

SOUTH WAIRARAPA DISTRICT COUNCIL

20 SEPTEMBER 2017

AGENDA ITEM C11

COMMUNITY GROUPS USE OF AND ACCESS TO COUNCIL PARKS AND RESERVES POLICY

Purpose of Report

To inform Councillors of the proposed revisions to policy E502: Community Groups Use of and Access to Council Parks and Reserves, as amended after the July and August 2017 community board meetings.

Recommendations

Officers recommend that the Council:

1. *Receives the Community Groups use of and Access to Council Parks and Reserves Policy Report.*
2. *Approves Policy E502: Community Groups Use of and Access to Council Parks and Reserves, including incorporating Terms and Conditions of use, to go to public consultation.*

1. Executive Summary

The Policy E502 Community Groups Use of and Access to Council Parks and Reserves was due for review in May 2017. This policy is on the list of policies that require community board review before being approved by Council. Minor changes have been made to the policy, including changes recommended in the July and August 2017 community board meetings. Public consultation has been agreed to before the policy returns to council for final approval.

2. Background

The policy E502 Community Groups Use of and Access to Council Parks and Reserves was due for review in May 2017.

Minor grammatical and typographical corrections were made to the policy. Paragraph 6, a table showing the major parks and reserves and any specific conditions applying to them, has been added to the original policy. Community Boards have provided input on the final wording.

3. Timeline for Consultation

The following is the planned timeline for public consultation on this policy:

20 September:	Council to endorse draft policy after input from community boards.
21 September:	Draft policy available on our SWDC website.
22 September to 30 September:	Advertising consultation process occurs on SWDC Facebook page, SWDC website, Community Board Facebook pages, in Greytown Grapevine, Featherston Phoenix and Martinborough Star (deadlines permitting), advertisement in local papers.
20 October:	Submissions close.
27 October:	Submissions circulated to members of hearings committee.
8 November:	Hearing from 9am to 12 noon (including deliberation).
13 December:	Final approval by Council.

The Hearing Committee will be made up as follows:

- Three councillors, one from each town, to be chosen by the Mayor
- Three community board chairs
- Mayor

The Amenities Manager will attend the hearing and provide advice during the deliberations.

4. Appendices

Appendix 1 – Community Groups Use of, and Access to, Council Parks and Reserves Policy

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Paul Crimp, Chief Executive

**Appendix 1 – Community
Groups Use of, and Access
to, Council Parks and
Reserves, Policy**

Terms and Conditions for Events in Parks and Reserves

1. Application of existing policies and plans

- 1.1 The Community Groups Use of, and Access to, Council Parks and Reserves Policy applies.
- 1.2 The requirements of any Reserves Management Plan in force for the park or reserve will apply.
- 1.3 South Wairarapa District Council encourages the use of parks and reserves for events, but does have a responsibility to maintain the parks for future generations. The Council reserves the right to deny approval for activities which may put facilities and structures at risk of damage or destruction.

2. Bookings

- 2.1 Publicised gatherings of 20 or more people in a park or reserve require a booking to be made on the Event Application Form. The booking will be confirmed once the Event Application Form has been signed off and any applicable fees paid.
- 2.2 The Event Organiser shall be responsible for obtaining all permits, consents, approvals and licenses required for the event. The Event Application Form is the checklist for ensuring the Event Organiser is aware of all potential requirements.
- 2.3 A key may be required to access some parts or facilities. Council staff will advise when the key may be collected, and where from, and where it is to be returned to. Keys must be returned as soon as possible after the event.
- 2.4 Event approval applies to the approved allocated area as indicated on the Event Application form and as instructed by Council officers for the specified date/s only.
- 2.5 The Event Organiser shall not assign or transfer their approved event booking to any other person without the prior written approval of Council.

3. Cancellations

- 3.1 Cancellation or postponement of an event must be advised to Council as soon as possible.

- 3.2 Should any of these Terms and Conditions, and any additional conditions made as part of Event Approval not be met or adhered to, Council may withdraw approval at any time, and any future applications for park use may be denied.

4. Damage bonds

- 4.1 A bond may be required at the time of booking to cover potential costs of repairing any damage and undertaking any clean-up work (if the area is not left in the way it was found).
- 4.2 The bond amount will depend on the area used and the scale of activities undertaken. Bonds will be refunded if the park is returned to its original condition at the end of the event and conditions have been complied with. Council reserves the right to deduct any costs it incurs as a result of the event from any bonds held.

5. General Conditions

- 5.1 Emergency and public access ways must be kept clear at all times.
- 5.2 Activities must not restrict general public access and enjoyment of the park/reserve. As a general rule, event bookings do not grant exclusive rights to the use of the park/reserve, although exceptions are made for major public events (eg Martinborough Fair and similar). No park or reserve will be bookable for any use which excludes the public.
- 5.3 Directions given by Council officers as part of the Event approval must be followed.
- 5.4 All resources in the park/reserve, including fences, structures, vegetation, rocks and turf are protected and must not be damaged or altered in any way.
- 5.5 Any requests for additional work on the park/reserve necessary for the event will generally be carried out by the Council's approved contractor, as directed by Council officers. Cost of additional works will be at the expense of the Event Organiser. Details of special requirements must be provided at time of booking.
- 5.6 The Event Organiser must notify the Council of any accident in the park/reserve during an event, or any defect in the facilities or equipment that the Event Organiser becomes aware of.
- 5.7 The Event Organiser will not make any alterations or additions to any facilities (including the fixing of temporary signs or advertisements in the park/reserve or to the exterior of any structure) without the prior written approval of the Council.

- 5.8 Council parks and reserves are smoke-free, and all organised events on parks/reserves should be promoted as being smoke-free.
- 5.9 Council will not be responsible for any damage caused to the property of the Event Organiser, or event participants/attendees.

6. Specific conditions for events

Park / reserve	Alcohol	Vehicles	Fires/Fireworks	Tents/marquees	Amusement devices¹	Dogs
Barr-Brown Reserve Featherston	Not permitted at any time	Not permitted at any time	Not permitted at any time	Not permitted at any time	Not permitted at any time	On leash only
Card Reserve Featherston	With Council permission if licensing requirements met	Emergency vehicles at any time. All other vehicles by arrangement with Council	With Council permission	With Council permission	With Council permission	Not permitted on marked sportsfields. Elsewhere, on leash only
Clifford Square Featherston	Not permitted at any time – within liquor ban area	Emergency vehicles at any time. All other vehicles by arrangement with Council	Not permitted at any time	With Council permission	With Council permission	On leash only
Dorset Square Featherston	With Council permission if licensing requirements met	Emergency vehicles at any time. All other vehicles by arrangement with Council	Not permitted at any time	With Council permission	With Council permission	On leash only

¹ Amusement devices are defined by the Machinery Act 1950 S.21A

Park / reserve	Alcohol	Vehicles	Fires/Fireworks	Tents/marquees	Amusement devices	Dogs
Featherston Town Square	Not permitted at any time – within liquor ban area	Two areas provided for event vehicles, as marked on layout plan, by arrangement with Council. No other vehicles at any time	Not permitted at any time	With Council permission	With Council permission	On leash only
Lake Domain Reserve Featherston	With Council permission if licensing requirements met	Permitted	With Council permission	With Council permission	With Council permission	On leash only
Otauirā Reserve Featherston	With Council permission if licensing requirements met	Permitted	Not permitted at any time	With Council permission	With Council permission	On leash only
Peace Garden / Sakura Park SH2 Featherston	Not permitted at any time	Parking on sealed area only – no vehicles on grassed areas	Not permitted at any time	Not permitted at any time	Not permitted at any time	On leash only

Park / reserve	Alcohol	Vehicles	Fires/Fireworks	Tents/marquees	Amusement devices	Dogs
Arbor Reserve Greytown	Not permitted at any time	Parking on sealed area only – no vehicles on grassed areas	Not permitted at any time	With Council permission	Not permitted at any time	On leash only
Collier Reserve Greytown	With Council permission if licensing requirements met	Not permitted	Not permitted at any time	With Council permission	With Council permission	On leash only
Kowhai Reserve Greytown	Not permitted at any time	Not permitted	Not permitted at any time	With Council permission	With Council permission	On leash only
Soldiers' Memorial Park Greytown incl O'Connor's Bush	With Council permission if licensing requirements met	On sealed areas only, except for campground	Not permitted at any time	With Council permission	With Council permission	Not permitted on marked sportsfields. Elsewhere, on leash only
Stella Bull Park Greytown	With Council permission if licensing requirements met	On sealed/gravel areas only, with Council permission	Not permitted at any time	With Council permission	With Council permission	On leash only

Park / reserve	Alcohol	Vehicles	Fires/Fireworks	Tents/marquees	Amusement devices	Dogs
Centennial Park Martinborough	Not permitted at any time	Not permitted	Not permitted	Not permitted	Not permitted	On leash only
Considine Park Martinborough	With Council permission if licensing requirements met	With Council permission	With Council permission	With Council permission	With Council permission	On leash only
Coronation Park Martinborough	With Council permission if licensing requirements met	With Council permission	With Council permission	With Council permission	With Council permission	Not permitted on marked sportsfields. Elsewhere, on leash only
Huangarua (Cicely Martin) Park Martinborough	Not permitted at any time	Not permitted at any time	Not permitted at any time	With Council permission	Not permitted	On leash only
Soldiers' Memorial Park / The Square Martinborough	With Council permission if licensing requirements met	Not permitted at any time	Not permitted at any time	With Council permission	Not permitted	On leash only