

# HATHERSAGE PARISH COUNCIL POLICY

## Number: 011



## *Usage Policy for HoH*

Version	Status	Date
04	Approved HPC	7/11/2023
03	Draft	03/03/2020
02	Draft	26/02/2020

Reviewed	Date	Next review
04	Reviewed by LAFC	15/08/2023
01	20/03/20	Approved
		<b>March 2021</b>

## Use of Heart of Hathersage kitchenette, meeting room and outdoor area.

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. This is not an exclusive nor exhaustive list. All the above are expected to be once a year events or ad hoc to align with anniversaries or commemorations.
2. The land on which the Heart of Hathersage is located is land owned by Hathersage Parish Council.
3. The Heart of Hathersage (indoor and outdoor spaces) is to be used for meetings, events or activities which benefit the local community.
4. 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.
5. Hathersage Parish Councillors, elected District or County Council Councillors and elected local Members of Parliament may use the meeting room to hold surgeries with constituents.
6. Local association, group, charity, and not-for-profit organisation requests to use the Heart of Hathersage will be considered but commercial, retail or business activities will not be permitted.
7. Political parties/candidates will not be permitted to book the Heart of Hathersage for party political purposes but may request to use the space to organise activities that benefit the local community e.g. a food bank collection. Should permission be granted, the political party/candidate should not display or distribute material that is intended to influence voters. During any 'pre-election period' political parties will not be permitted to use the Heart of Hathersage for any purposes. The Parish Council will not use its resources to publicise any events or activities organised by a political party or candidate.
8. The sale of refreshments to the public will not be permitted to ensure that the local businesses are not impacted.
9. Events will be considered from local groups or organisations from within the Parish of Hathersage as the Parish boundaries stood at the point of amalgamation with Outseats Parish Council in 2015.
10. Groups and organisations will be considered local only if the majority of members currently live or work in the Parish.

11. 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.
12. 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.
13. A decision to hold an event or use the facilities will be made, by the Parish Clerk and two Councillors, within 28 days of a written request being received. The Clerk will update the Parish Council on decisions that have been made so that they are aware of them.
14. The Clerk may refer a decision to a full meeting of the Parish Council as necessary which may delay a decision on the request being made within the 28 day period. Written requests should therefore be submitted to the Clerk by the 20<sup>th</sup> day of each month.
15. 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 5 working days before the event.
16. The Flagstaff usage policy should be referred to for matters relating to flags being flown at the Heart of Hathersage.
17. 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.
18. Any decision by Hathersage Parish Council is final with no right of appeal.

#### **History of changes**

<b>Version</b>	<b>Date</b>	<b>Change detail</b>
01	20/03/2020	Approved minute number 222/19.1 03/03/2020
Draft 04	05/08/2023	Slight re-ordering of statements and clearer emphasis on 'local'; new deadlines inserted for requests/decision-making; restrictions on party political activity added; requirement for two councillors to approve events and clarity on community benefit/charitable use.
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.