

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 8 July 2013

Portfolio:	Leisure and Community
Subject:	Hire of Open Space at Cams Alders
Report of:	Director of Streetscene
Strategy/Policy:	
Corporate Objective:	Leisure for Health and Fun

Purpose:

The purpose of this report is to advise Members of a request to hire the open space at Cams Alders recreation ground to hold a community funfair.

Executive summary:

Members will recall that at the Executive meeting on 13 May 2013 a report requesting the hire of open space for a funfair at Titchfield Recreation Ground was refused due to the potential impact on the football pitches that are present on the site.

Following the Executive decision, Councillor Hockley and officers met with the Fairground operator to explain the reasons for the refusal and explore alternative venues.

As a result a new application has been received to hold a Community Fair at Cams Alders Recreation Ground on the 5 – 12 September 2013 on a trial basis.

Cams Alders recreation ground is located in the Fareham South Ward. It is a very large open space and accommodates a number of facilities. These include the Rainbow Centre, Palmerston Bowling Club, Fareham Heathens RFC and Fareham Town FC.

Each of the organisation has a vested interest in the recreation ground and either has a licence or lease on part of the site. So although the site is large, space to accommodate a funfair is actually quite limited.

However, following discussion with Fareham Town Football Club, it is proposed that the Community Fair is allowed to operate as a one off pilot on land to the eastern and or northern side of Fareham Town Football Club.

Local Ward Councillors have been consulted and support the proposal as a pilot and subject to normal controls.

Recommendation:

That the Executive:

1. Grant approval for Charles Cole to operate a Community Fair at Cams Alders Recreation Ground between 5-12 September 2013 as a trial, subject to the following conditions:
 - (i) all requirements of the Council's Safety Advisory Group being met;
 - (ii) payment in advance of £300 per trading day to the Council;
 - (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.
2. Agree to make a donation of £600 (from the income received for the hire of the open space by the Community Fair) to Fareham Town Football Club to support local youth development opportunities.

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. The Council will receive an income of £1,200 for this event.

Appendix A: Original Application form and letter

Background papers: Executive – 13 May 2013 – Hire of Open space at Titchfield and Park Lane Recreation grounds
Executive – 9 January 2012 – Hire of Open Space Policy

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 8 July 2013

Subject: Hire of Open Space at Cams Alders

Briefing by: Director of Streetscene

Portfolio: Leisure and Community

INTRODUCTION

1. The purpose of this report is to advise Members that a request has been received to hire the open space at Cams Alders recreation ground to hold a community funfair.

BACKGROUND

2. Members will recall that at the meeting of the Executive on 13 May 2013 a report requesting the hire of open space for a funfair at Titchfield Recreation Ground was refused due to the potential impact on the football pitches that are present on the site.
3. Since that meeting, Councillor Hockley and officers have met with Fairground Operator (Charles Cole) to discuss the reasons for refusal and to explore alternative options.
4. As a result a new application has been received to hold a Community Fair at Cams Alders Recreation Ground on the 5 – 12 September 2013 on a trial basis.
5. Local Ward Councillors and the Council's Safety Advisory Group (SAG) have been consulted and their comments are detailed later in the report.

CAMS ALDERS RECREATION GROUND

6. Cams Alders recreation ground is located in the Fareham South Ward. It is a very large open space, surrounded by properties and accommodates a number of facilities. These include the Rainbow Centre, Palmerston Bowling Club, Fareham Heathens RFC and Fareham Town FC. It is now very accessible by public transport as the BRT runs alongside.

7. Each organisation has a vested interest in the recreation ground and either has a licence or lease on part of the site. So although the site is large, space to accommodate a funfair is actually quite limited.
8. Significantly, Fareham Town Football Club leases (for 99yrs) almost half of the recreation ground, effectively all land to the North of the central road running through the site. Therefore, their co-operation will be required prior to any agreement being made with the fun fair operators.

DETAILS OF THE FAIR

9. Although the size of the funfair 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.
10. 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.
11. Items such as portable toilets, security barriers and ground protectors would also be provided by the fair organisers.
12. 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	Build up	0
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

13. 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.
14. The fairground operators would live on site throughout their stay.

VIEWS FROM WARD COUNCILLORS

15. Ward members have been contacted to obtain their views and are supportive of having the fun fair on site, as it will provide entertainment for the children in the local area, however they have some concerns. They are happy to agree to the Funfair taking place as long as there are assurances that any potential for damage to the site is minimised, the security of the site is maintained at all times and that where possible local residents that might be affected are provided with leaflets or similar to advise them of the forthcoming event.

VIEWS OF THE RUGBY AND FOOTBALL CLUBS

16. The Heathen Rugby Club has invested considerable funds and resources on assisting with the maintenance of the two rugby pitches, so obviously do not wish the funfair to be located on their pitches.
17. They have also expressed concern that on the proposed weekend there will be rugby matches on the Saturday afternoon, equating to approximately 60 players and on the Sunday morning there will be youth training and matches for approximately 200 children and parents and also matches in the afternoon, albeit it with less participants.
18. These sorts of numbers visiting Cams Alders can produce issues with car parking and therefore there could be a problem if the funfair occupied any part of the car park.
19. They are also concerned that although the funfair is to be located away from the Rugby pitches, there may still be possible issues with anti-social behaviour, damage to the pitches and club house/surrounding buildings etc.
20. On a positive note, the funfair will attract a lot of youngsters to the area who may not know that Fareham Heathens are there, which may provide an opportunity for publicity.
21. With regard to Fareham Town Football Club, they obviously have similar concerns as the Rugby Club. Damage to pitches and the actual use by their club teams on the weekend of 17 and 18 September 2013. It will be a very busy weekend, as are most weekends on this site.
22. Due to the fact that the Football Club do lease the site, it is essential to obtain their approval and to work with them to find a suitable location on the site.
23. The Football Club have agreed to allow the Funfair to take place on the area of land that the lease from the Council, in return for £600 towards their youth development programme, assurances that there will be no damage to the ground and that a site visit is arranged prior to the event take place to agree final location.

VIEW FROM OFFICERS

24. Although initially Cams Alders recreation ground appears to be a large open space that could easily accommodate a fun fair, it has a lot of limitations. The usable parts of the site have been reduced slightly due to the BRT and the requirement by HCC to undertake planting and landscape enhancements.
25. At the weekends when both Clubs have fixtures and training sessions there are a considerable number of players, spectators and cars visiting the site, which has caused congestion in the past.
26. The community fair should only be published locally so that residents and their children can walk to the site rather than attracting people from further afield who may be tempted to drive. The close proximity of the Eclipse bus route is an advantage in this respect.
27. Cams Alders can be a very wet site in the winter with poor drainage and dependant on whether the summer is dry can have a bearing on the likelihood of possible damage being caused.
28. Coles funfairs have assured the Council that should the site be unsuitable following an inspection prior to the event, then the fair would be cancelled.
29. Through discussions with the Football Club, a location has been identified, although the size of the fair may need to be scaled down to fit on site. The finer details will need to be agreed on site with the Football Club but it is likely that the amount of rides maybe less than originally proposed.
30. There is a residential block of flats and a couple of houses nearby that could potentially be affected, but with forward planning, a leaflet drop and close monitoring of the situation it is hoped that any disturbance or problems will be prevented or minimised.

SAFETY ADVISORY GROUP (SAG)

31. The current application has been submitted to the Safety Advisory Group membership which includes the Police.
32. As of yet I have yet to receive any feedback on the renewed location.
33. Should the funfair be approved, it would be subject to complying with any requests by the Safety Advisory Groups, which may include a meeting.

RISK ASSESSMENT

34. There are obvious risks associated with having a Community Fair 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.

Contact: Sue Woodbridge, Public and Open Spaces Manager
E-mail – swoodbridge@fareham.gov.uk (Tel: 01329 824546)

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35. 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

36. As this request is from a commercial company, there is an opportunity to charge a commercial fee for the use of the open space.
37. It has been suggested that a fee of £300 per trading day is paid. This would allow the operators to only charge between £1.50 and £2.00 per ride.
38. From the amount received, a payment of £600 will be made to Fareham Town Football Club towards their youth development programme.
39. In addition to this a returnable deposit of £1000 should be collected in advance of any event taking place on any recreation ground.

RECOMMENDATION

40. That the Executive considers the Officer's recommendation to:
- (a) grant approval for Charles Coles funfair to operate at Cams Alders Recreation Ground between 5-12 September 2013 on a trial basis subject to the following conditions:
 - (i) any requirements of the SAG group being met;
 - (ii) payment in advance of £300 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.
 - (b) Agree to make a donation of £600 (from the income received for the hire of the open space by the Community Fair) to Fareham Town Football Club to support local youth development opportunities.

CONCLUSION

41. An application has been received for the hire of open space at Cams Alders recreation grounds to hold a community fair. Consultations have been undertaken with Local Ward Councillors, Officers and the Safety Advisory Group and it is considered that the Executive should approve this application.

Reference Papers: Executive – 9 January 2012 – Hire of Open Space Policy
Executive – 13 May 2013 – Hire of Open space at Titchfield and Park Lane Recreation grounds

Original 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 xxxxxxxxxxxx

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
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 13-20th 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 7th until Sunday 10th June

A small family fun fair, operated by Charles Cole, will be operating on the Veracity Ground from Thursday 7th June until Sunday 10th 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 7th June (5.00pm – 9.00pm)
 Friday 8th June (5.00pm – 10.00pm)
 Saturday 9th June (2.00pm – 10.00pm)
 Sunday 10th 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.

Contact: Sue Woodbridge, Public and Open Spaces Manager
E-mail – swoodbridge@fareham.gov.uk (Tel: 01329 824546)

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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 xxxxxxxxxxx or email xxxxxxxxxxxxxxxxx

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: 07886594275

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 e+bc see attached letter

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 letter

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

(N.B. If there will be more than 499 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 or from the Parking Enforcement Manager by telephoning 01329 336100).

11. If available do you require the use of any facilities? e.g. use of pavilion, 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 *Stuart Smith* for *Charles Cole*
 Name *STUART 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

Contact: Sue woodbridge, Public and Open Spaces Manager
 E-mail – swoodbridge@fareham.gov.uk (Tel: 01329 824546)

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