



# **SAXMUNDHAM TOWN COUNCIL**

## **OPEN SPACES POLICY**

Review Body: Amenities and Services Committee

Policy Approved: Town Council

Approval Date: January 2026

Minute Item: 114/25TC

Review Period: Annual

Next Review: January 2027



## **Saxmundham's Open Spaces**

The Town Council manages the Memorial Field as an open space for the benefit of the residents of Saxmundham:

### **Purpose**

- a) To encourage residents and visitors to use and enjoy Saxmundham's open spaces.
- b) To promote activities that enhance quality of life, support active and healthy living, and build community cohesion.
- c) To celebrate Saxmundham's strong historical and environmental heritage alongside its vibrant contemporary culture.

### **Activities that will be considered**

- a) Events organised by registered charities for the purpose of raising money for local and national charities.
- b) Events organised by voluntary groups or organisations for the purpose of benefiting the local community and/or raising money for local and national charities.
- c) Commercial events of local, national and international importance or significance that promote the town to a wider audience and encourage visitors to Saxmundham.
- d) Events and activities that aim to enhance the environment of the open space, educate users, encourage participation and promote the leisure activities or opportunities available.
- e) Civic events.

### **Prohibited Events**

The Town Council will not give approval for events on its land of the following nature:

- a) Any event likely to provoke public disorder.
- b) Any event that includes the use of performing animals, except those which are normally regarded as domesticated in the UK (i.e. horses, dogs, cats, birds used in falconry, caged birds and rabbits), which may be used as an ancillary part of a performance. No live animals are to be used as prizes.
- c) Any event that would cast doubt on the integrity of the Town Council.
- d) Any event the Town Council believes may be of questionable public morality.
- e) Balloon and Chinese lantern releases are not permitted for environmental reasons.



## **Fees And Application Process**

- a) The Amenities and Services Committee will have the discretion and ultimate decision to determine whether a proposed event falls within the programme exclusions.
- b) Applications for small community events should be submitted where possible 6 weeks before the event. Large events should be submitted 12 weeks before the event and East Suffolk Council should be notified of the details of the event. Events submitted outside the dates will be considered at the discretion of the Town Council.
- c) Fees are reviewed annually. The aim of the Town Council is not to generate profit but to recover reasonable costs and support the ongoing maintenance and improvement of the Memorial Field.
- d) The fee for hiring the Memorial Field for charities, schools, voluntary groups and local non-profit organisations shall be £50 per session.
- e) The fee for hiring the Memorial Field for commercial events shall be £300 per session.
- f) The Town Clerk has discretion to determine the length of a session and to apply an appropriate fee accordingly.
- g) Registered charities, non-profit making and local community groups may be granted use of the Memorial Field free of charge for fundraising events benefitting local and national charities, subject to approval by the Amenities and Services Committee.
- h) Additional charges may be applied for the use of staff time, materials or equipment supplied by the Town Council during an event.

## **Terms and Conditions**

- a) The hirer will keep the Town Council indemnified against all losses, claims, demands, actions, proceedings, damage, costs or expenses or other liability arising in any way from this licence.
- b) The hirer must observe any directions that the Town Council may make from time to time, governing their land.
- c) The hirer at the hirers expense must immediately make good any damage to any part of the Town Council's land or any part of it.
- d) The hirer must make police aware of any car parking arrangements and cones must be placed on the roads, around the land in order that residents' drives are not blocked.
- e) The Town Council requires that event organisers comply with all relevant legislation relating to the control of noise and the protection of the immediate and local environment.



- f) Organisers will be encouraged to work with local residents and the relevant authorities to minimise the impact of events on the local community. Any residents within the vicinity should have a letter posted through their door advising of the event, and a contact number to call for queries.
- g) The protection of the park environment, wildlife and features will be a primary consideration when planning and approving events. A refundable ground deposit may be required in advance to cover costs for refuse removal, reinstatement, or repairs following an event.
- h) In the case of severe weather, including very wet ground conditions or high winds creating dangerous conditions (particularly around trees), the Town Council reserves the right to cancel the event or require the event organiser to introduce appropriate safety or ground protection measures. Where it is necessary to cancel an event for safety or environmental reasons, this will be done in consultation with the hirer. The Town Council will not be liable for any costs or losses incurred because of such cancellation. Any decision to cancel an event on these grounds will be final.
- i) Promoters and organisers of events remain responsible for the marketing and promotion of their event and shall be required to make adequate provision for it comply with the relevant licensing and planning legislation. Flyposting for events will not be permitted, and the necessary permissions must be obtained for any promotional banners or posters erected.
- j) Operating hours for events will be between 9am to 11pm (excluding set-up and set-down). The main gate must be locked when leaving the site to avoid unauthorised vehicle access.
- k) Applications for events in open spaces will be dealt with on a first come first served basis, excepting that recurring annual events will be given priority if they are staged on regular dates.
- l) The Town Council will consider events on the basis of those permitted events and prohibited events as referred to above. References may be required and taken up where the content of an event needs further confirmation. The Town Council accepts no responsibility for the impact of refusing an event.
- m) Event organisers cannot hold an event in the Town Council's open spaces without the Town Council's written permission. This permission will be granted at the discretion of the Town Council and only following satisfactory completion of the Open Space application documents.
- n) Evidence of adequate insurance and risk assessment will also be required. Organisers will be required to obtain and provide evidence to the Town Council of Public and Employers Liability Insurance to a minimum value of £10 million. For organisations that do not have this level of cover the Amenities and Services Committee has discretion to accept lower public liability coverage if this is approved by the Town Council's insurers.
- o) Hirers must comply with all relevant Health and Safety Legislation and provide a site-specific risk assessment for any activities.
- p) Hirers must provide a copy of their safeguarding policy where activities involve children, young people, or vulnerable adults and demonstrate that staff or volunteers have appropriate DBS checks were required.



- q) If collecting money, a Street Collection Permit must be obtained from East Suffolk Council and a copy submitted to the Town Council.
- r) If alcohol is being sold the appropriate licence from East Suffolk Council must be obtained.
- s) When using or connecting to the water point in the Memorial Garden, prior consent must be obtained from the Town Council and further instructions will be supplied.
- t) The compost area is for onsite green waste only and must only be used with prior written consent from the Town Council. Green waste must be added to the top of the heap and care taken to avoid the heap moving further out onto the grass.
- u) The goals can only be moved with the prior written consent of the Town Council and further instructions will be supplied.
- v) In order to avoid damage to the land drains and water pipes on the Memorial Field, vehicles and heavy loads must NOT be driven or parked over the water supply pipe which runs parallel to the main driveway from between the Scout Hut and the Youth Booth to the Memorial Garden.
- w) Only vehicles authorised by the Town Council are permitted to enter and/or park inside the Memorial Field.



**SAXMUNDHAM TOWN COUNCIL**  
**APPLICATION FOR USE OF OPEN SPACES**

1.	<b>Name of Organisation</b>	
2.	<b>Type of organisation</b> Eg community or commercial	
3.	<b>Name of applicant</b>	
4.	<b>Address of applicant</b>	
5.	<b>Email of applicant</b>	
6.	<b>Role in organisation</b>	
7.	<b>Date Requested</b>	
8.	<b>Times Requested</b> Including set up time and clear up time	
9.	<b>Registered Charity Number</b> (if applicable)	
10.	<b>Event/Activity Planned</b>	
11.	<b>Mobile Telephone Number to be used when the event is happening</b>	



I confirm I have read the "Saxmundham Open Spaces Policy" and I have provided the following information in order that the application can be processed without delay (please tick):

- ☐ Application form with all questions completed.
- ☐ A copy of the organisation's Public Liability Insurance Certificate for the amount of £10,000,000.
- ☐ A completed risk assessment for the activity to be carried out on the performance area.
- ☐ If collecting money, a copy of the Street Collection Permit issued by East Suffolk Council.
- ☐ A copy of the child safeguarding policy or vulnerable adults' policy if relevant to the activities on site
- ☐ Details of East Suffolk's Event Licence if required.

#### **DECLARATION**

- I have read the Saxmundham Open Spaces Policy and further information document, and I agree to the terms and conditions as specified.
- I also agree to keep Saxmundham Town Council indemnified against all losses, claims, demands, actions, proceedings, damage, costs or expenses or other liability arising in any way from this licence.
- I certify that, to the best of my knowledge and belief, the information provided is correct and complete.

Signed.....

Date.....

Print Name.....

Position.....

Please return the completed form, together with the supporting documents to:

**Town Clerk, Saxmundham Town Council, The Town House, Station Approach, Saxmundham, IP17 1BW**  
Email: [townclerk@saxmundham-tc.gov.uk](mailto:townclerk@saxmundham-tc.gov.uk)



## **Appendix 1 – Further Information**

- a) When using or connecting to the water point in the Memorial Garden
  - Only use the water point with prior consent from the Town Council
  - To use the tap in the Memorial Garden, a 10mm socket is required
  - Please do not disconnect the hose inside the irrigation box
  - Use the external hose and connector for the irrigation system to fill or attach to
  - If required, use the small section of extra hose kept in the irrigation point and attach to the external hose
  - Please ensure that the tap is off and the box is secure before leaving
  
- b) Goals can only be moved with the prior written consent of the Town Council and require a minimum of 4 people to move them. The goals are padlocked to ground pegs and to move the goals, the padlocks must be removed using keys available at the Town Council Office. Goals should be moved to a location agreed by the Town Council.