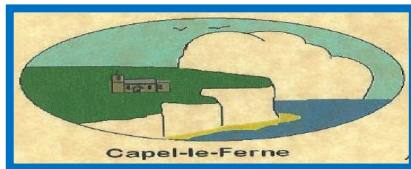


# CAPEL-LE-FERNE PARISH COUNCIL

Clerk to the Council  
Maureen Leppard  
Website:

<https://www.capellefernepc.org.uk/>



39 Victoria Road  
Capel-le-Ferne, Folkestone, Kent. CT18 7LT  
Tel: 01303 259564 Mobile: 07813704142  
Email: [clerkcapellefernepc@btinternet.com](mailto:clerkcapellefernepc@btinternet.com)

31 July 2020

## REQUEST/AGREEMENT FOR SPECIAL ACTIVITIES PUBLIC PLAYING FIELD, LANCASTER AVENUE, CAPEL-LE-FERNE, FOLKESTONE, KENT. CT18 7LX

1. Dover District Council own the Land and Capel-le-Ferne Parish Council have a Lease on it.  
As part of this Lease;
  - (Section 19.2) - *Nothing in clause 16, 17 and 18 shall prevent the occasional temporary use for periods not exceeding 48 hours of part or whole of the property by local voluntary organisations such as Scouts for fetes or other similar events or subject to any other reasonable condition the Landlord giving consent for, or refusing consent to an assignment in any other circumstance where it is reasonable to do so.*
  - (Section 26.2) - *Not use the Property for any activities which are dangerous, offensive, noxious, illegal or immoral, nor for any purpose or in a manner that would cause loss, damage, injury, nuisance or inconvenience to the Landlord, its other tenants or any other owner or occupier of neighbouring property.*
2. The Parish Council are responsible for maintaining the Field under the terms of the Lease with Dover District Council, so would request that no Barbecues are used for Health and Safety reasons.
3. In the event of inclement weather within 2 days prior to period of use, no vehicles should be driven on the field, to prevent any damage to the ground. The Parish Council will be looking to any user for compensation of costs involved to reinstate.
4. Any other damage caused by any event or additional activity; the Parish Council will also be looking to any user for compensation of costs involved to reinstate.
5. The use of some activities as in (1) above, i.e. music, may contravene lease as a nuisance or inconvenience. The Parish Council will require you to obtain the consent of Dover District Council by way of a Temporary Events Notice and the necessary form completed, which can be accessed via <https://forms.dover.gov.uk/newevent>  
If you need help or advice please call 01304 872295 or email [licensing@dover.gov.uk](mailto:licensing@dover.gov.uk).
6. The user of the Playing Field, if buying or hiring an inflatable for event, follow and comply with Safety Regulations and Restrictions on Use of Inflatables as specified by Dover District Council (attached).
7. Capel-le-Ferne Parish Council accept no liability or responsibility for any injury, loss or damage suffered as a result of using this Field.
8. To follow and compile with Covid-19 Rules and Regulations in place at time of use.

**Please read, accept and sign the following precautionary statement before using  
Capel-le-Ferne Playing Field, Lancaster Avenue, Capel-le-Ferne, CT18 7LX.**

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I agree to comply with the above regulations listed and the Dover District Council's Safety instruction sheet attached for use of Inflatables.

DATE OF EVENT: .....

Signed ..... Date.....

Name .....

Address .....

Telephone Numbers: .....

Email Address .....

## The Safe Use of Inflatables at Events

Inflatables (castles, slides etc) are a fun and popular addition to events. However, as the unfortunate fatality at a funfair in Harlow shows, if an inflatable is not properly managed there can be serious consequences.

A few basic measures can make all the difference to an event:

1. If you are buying or hiring an inflatable, ensure it has been built to the current British Standard (BS EN 14960) and if it has, there will be a label on it saying so. If there is no label you may be taking a risk with the safety of those using it. The label will tell you when it was made, how many people can use it and what heights they should be.
2. After its first year and annually thereafter, the inflatable must be tested by a competent person to make sure it is still safe for use. A new unit should have an 'initial test' carried out at the point of manufacture to confirm it complies with BS EN 14960. The HSE supports annual examination by Inspectors registered with PIPA or ADIPS. Hirers should ask to see proof of this test.
3. Every inflatable should have at least 6 anchor points, though bigger ones will need more. The operator manual that should be supplied with the inflatable will tell you how many there should be. If there is no manual you cannot be sure how many tie down points there should be for safe use.
4. All the anchor points must be used, preferably with metal ground stakes at least 380mm length and 16mm diameter with a rounded top. Anchor points on the inflatable should have a welded metal 'O' or 'D' ring fitted to the end. If ground stakes cannot be used then a system of ballast using water or sand barrels or tying down to vehicles that will give at least the same level of protection should be used. Each anchor point should have the equivalent of 163kgs to give this. Beware of tripping hazards if you secure in this way.
5. Have a good look at the inflatable when it is blown up. The outer edges of the front step should at least line up with the centre of each of the front uprights. Under no circumstances should the width of the step be less than this. The whole unit should look symmetrical and those bits that should be upright, should be upright. If it looks misshapen or deformed there may be internal problems which may make bouncing unpredictable.
6. If there is an electrical blower with the inflatable this should be tested like any other portable electrical appliance. The tube that connects the blower to the bag should be at least 1.4m in length.

Making sure that the inflatable is run safely is equally important; the majority of injuries come from misuse. There should be constant supervision when the inflatable is blown up and it is strongly recommended that hirers ask for this to be provided as a condition of hire.

Operating instructions should be supplied by the manufacturer or supplier and these should include at least the following:

1. Restrict the number of users on the inflatable at the same time to the limit in the manual or on the unit label. Don't exceed the user height limit given in the manual or on the unit label and keep bigger users separated from smaller.
2. Ensure users can get on and off safely and that there is safety matting at the entrance in case of falls or ejections. These mats should not be more than 2" in depth.
3. Users should not wear shoes, should take their glasses off if they can and pockets should be emptied of all sharp or dangerous items.
4. Users should not eat or drink whilst playing or bouncing and anyone obviously intoxicated should not be allowed on; they are a danger to themselves as much as to others.
5. Don't let things get too rough and don't let users climb or hang onto the walls. Don't let users try to somersault.

A properly trained supervisor will be aware of all of this and should be able to keep the inflatable running safely and make sure that no one gets hurt.

Further help can be found on the [PIPA website](#) or in British Standard BS EN 14960 - 'Inflatable play equipment – safety requirements and test methods'.

If you have asked a company to run inflatables at your event then the company should be able to provide a risk assessment to explain how they put in place the above controls. If you are managing the inflatables then these controls should be considered in your event risk assessment.

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**PLEASE SHARE and PASS ON TO ANYONE WHO USES FIELD and EQUIPMENT.**

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**USE OF FIELD, REQUEST/AGREEMENT,  
FOR SPECIAL ACTIVITIES and LARGE GATHERINGS ON  
PLAYING FIELD, LANCASTER AVENUE, CAPEL-LE-FERNE, CT18 7LX.**

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It is lovely to see many enjoying the facilities at our Recreation Field.

As we can now continually monitor regularly, by remote WiFi, activities via our new and additional CCTV high definition cameras on site, we are especially pleased to see many Keep-Fit groups and individuals in the fresh air, making use of our Outdoor Gym Equipment and Children/Youth in the Skate-Park and other areas.

We hope you all enjoy your time at the Recreation Field and politely request that everyone respects the equipment for others to use. It costs a large portion of Parish Council Precept funds (Residents' Council Tax), to keep it maintained to a high standard.

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Since relaxation of lock-down regulations, we have monitored CCTV footage and there are a few factors that Councillors have recorded to draw to your attention, especially if you use the area in any way, or please share with those you know that do.

- Please do not remove the information notices. These are there to remind you and others of the Covid-19 government rules still in place.
- The junior play area (swings, climbing frame and roundabout etc.) are for children up to 12 years of age. Older youths should refrain from using.
  - Please resist climbing on top of the teen shelter, multi-use goal ends or swing units. They are fairly high and the Parish Council cannot be responsible for injury caused if you fall.
- Please respect the fences and benches, these should not be used as props for exercising, i.e. jumping off/on, or attaching resistant bands. This could weaken the foundations that fix into the ground surface.
  - Please endeavour to close the gates on the Skate-Park and Junior Play Area.

All our equipment is regularly monitored by our trained Councillor. Defected or damaged items are reported and repairs carried out accordingly.

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**SOCIAL DISTANCING DURING COVID-19 PANDEMIC  
PLEASE FOLLOW THIS SUGGESTED ADVICE FOR:**

- Maximum 6 in Skate-Park at any one time
- Maximum of 3 family units in junior play area at any one time
- If it is not possible to distance by 2 metres, keep a distance of 1 metre + precautions of wearing a face covering and keeping interaction brief

**PROTECT YOURSELF and RESPECT OTHERS.**

- \* Follow the current social distance guidelines when visiting and encourage your children to do the same.
  - \* If the playground is busy, consider coming back at a later time.
  - \* Talk to your children about this possibility before visiting.
  - \* Wash your hands and your children's hands before and after visiting.
- \* Take hand sanitiser and consider taking a bottle of water, in case children's hands get covered in mud.
  - \* Ensure your children are using hand sanitiser frequently.
- \* Follow and adhere to all current government advice in addition to the above guidance.

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Please put your litter in the bins. If bins are full, please take your litter home.

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**The Parish Council appreciate your help to please respect the area for your enjoyment and that of others. If you notice equipment defects, please report to 01303 259564.**

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**THANK-YOU**