bonfire Boys who used Coles funfair to raise funds for their annual carnival.

#### BACKGROUND

3. At its meeting on 9 January 2012 the Executive RESOLVED that:
  - (a) the 'hire of open space' applications, received for events that have never taken place in the borough before and which would attract more than 500 be reported to the Executive for approval;
4. Although, in 2007 a fun fair did operate at Titchfield for a few days, Officers believe that it is a request that should be considered by the Executive as it is of a commercial nature and has the potential to impact on local residents.

#### DATES REQUESTED

5. The following dates have been requested:
  - 13 – 20 May 2013 - Titchfield
  - 5 – 12 September – Park Lane
6. The funfair organisers have already been advised that they cannot have an event in May due to the fact that insufficient notice was given to the Council to obtain prior approval.

7. Although, the dates have been specific, it would appear that the applicant is flexible with the proposed locations and they would be happy with either location for the September date.

## DETAILS OF THE FAIR

8. Although the size of the fair can be flexible to some degree, the space required is approximately 1.5 – 2 football pitches in size, so ideally it needs to be located on a recreation ground with good access.
9. The activities proposed would include five big rides like the Dodgems, Miami and Twister, 3 or 4 small children's rides, 1 or 2 bouncy castles, 3 or 4 games such as Hook a Duck, 1 hot dog stall and 1 traditional fairground sweets stall.
10. Items such as portable toilets, security barriers and ground protectors would also be provided by the fair organisers.
11. The fairground operators would be present on the recreation ground for a total of eight days although three of those days would be for construction and dismantling of the rides. The following table shows in more detail.

Day	Activity	Opening hours
Monday	Pull in and build up	0
Tuesday	Pull in and build up	0
Wednesday	Trading Fair	5pm - 9pm
Thursday	Trading Fair	5pm - 9pm
Friday	Trading Fair	5pm - 9pm
Saturday	Trading Fair	2pm - 9pm
Sunday	Trading Fair	2pm - 6pm
Monday	Pull down and pull off by noon	0

12. Trading days are designed to fit in with after school times and weekends and to avoid late night problems and can be varied to meet local needs, especially at weekends.
13. The fairground operators would live on site throughout their stay.

## VIEWS FROM MEMBERS & OFFICERS

14. Ward members have been contacted to obtain their views and their comments together with those of Officers can be found below:

- There appears to be a favouring of the fair operating at the Titchfield recreation ground rather than at Park Lane next to the Leisure Centre.
- Park Lane recreation ground is in the centre of a residential area whereas Titchfield is out of the village.
- There are concerns about the potential for anti-social behaviour, with the fair attracting people from outside the area, although this could be minimised through the timing of the funfair rides operation.

- There are issues with allowing large fun fair HGV vehicles onto the recreation grounds, especially when staying for a week. This could potentially attract unauthorised vehicles to enter the site.
- With regard to Park Lane, residents are looking forward to seeing future improvements, and feel that allowing the space to be used for commercial activities might set a precedent for the future which might affect the improvements taking place.
- Titchfield recreation ground is a relatively secure site, with barriers, fencing and bollards preventing easy access on to the grassed area. Some of the bollards will have to be removed and replaced to allow the fair to enter. These were not present in 2007.
- The funfair operators have stated that access to water is essential. This requirement is not easy to fulfil at Park Lane unless they seek permission from the Leisure Centre. At Titchfield, water has been obtained in the past from the Council owned pavilion that is on site.
- There is potential for extensive damage to the ground especially if the weather is as wet as previous years. This may have an impact on the football pitch at Titchfield.

### **SAFETY ADVISORY GROUP (SAG)**

15. The current application has been submitted to the Safety Advisory Group membership which includes the Police.
16. Although a SAG meeting of the group has not been called, the initial concerns from the Police relate to experiences from the past at Titchfield, and which include issues over traffic management and the safe crossing over the busy A27 by young people and also the funfair attracting people from outside the local community, in excess of the estimated numbers and causing anti social behaviour.
17. Should the funfair be approved, it would be subject to complying with any requests by the Safety Advisory Groups.

### **RISK ASSESSMENT**

18. There are obvious risks associated with having a funfair on the Council's open space. These mainly relate to health and safety requirements for the safe construction of the equipment, ensuring the safety of the users of the rides, management of crowds, traffic management and damage to the recreation ground, especially the football pitch.
19. The fair operators will be required to provide proof of public liability insurance of £10 million, a detailed risk assessment, and submission of relevant safety certificates as required.

### **FINANCIAL IMPLICATIONS**

20. As this request is from a commercial company, there is an opportunity to charge a commercial fee for the use of the open space.

21. Consideration could be given to charging between £400 and £500 per trading day. Members could reduce this figure if they felt that by having the funfair it was providing a service to the young people in the local community.
22. In addition to this a returnable deposit of £1000 should be collected in advance of any event taking place on any recreation ground.

### **RECOMMENDATION**

23. That the Executive considers the Officer's recommendation to:
  - (a) refuse the application to hire out the recreation ground at Park Lane for a funfair; and
  - (b) grant approval for Charles Coles funfair to operate at Titchfield Recreation Ground between 5-12 September 2013 subject to the following conditions:
    - (i) any requirements of the SAG group being met;
    - (ii) payment in advance of £500 to the Council per trading day;
    - (iii) a returnable damage deposit of £1000 payable in advance;
    - (iv) proof of £10 million public liability insurance; and
    - (v) all relevant safety certificates being supplied.

### **CONCLUSION**

24. An application has been received for the hire of open space at Titchfield and Park Lane recreation grounds to hold week long funfairs. Consultations have been undertaken with Local Ward Councillors, officers and the Safety Advisory Group. It is considered that only Titchfield Recreation ground is suitable for this type of event.

**Reference Papers:** Executive – 9 January 2012 – Hire of Open Space Policy

## Covering Letter

**To** Fareham Borough Council Safety Advisory Group: Re application to run Community Fun Fairs 2013

**From** Charles Cole's Fun fairs, 42, Studland Rd, Millbrook Southampton SO16 9AY  
Mobile xxxxxxxxxxxx. Email xxxxxxxxxxxxxx

### Dear SAG Event Chairman

I met with Fareham council officers Paul Doran and Sue Woodbridge on 5th March 2013 and they advised me on the event application process used in Fareham. Having looked at the form and discussed my proposals they suggested I write this covering letter to provide additional information which may be of assistance to SAG.

I would be most grateful if you could consider my application as soon as possible as my first proposed date for Titchfield Recreation Ground is 13-20 May 2013 .Thank you.

### Who are we?

We are a family business which has been running fun fairs in the South of England for over 5 generations. The family has strong links with the Fareham area going back almost 100 years.

We used to attend the Titchfield Carnival funfair and also run small fairs at other sites but these seem to have not taken place recently

I run many one day fairs at events such as Bonfire nights at HMS Collingwood. In Fareham we do the Christmas lights switch on, working with Patricia Grey.

I also run community fairs in various neighbourhoods in Southampton. These events revive the old traditions of fun fairs, providing a safe environment suitable for families, at a reasonable price, at times to suit local needs. I work closely with Southampton city council, the police and local community groups.

**The following people can provide references** for my work at the community fun fairs if you wish to contact them

Sylvia Baker, Merry Oak Community Centre 63 magnolia road Southampton SO197NL  
Telephone 02380 366013 02380398368

Pauline Coombes Finance officer , Fawley Parish Council Gang Warily Community Centre, Newlands Road, Fawley, Southampton, Hampshire. SO45 1GA  
Telephone 02380 890761

Craig Lintott; Events coordinator Event management, Southampton city council Civic centre Southampton SO14 7LP 02380832077 [craig.lintott@souythampton.gov.uk](mailto:craig.lintott@souythampton.gov.uk)  
Patricia Grey of Fareham Council

## Proposed Venues 2013

I would like to run 1 or 2 events in 2013

Titchfield Recreation ground and Fareham leisure centre

## Proposed dates

May 13-20<sup>th</sup> Titchfield and September 5-12 Leisure Centre

## Space needed

These small events are flexible to meet local needs and require no more space than 1.5 or 2 football pitches

## Proposed activities

We usually have 5 “big” rides such as Dodgems, Miami, and Twister, 3 or 4 small children’s rides, 1 or 2 Bouncy Castles, 3 or 4 games such as Hook a Duck , 1 hot dog stall and 1 traditional fairground sweets stall.

We provide power through portable generators, portaloos if there are no suitable public conveniences, security barriers and ground protectors as necessary. We are very aware of the need to protect land and work with local groundsmen

## Hours

The fair site is usually occupied from the Monday for 7 days. Monday and Tuesday are setting up days. Showpeople and helpers build the rides and stalls and live on site This provides good safety and security .Trading days are designed to fit in with after school times and weekends and avoid late night problems and can be varied to meet local needs, especially at weekends\*

DAY	ACTIVITY	OPENING HOURS
Monday	Pull in and build up	0
Tuesday	Pull in and build up	0
Wednesday	Trading fair	5pm-9pm
Thursday	Trading fair	5pm-9pm
Friday	Trading fair	5pm-9pm
Saturday	Trading fair	2pm -9pm*
Sunday	Trading fair	2pm-6pm*
Monday	Pull down and pull off by noon	0

Here is a sample of the local publicity we provide to local residents in Southampton  
[Reduced size for this letter]



**SAMPLE COMMUNITY HANDOUTS  
VERACITY GROUND COMMUNITY FUNFAIR**

**Thursday 7<sup>th</sup> until Sunday 10<sup>th</sup> June**

A small family fun fair, operated by Charles Cole, will be operating on the Veracity Ground from Thursday 7<sup>th</sup> June until Sunday 10<sup>th</sup> June. It is anticipated that the fair will offer local entertainment for families and young people in the area.

The Community Funfair will be:-

- Small in scale - no more than 6 adult rides, 4 children's rides and side stalls
  - Aimed at local families and children
  - Low cost
  - Ensuring that noise levels will be kept to a minimum
- Opening times:           Thursday 7<sup>th</sup> June (5.00pm – 9.00pm)  
  Friday 8<sup>th</sup> June (5.00pm – 10.00pm)  
  Saturday 9<sup>th</sup> June (2.00pm – 10.00pm)  
  Sunday 10<sup>th</sup> June (2.00pm – 9.00pm)

For further information or enquiries please contact  
Southampton City Council Event Management on 023 8083 2906

**\*\*Show this leaflet to an operator and receive 50p off one ride\*\***

We also put posters beside the highway to show people the way to the site

### **Costs**

Prices are subject to the rent charged for the land but are kept as low as possible. In the past in Southampton we have arranged a rent with the local community group and they have used this money for their own centre and activities. More recently, as the number of community events has grown, the city council have asked us to pay the rent to them.

### **Attendance**

We aim to attract only people who live within walking distance. In the current economic hard times many families cannot afford holidays or days out and even public transport can be too expensive. We estimate no more than 400 people a day will attend. We always liaise with local police.

### **Risk assessments**

I can confirm each piece of equipment has its own risk assessment, a copy of which can be made available.

### **Health and safety**

I can confirm each piece of equipment has certificates of ADIPS which covers all necessary testing, a copy of which can be made available.

We provide a space immediately behind the rides area which will be closed to the public where we will provide seating, refreshments etc for our staff statutory rest breaks.

### **Insurance**

I can confirm we are insured for £10 million public liability; a copy of the certificate can be made available.

## **Showman's Guild**

I am a member of the Showman's Guild but understand that these events may not be covered by the established events arrangements

I appreciate that, because these fairs have lapsed for many years, these will be trial events and some adjustments may need to be made. This is the process we have followed successfully in Southampton. I would be very happy to meet with any members of SAG, ward councillors, police or local groups to give any more information you require and discuss any concerns you may have.

I can be contacted on xxxxxxxxxx or email xxxxxxxxxxxxxxxx

I look forward to hearing from you soon and hopefully providing some entertainment for Fareham families this year. Thank You

Yours Sincerely,  
Charles Cole

Safety Advisory Group Application Form  F1	Safety Advisory Group Event Chairman Regulatory Services Fareham Borough Council Civic Offices, Civic Way Fareham PO16 7AZ
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Contact Details of Organiser Charles Cole

1. Name of Club / Organisation Charles Cole Funfair

2. Main contact name and address  
42, Studland Road, Millbrook  
Southampton  
Postcode: SO16 9AY

3. Email address charles.cole5@btinternet.com

4. Telephone Number Landline: / Mobile: 07886894275

Event Details

5. Name of ground or area required for event: Titchfield Recreation Ground  
Fareham Leisure Centre

6. Date(s) of event: From: 13-20 May To: 20 May  
5 September To: 12 September

Approximate times on site: From: Monday am To: Sunday pm / Monday

7. Site Plan attached etc see attached etc

8. Name of event: COMMUNITY FUNFAIR  
Type of event (e.g. Fete, Dog Show, etc) FUNFAIR (SMALL)

9. Details of proposed activities (e.g. stalls, funfair, bonfire etc.)  
See attached etc

10. Estimated Maximum Number of Persons Attending (including spectators) 400

(N.B. if there will be more than 400 people attending you will also need to complete Traffic Management Information form (F3) and a Safety Advisory Group attendance form (F4). Forms can be downloaded from [www.fareham.gov.uk](http://www.fareham.gov.uk) or from the Parking Enforcement Manager by telephoning 01329 236100).

11. If available do you require the use of any facilities? e.g. use of pavillion, water supply, electricity (please note that charges may be made for such facilities).  
Yes  No

If yes, please state what is required:  
Water is essential. Electricity is desirable.

12. Specifically is this a (please tick one box only)

Commercial  Fund raising  Non-commercial

Community service event  Charity event

Name of Charity: .....

Charity Registration Number: .....

Will all income raised go to the Charity concerned? (Please tick) Yes  No

13. Is the event limited to friends/relatives? Yes  No

(In the case of a school to staff/children/parents)

Is the event free? Yes  No  Admission Price? £ ..... *see letter*

Will you be selling programmes? Yes  No  Price? £ .....

Insurance

14. Has insurance been arranged in respect of Public Liability or Third Party risks (including products liability where appropriate)? Yes  No

15. What is the name of the insurer? *Ardent Travelling Showmans Policy*

16. What is the value of cover? *£ 10 million*

(Recommended that this should not be less than £5 million - copy to be sent to Fareham Borough Council)

Highway and Traffic Implications

17. Will vehicles be driven across the ground? Yes  No

18. If yes how many and what vehicles? Number: *8-10* Type: *HGV*  
(cars, lorries etc) *6* *Vans*  
*4* *Cars*

19. Are any footpaths, bridleways or roads that are normally open to the public affected or used as part of the event? Yes  No

20. Are you proposing any directional signing on the highway to direct the public to the event? Yes  No

21. Do you anticipate the need for any road closures and traffic diversions? Yes  No

22. Have you considered the need to restrict or control parking on the highway in the vicinity of your event? Yes  No

23. Are there any car parks to be closed in order to hold the event? Yes  No

24. How many parking spaces will be available for persons working at the event? *None*  
*Workers stay on site*

25. How many dedicated parking spaces will be available for the public attending the event? *None - see letter*

**IMPORTANT NOTES**

If a formal traffic order is required, then please allow at least 12 weeks notice to process the order.

If you have said "Yes" to questions Q19 to Q25 above you must complete the Traffic Management Information Form F6 referred to in the Guidance Notes / covering letter.

If you have not identified any dedicated parking and are proposing to rely on public car parks and parking on the highway then you will also be expected to complete the Traffic Management Information Form F6 referred to in the Guidance Notes / covering letter.

**Alternative Arrangements**

26. Is there a possible alternative site? Yes  No  *See letter* Where? .....
27. Is there a possible alternative date Yes  No  When? .....

**Event Activities**

28. Please tick the appropriate boxes to show the activities you intend to utilise or permit at the event? (some of these may not be permitted at all sites).

- |                                      |                                     |                         |   |
|--------------------------------------|-------------------------------------|-------------------------|---|
| Fireworks/Pyrotechnics               | <input type="checkbox"/>            | Music                   | <input checked="" type="checkbox"/>                   |
| Carnival/procession                  | <input type="checkbox"/>            | Live Entertainment      | <input type="checkbox"/>                              |
| Fairground equipment                 | <input checked="" type="checkbox"/> | Lost Children Point     | <input type="checkbox"/>                              |
| Aircraft                             | <input type="checkbox"/>            | Barrier/Fencing         | <input type="checkbox"/>                              |
| Parachutist's                        | <input type="checkbox"/>            | Marquees                | <input type="checkbox"/>                              |
| Balloon Launch                       | <input type="checkbox"/>            | Portable Generator      | <input checked="" type="checkbox"/>                   |
| Hot Air Balloons                     | <input type="checkbox"/>            | Power Supply            | <input checked="" type="checkbox"/>                   |
| Horses/Donkeys Other Animals         | <input type="checkbox"/>            | Toilets                 | <input checked="" type="checkbox"/> <i>see letter</i> |
| Motorcycles                          | <input type="checkbox"/>            | Alcohol                 | <input type="checkbox"/>                              |
| Other Motor Vehicles                 | <input type="checkbox"/>            | Food/Drink Concessions  | <input type="checkbox"/>                              |
| Coconut Shy                          | <input type="checkbox"/>            | Barbecue                | <input type="checkbox"/>                              |
| Inflatables (e.g. Bouncy Castle)     | <input checked="" type="checkbox"/> | Re-enactment Groups     | <input type="checkbox"/>                              |
| Portable Staging                     | <input type="checkbox"/>            | Bonfire                 | <input type="checkbox"/>                              |
| P.A. System                          | <input type="checkbox"/>            | Foreshore Boat          | <input type="checkbox"/>                              |
| Stewarding/Security                  | <input checked="" type="checkbox"/> | Living History Or Other | <input type="checkbox"/>                              |
| On Site Communications               | <input type="checkbox"/>            | Market Stalls           | <input type="checkbox"/>                              |
| Water (Limited Supply At Some Sites) | <input checked="" type="checkbox"/> |                         |   |
| Other: (Please Specify)              | <input type="checkbox"/>            |                         |   |

Should the hiring involve criteria listed in para 9 of the Hire of Open Space Policy additional information will be required to be submitted with this application form.	
<input type="checkbox"/> Attract more than 499 people <p style="text-align: right;">X</p>	Please provide details of how the event is going to be managed and controlled. A detailed risk assessment of the hiring should also be submitted.  For events of this size the Fareham Safety Advisory group would need to be informed and a Safety Advisory Group attendance form (F4) should be completed.
<input type="checkbox"/> Likely to extend beyond 10.00pm <p style="text-align: right;">X</p>	Please provide details of what steps are to be taken to ensure disturbance to local residents is minimised.
<input type="checkbox"/> Likely to have an impact on traffic congestion <p style="text-align: right;">X</p>	Please provide details of how traffic attracted to the area by the event will be managed by completing a Traffic Management Information Form (F3).
<input type="checkbox"/> Extend beyond one day of hiring <i>see letter</i>	Please provide details of the extent of the hiring and also measures that are in place (if applicable) to safe guard the site and any equipment over night.
<input type="checkbox"/> Likely to have an impact on the general enjoyment of the open space <i>see letter</i>	Please provide details of how the impact on local residents can be reduced. Details of any planned consultation with residents may be required.

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

Signed *Steph Smith* for *Charles Cole*  
 Name *STEPH SMITH* *CHARLES COLE*  
 Position *Assistant*  
 Date *20.3.2013*

Please return this form to:

Fareham Borough Council, Civic Offices, Civic Way, Fareham, PO16 7PU

TEL (01329) 236100

FAX (01329) 821770

Email: [customerservices@fareham.gov.uk](mailto:customerservices@fareham.gov.uk)