

South Heighton Parish Council
4. Control of Vehicle Access and Manoeuvring Requirements

**Procedure on the control of vehicles access to and manoeuvring on
The Hollow and Village Green, South Heighton**

1.0 BACKGROUND

- 1.1 It is the South Heighton Parish Council's Policy that no vehicular access is permitted to the Hollow Recreation Ground and/or Playground and the Village Green, to help ensure the safety of users of these public areas, prevent damage to the grassed areas/ground conditions and to maintain the security of the sites. The Parish Council does however recognise that there may be exceptional circumstances where vehicular access is necessary, such as for the maintenance of the areas, or possibly for special organised events. In these particular circumstances authorisation for vehicular access can be sought in advance from the Parish Council, which may be granted by a resolution of the Parish Council, via the completion and approval of the form 1. Application for the Use of the Recreation Ground (Application Form 1.), approval of a specific Licence, or as part of contractual arrangements.
- 1.2 Should such authorisation be given and vehicular access is required it is still an obligation upon the user that the surface of the grassed areas and ground conditions at the time are taken into consideration. Should the surface and ground conditions be deemed too wet or soft that vehicular access and use is likely to result in potential damage to the surface or ground, then no vehicle is to be driven on the grass, without prior consent of the Parish Clerk.
- 1.3 ANY DAMAGE TO THE SURFACE OR GROUND CONDITIONS OF ANY PART OF THE HOLLOW OR VILLAGE GREEN, WILL BE REPAIRED AT THE USERS COST.
- 1.4 NO VEHICLE IS TO BE LEFT OVERNIGHT ON THE HOLLOW OR VILLAGE GREEN WITHOUT PRIOR WRITTEN CONSENT BY RESOLUTION OF SOUTH HEIGHTON PARISH COUNCIL.

2.0 INTRODUCTION

- 2.1 Where authorisation and circumstances permit, this document provides instructions and guidance for vehicular access to The Hollow and Village Green. As far as reasonably practicable this will create a safer situation for those other users of The Hollow and Village Green, drivers and those who need to work in these public areas by:
- a) Minimising the risk of other users being struck by vehicles.
 - b) Allow for a safe means of access to and egress from the sites.
 - c) Strict control and supervision of all vehicles whilst on the sites.
 - d) Requiring the user/hirer to be responsible for any vehicle accessing or transiting the sites.

3.0 CONTROL OF VEHICULAR ACCESS

General Access and Events

- 3.1 Following the submission of Application Form 1, appropriate authorisation by resolution of the Parish Council and on signing the "Key Holder Agreement" the person signing for and holding the key on behalf of the club/organisation organising the event will be responsible for complying with that Agreement and in particular for ensuring that:
- a) Vehicular access is only allowed for the running of the named event on the date specified.
 - b) The gate is always closed and locked immediately after vehicular access has been gained.
 - c) The gate is only left unlocked when the key holder, or an authorised member of the event organisers, is in attendance at the gate to supervise and control access.
 - d) All drivers accessing the site are aware of these instructions and guidance.
 - e) Adequate supervision and safety in respect of the movement of vehicles on the site is achieved in compliance with these instructions and guidance.
 - f) The security of the site is maintained for the duration of the event and whilst they hold the "Event Key".
 - g) The entrance to the site remains clear and there is adequate manoeuvring space within the site throughout the event to ensure access for emergency services vehicles.

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Licence or Contractual Arrangements

3.2 A club/organisation or contractor that enters into a Licence or contractual arrangement where regular or emergency access is required to The Hollow and/or Village Green will be issued with a key to the relevant gate(s), on signing the Key Holder Agreement, to facilitate vehicular access. The person signing for and holding the key on behalf of the club/organisation or contractor will be responsible for complying with that Agreement and with these instructions and guidance, in particular for ensuring that:

- a) Vehicular access is only allowed within the terms of the Licence or contractual arrangement.
- b) The gate is always closed and locked immediately after vehicular access has been gained.
- c) The gate is only left unlocked when an authorised member of the club/organisation or contractor, is in attendance at the gate to supervise and control access.
- d) All drivers accessing the site are aware of these instructions and guidance.
- e) Adequate supervision and safety in respect of the movement of vehicles on the site is achieved in compliance with these instructions and guidance.
- f) The security of the site is maintained duration the period they are accessing the site and the gate is securely locked when exiting the site.

4.0 VEHICULAR MANOEUVRING REQUIREMENTS WHEN ON SITE

4.1 When vehicles are accessing and manoeuvring within the sites they are required to:

- a) Have their HAZARD WARNING LIGHTS ON AND/OR REVOLVING LIGHTS activated and HEADLIGHTS ON.
- b) Restrict their speed to a maximum of 5 MPH.

4.2 In addition when vehicles are reversing which are not fitted with a reversing warning Audible/Visual indicator, a "Competent Safety Person" is to be used to control the vehicle and warn pedestrians.

4.3 For very large vehicles or articulated vehicles, a site specific risk assessment and method statement is to be provided by the vehicle operator to the Parish Council prior to accessing the site. This should be submitted with the Application Form 1, Licence or contractual arrangement.

4.4 This assessment and statement is to consider whether:

- a) • the use of more than one "competent safety person" needs to be utilised.
- b) • the area should be cleared of all other users whilst accessing and manoeuvring.
- c) • the time of the operation should be restricted to times of low use.
- d) • the planned route is the shortest possible.

This policy will be reviewed every 12 months under the Parish Council's annual review programme and earlier if there is a change in relevant Health & Safety Legislation, or when onsite conditions alter.