

# FAREHAM

## BOROUGH COUNCIL

### Report to the Executive for Decision 2 December 2013

<b>Portfolio:</b>	Leisure and Community
<b>Subject:</b>	<b>Hire of Open Spaces - Coles Funfair</b>
<b>Report of:</b>	Director of Street Scene
<b>Strategy/Policy:</b>	
<b>Corporate Objective:</b>	Leisure for Health and Fun

#### **Purpose:**

The purpose of this report is to advise the Executive of a request to hire a number of open spaces within the borough in order to hold a community funfair.

#### **Executive summary:**

At the meeting of the Executive on 8 July 2013 approval was given to hold a community funfair on a trial basis at Cams Alders during the first week of September 2013.

Following the success of this trial an application has been received from Coles Funfair to return next year on three occasions at three different sites. The dates and locations are as follows:

#### **Proposed Dates:**

Monday 12 May – Monday 19 May  
Monday 11 August – Monday 18 August  
Monday 1 Sept – Monday 8 September

#### **Suggested Locations:**

Fareham Park (off Hillson Drive)  
Park Lane Recreation Ground  
Titchfield Recreation Ground

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.

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 a traditional fairground sweets stall.

Items such as portable toilets, security barriers and ground protectors would also be provided by the fair organisers.

The fairground operators would be present on the recreation ground for a total of eight days although four of those days would be for construction and dismantling of the rides. The actual trading days and times would be as follows:

Thursday	5pm - 9pm
Friday	5pm - 9pm
Saturday	2pm - 9pm
Sunday	2pm - 6pm

Following consideration by Officers and consultation with Ward Members it is proposed that the community funfair could be held in Fareham on two occasions during 2014 in locations considered to be acceptable for this type of event.

**Recommendation:**

That the Executive:

Grant approval for Charles Cole to operate a Community Fair at

- (a) Titchfield Recreation Ground between 12-19 May 2014 and
- (b) Fareham Park, Hillson Drive between 11-18 August 2014, 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.

**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 associated with the recommendations.

**Reference papers:** Executive – 8 July 2013 – Hire of Open space at Cams Alders  
Executive – 13 May 2013 – Hire of Open space at Titchfield and Park Lane Recreation grounds

# FAREHAM

## BOROUGH COUNCIL

### Executive Briefing Paper

**Date:** 2 December 2013

**Subject:** Hire of Open Spaces - Coles Funfair

**Briefing by:** Director of Street Scene

**Portfolio:** Leisure and Community

#### INTRODUCTION

1. The purpose of this report is to advise Members that a request has been received to hire a number of open spaces in the borough on a number of different occasions for the purpose of holding a community funfair.

#### BACKGROUND

2. Members will recall that at the meeting of the Executive on 8 July 2013 a report requesting the hire of open space for a funfair at Cams Alders Recreation Ground was approved. Coles held a community funfair on a trial basis during the first week of September 2013.
3. In liaison with Fareham Town Football Club, the funfair was located on a lesser used football pitch to the north of the stadium. The funfair itself and the associated caravans occupied an area just slightly larger than the football pitch and was securely fenced off to control access.
4. Coles complied with all the requirements that were requested by the Council which included providing evidence of insurance, safety certificates for rides and associated risk assessments.
5. During the time that they were present at Cams Alders, any litter that was dropped was picked up and in agreement with the Council's Streetscene Department was collected on a daily basis. There was no issue with noise levels and no damage was caused to the ground. On departure of the fair, the site was left in an immaculate condition.
6. The Council did receive a few complaints from residents whose properties were close by but generally the fair was well received. The number of people who attended however was probably lower than expected. Charles Cole did arrange an exclusive visit and free fair rides to those children who visit the Rainbow Centre, which was much appreciated by those who attended.

7. There was only one issue that arose from the event and that was the fly posting of 50 notices on street lights on all roads adjacent to Cams Alders. The Council endeavours to deter any local business/organisation from any fly posting in Fareham and therefore the notices were taken down by the Council's Enforcement Team. Should any future funfair be approved, it would be requested that no posters are placed on street lights. Alternative publicity opportunities such as the Council's notice boards could be utilised instead.

## **FUNFAIR LOCATIONS AND DATES REQUESTED FOR 2014**

8. A number of dates have been proposed together with suggested locations. These are listed below.

### **Proposed Dates:**

Monday 12 May – Monday 19 May

Monday 11 August – Monday 18 August

Monday 1 Sept – Monday 8 Sept

### **Suggested Locations:**

Fareham Park (off Hillson Drive)

Park Lane Recreation Ground

Titchfield Recreation Ground

## **DETAILS OF THE COMMUNITY FUNFAIR**

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 four of those days would be for construction and dismantling of the rides. The following table shows in more detail.

<b>Day</b>	<b>Activity</b>	<b>Opening hours</b>
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.

## **PROPOSED LOCATIONS**

### **Titchfield Recreation Ground**

15. Titchfield recreation ground is within the ward of Titchfield and provides facilities such as two tennis courts, one football pitch, a Multi-Use Games Area (MUGA), changing rooms and is home to the Titchfield Boxing Club, which meets most evenings. There is also some car parking available.
16. The recreation ground is a very secure site, with barriers, fencing and bollards preventing easy access on to the grassed area and car park. Some of the bollards will have to be removed and replaced to allow a funfair and associated caravans to enter.
17. Coles have previously operated a funfair from this site, back in 2007 as part of the Titchfield Carnival celebrations.
18. The main consideration on this site is the existence of the football pitch and ensuring that any damage is kept to a minimum. The preferred date for this site would be 12-19 May, which is after the end of the football season, although pitch renovations will have to be delayed to accommodate this date.
19. In addition to this, as the site is in a slightly isolated location, it is likely that many people visiting the funfair will travel by car. This will have to be managed should it become a problem.

### **Fareham Park (off Hillson Drive)**

20. Fareham Park recreation ground is within the ward of Fareham North West and is adjacent Henry Cort School and Fareham North West Community Centre. The site provides football pitches, a play area, a MUGA and newly created Petanque area.
21. As with Titchfield recreation ground, site access is restricted by gates/bollards etc which may have to be removed and replaced. Pitch renovations will also take place in early May.
22. A Water and electricity supply is not available on this site.
23. The preferred date for a funfair here would be 11-18 August 2014. This is due to the fact that the site is poorly drained and it will hopefully be at its driest during the summer months. The car park adjacent the school will also be unused during August so therefore does provide parking should people visit by car. The renovation of the football pitches will have been completed and should be at their most robust at this time, as long as any damage is kept to a minimum.

### **Park Lane Recreation Ground**

24. Park Lane recreation ground is located in Fareham North ward and is adjacent Fareham Leisure Centre. The site provides tennis courts, a play area, skate facilities and is home to Fareham Bowling Club. There is a very large car park

present which facilitates the users of the Leisure Centre. The open space is very popular with dog walkers. Residential properties back on to the recreation ground on three sides.

25. At the current time, plans are being drawn up in readiness to consult with residents about many improvements that are planned for this site. These improvements may well restrict future use of this open space for large events such as funfairs etc and it is therefore considered inappropriate to establish the use of this site for this type of event in the interim.
26. The site was turned down by the Executive on 13 May 2013 and it is felt that the concerns at that time haven't changed. It is also likely that those residents living locally to Park Lane would visit Fareham Park should they wish to attend a fair.

### **VIEWS FROM WARD COUNCILLORS**

27. Ward members have been contacted to obtain their views and are supportive of having the funfair at both Titchfield and Fareham Park recreation grounds, as it will provide entertainment for the children in their local areas, however they do not wish to see a funfair operate at Park Lane as the general view is that the recreation ground is not suited to this type of event due to the immediate proximity of residential properties.
28. They are happy to agree to the Funfairs taking place as long as there are assurances that any potential for damage to the site is minimised and the security of the site is maintained at all times.

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

29. Any funfairs that are approved by the Executive would be subject to complying with any requests made by the Safety Advisory Groups (SAG). At the current time, SAG are not able to specifically provide guidance on these events because the venues and dates have yet to be confirmed.

### **RISK ASSESSMENT**

30. 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.
31. 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**

32. As this request is from a commercial company, there is an opportunity to charge a commercial fee for the use of the open space.
33. The fee charged last year at Cams Alders was £300 per trading day and this is considered to be an appropriate figure to propose once again.

34. In addition to this a returnable deposit of £1000 should be collected in advance of any event taking place on any recreation ground.

## **RECOMMENDATION**

35. That the Executive considers granting approval for Charles Cole to operate a Community Fair at
- (a) Titchfield Recreation Ground between 12-19 May 2014 and
  - (b) Fareham Park, off Hillson Drive between 11-18 August 2014, subject to the following conditions:
    - (i) any requirements (if any) 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.

## **CONCLUSION**

36. An application has been received for the hire of open space at three locations on three different dates to hold a community fair. Consultations have been undertaken with Local Ward Councillors and it is considered that the Executive should approve two out of the three funfairs to be held in the borough.