**HATHERSAGE PARISH COUNCIL POLICY**

**Number: 011**



***Usage Policy for HoH***

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| **Version** | **Status** | **Date** |
| 03 | Draft | 03/03/2020 |
| 02 | Draft | 26/02/2020 |
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| **Reviewed** | **Date** | **Next review** |
| 01 | 20/03/20 | Approved |
|  |  | **March 2021** |
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Use of Heart of Hathersage kitchenette and outdoor space.

1. At the outset the vision was that the area, now known as the Heart of Hathersage (HoH), would be used by the local community for such events as – Christmas Carols; location of the village Christmas tree; Gala day central location; Lantern procession; a meeting room; basic facilities for organisers of all the above types of events; local dance groups; groups of local musicians. This is not an exhaustive list.

All of the above are expected to be once a year events or adhoc to align with anniversaries or commemorations.

1. The land on which the Heart of Hathersage is located is land owned by Hathersage Parish Council.
2. The office space is reserved for the Parish Council to hold meetings and for committees or groups specifically working with or on behalf of the Parish Council. The Parish Officers may occasionally base themselves here as a place of work and the holding of Parish Council surgeries.
3. The sale of refreshments to the public will not be permitted to ensure that the local businesses are not impacted.
4. Before any event can take place, permission must be requested for the event to take place from the Clerk for Hathersage Parish Council. Only when permission is granted in writing/email can the event take place. Any events arranged without the prior permission of Hathersage Parish Council do not necessarily reflect the views and opinions of the Parish Council nor are they covered by Public Liability Insurance. (A notice to this effect is also displayed in the window of the HoH).
5. The decision for a request will be provided within 28 days or after the next monthly meeting of the full Parish Council. Requests need to reach the Clerk within 10 days of the first Tuesday of the month for the full Council Meeting so that mandatory legal requirements on the formulating of agenda for Parish Councils can be met.
6. It is anticipated that the Parish Clerk will make the decision, on behalf of Hathersage Parish Council, about an event based on this policy. The Clerk may refer matters to the Parish Council as necessary but will update the Parish Council on decisions that have been made so that they are aware of them.
7. The Planning Consent for the Heart of Hathersage restricts the use to be for charitable purposes for the benefit of the community. This precludes any events with a retail element.
8. Events will be considered from organisations from within the Parish of Hathersage as the parish boundaries stood at the point of amalgamation with Outseats Parish Council in 2015.
9. An organisation making a request to hold an event is considered local if the majority of members currently live in the Parish.
10. Any events authorised would need the organisers of the event to carry out their own risk assessment to ensure the safety of members of the public and those involved in the event. A copy of the risk assessment must be provided to the Clerk for the Parish Council before the event.
11. The Flagstaff usage policy should be referred to for matters relating to flags being flown at the HoH.
12. Parking of vehicles on the paved area is to be discouraged except for authorised vehicles being the subject of any long-standing lease agreements that are in place.
13. Any decision by Hathersage Parish Council is final with no right of appeal.

**History of changes**

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| **Version** | **Date** | **Change detail** |
| 01 | 20/03/2020 | Approved minute number 222/19.1 03/03/2020 |
| Draft 03 | 03/03/2020 | Addition of parking restrictions and existing leases, removal of clerk and assistant clerk and replaced with’ officers of HPC’; amalgamation of two points referring to a decision being made by the clerk and HPC. |
| Draft 02 | 26/02/2020 | Updates for review and approval. |
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