



Englefield Green Committee

Thursday, 27 June 2024 at 7.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: P Gahir (Chair), A Berardi (Vice-Chair), T Gates, E Kettle, A King, N Bromilow and R McGregor-Johnson

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chair of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Democratic Services, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425622). (Email: democratic.services@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please contact democratic.services@runnymede.gov.uk. Tel: 01932 425622. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
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Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business

of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chair is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chair will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

List of matters for consideration

Page

Part I

Matters in respect of which reports have been made available for public inspection

1. **Minutes** 4 - 5

To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 21st May 2024.

2. **Apologies for absence**

3. **Declarations of interest**

Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.

4. **Maintenance and Management of the Green** 6 - 9

5. **Events on the Green** 10 - 27

6. **Exclusion of Press and Public**

Part II

Matters involving Exempt or Confidential information in respect of which reports have not been made available for public inspection

7. **Exempt information**

There is no exempt information in this agenda.

Public Document Pack Agenda Item 1

RBC EGC 21.05.24

Runnymede Borough Council

Englefield Green Committee

Tuesday, 21 May 2024 at 11.00 am

Members of the Committee present: Councillors P Gahir, T Gates, A King.
Residents' Representatives: N Bromilow and R McGregor-Johnson.

Members of the Committee absent: Councillors A Berardi and E Kettle.

51 **Fire Precautions**

52 **Election of Chair**

Councillor P Gahir be elected Chair for the municipal year 2024/2025

53 **Election of Vice-Chair**

Councillor A Berardi be elected Vice-Chair for the municipal year 2024/25

54 **Minutes**

The Minutes of the meeting held on 9th April 2024 were confirmed and signed as a correct record.

55 **Apologies for absence**

Apologies were received from Councillors A Berardi and E Kettle.

56 **Declarations of interest**

There were no declarations of interest.

57 **Events on the Green**

The Committee considered two event applications for use of the Green.

The first application was from Englefield Green Cricket Club regarding a Cricket and Musical Festival on the Green on Sunday 26th May.

The Committee agreed to approve the event. Officers from the appropriate department of the Council would be contacting the Cricket Club in due course to discuss the occupational arrangements at the Cricket Pavilion.

The second application was from the RHUL Student Union Biological Sciences Society. The application requested use of the Green on Saturday 25th May for a sports day/summer

fete. Whilst the Committee was happy to approve the event Officers were asked to:

- i) Specify to the RHUL Student Union that the event would need to take place at the southern end of the Green as there was a Cricket Match taking place on the same day
- ii) Officers to remind the RHUL that they can only sell or serve alcohol if they have completed a TEN in the required timescale.

Resolved that:

- i) The application from RHUL to hold a BioSoc Sports Day/Summer Fete on the Green on Saturday 25th May be approved.
- ii) The application from the Englefield Green Cricket Club to hold a Cricket & Musical Festival on the Green on Sunday 26th May be approved.

58 Exclusion of Press and Public

There were no exempt or confidential items in the agenda.

59 Exempt information

There were no exempt or confidential items in the agenda.

(The meeting ended at 11.24 am.)

Chair

Report title	Management and maintenance of the Green
Report author	Helen Clark
Department	Environmental Services
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:

- **For information**

Synopsis of report:

To update the Committee on grounds maintenance activities on Englefield Green.

To advise the Committee on the way income from events and filming activities held on the Green are managed.

1. Context and background of report

1.1 This report seeks to provide information to the committee regarding the progress of the Management Plan of the Green as well as an update of works undertaken, since the last committee meeting.

2. Report and, where applicable, options considered and recommended.

Since April 2024, the following activities have taken place.

Completion of works on the Green.

2.1 The Grass treatment and reseedling programme was carried out as planned. Due to staff sickness the removal of scarified moss was not completed by the contractor as anticipated. This work will be facilitated by alternative means as quickly as possible once a new Parks and Green Spaces Manager is appointed.

2.2 As of 4th June, the grass grid matting/ matrix paving had been ordered and delivered. Green Spaces are waiting for a delivery of soil to back fill the dip under the bench. The Corporate Head of Environmental Services has contracted the Crown Estates and requested permission to install the matrix paving. The paving will be installed if

permission is granted.

- 2.3 Green Spaces Officers met with a second prospective bench donor for the second memory bench that the Englefield Green Committee had approved. This was to replace an existing dilapidated bench. The potential donor was initially abroad but met with the Green Spaces Officer in May. Unfortunately, the second donor changed their mind. A site meeting will be arranged in June with the third prospective donor.
- 2.4 At the Committee meeting held on 9 April 2024 Officers were asked to go back to the Crown Estate to advise them there were already a large number of composite posts insitu on the Green and composite posts had previously been procured by the Council and were held in readiness for installation. Officers contacted the Crown Estate who responded as follows: -

“In view of the existing stock, these can be used, however we would ask that the committee revert to timber thereafter. We are concerned that the wider use of composite posts would be akin to managing a municipal park, rather than a traditional village green such as Englefield Green. We do not use composite posts across the Great Park, only timber.”

- 2.5 At the 9 April 2024 Committee meeting Officers were asked to seek advice on whether local residents could source their own 3rd party contractors to undertake work on the Green (i.e. contractors sourced by Committee Members but whose appointment was subject to the approval of Council Officers and would be supervised by the Committee Members). The Committee are advised that this is not permitted. Committee Members are appointed to a decision-making body only, and do not have standing either as Committee Members or Councillors to source contractors or enter into contracts on behalf of the Council. The Council is the corporate body that must enter into legal relations, and it will not indemnify members of any committee for undertaking functions of the Council and its officers.

Staff Vacancies

- 2.6 The Committee are asked to note that the post of Green Spaces Manager and Deputy Green Spaces Manager are both vacant. The Corporate Head of Environmental Services has advertised the position of Green Spaces Manager with interviews scheduled for June 2024.

Income from Events

- 2.7 Further to discussions at previous meetings Officers were asked to clarify how income generated by events and other chargeable activities on Englefield Green including filming was used.
- 2.8 The Committee are advised that income generated by activities on Englefield Green including events and filming is credited to the Parks revenue budget. Income from all events and the income generated from letting of sports facilities across the borough is used to offset the cost of managing Runnymede’s open spaces. Income is not retained within individual open space budgets; budgets being balanced off at the end of each financial year. Damage caused by events would be repaired using general revenue fund budgets and not the Englefield Green earmarked reserves.

- 2.9 The earmarked reserve budget is not a revenue budget. This budget is solely used to fund additional works including enhanced maintenance when requested by the Englefield Green Committee.

Requests for items to be added to the October agenda.

- 2.10 Officers understand that members of the Committee may identify maintenance works that would enhance the Green between committee cycles. Officers request that any additional maintenance items that members would like added to the agenda for the October meeting be communicated to Officers via the Chair by the 1st September. This will give Officers time for research and where necessary to seek quotations.

3. Policy framework implications

- 3.1 Climate Change – We aim to reduce our impact on Climate Change by employing sustainable management practices.
- 3.2 Empowering our Communities - We will present the best possible arguments to external stakeholders to preserve, protect and enhance local quality of life.
- 3.3 Health and Wellbeing - Access to Sport, leisure and recreation improves health and wellbeing.

4. Resource implications/Value for Money

- 4.1 Not applicable

5. Legal implications

- 5.1 None

6. Equality implications

- 6.1 None

7. Environmental/Sustainability/Biodiversity implications

- 7.1 Maintenance and management of the Englefield Green will be in line with the Runnymede Borough Council sustainable planting policy and climate change strategy.

8. Risk Implications

- 8.1 None

9. Other implications

- 9.1 None

10. Timetable for Implementation

- 10.1 Not applicable

11. Conclusions

11.1 Not applicable

12. Background papers

12.1 None

13. Appendices

13.1 None

Report title	Events on the Green
Report author	Shaun Barnes, DSO Manager
Department	Direct Services Organisation, Environmental Services
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:

To resolve

Synopsis of report:

To ask the Committee to consider four events proposed to take place on the Green in 2024

Recommendation(s):

The Committee consider applications to hire Englefield Green for the events below to and resolve sequentially as follows -

If Committee Members would approve the events for the dates proposed:

- i) Runnymede Classic Car Show – 18 August 2024**
- ii) Downs Steam Fair – 16 – 18 August 2024**
- iii) Englefield Green Cricket Club Sponsors’ Day – 14 July 2024**
- iv) Englefield Green Cricket Club President’s Day – 25 August 2024**

If both event i) and event ii) are acceptable to the Committee Members, to instruct Officers:

- v) which is the preferred event.**

1. Context and background of report

1.1 To review applications for the hire of Englefield Green for the purpose of holding events.

2. Report and, where applicable, options considered and recommended

2.1 At a previous Committee meeting on 9 April, the Committee considered six applications for events to be held on Englefield Green. The Committee agreed three

events (an Easter Egg Hunt, the annual village fair and one funfair) could take place and rejected three events (a circus, a fun fair and a vintage fairground).

2.2 The Council has received four more applications to hire Englefield Green for the purposes of holding events. The event application forms are included in the Appendices.

i) Runnymede Classic Car Show – 18 August 2024

- a) The Runnymede Classic Car Show is an annual event (except for 2023) which raises money for charity. All profits from this year's Runnymede Classic car Show go to local charities including Runnymede food banks.
- b) The car show usually takes place on Runnymede Meadows and Officers agreed the application to hire Runnymede Meadows for the 2024 event. However, after permission was given to the organiser, it was discovered that we would not be able to get the hay cut on Runnymede Meadows before the event. The event was therefore unfortunately cancelled.
- c) The event organiser has now requested to move the event to Englefield Green village green keeping the original 18th August date. There are a number of classic car shows across the southeast and owners of classic cars typically attend several shows. The requested date is one of only a few dates available and the organisers have explained that if they are not successful in their application for Englefield Green on 18th August the Runnymede Classic Car Show for 2024 may have to be cancelled.

ii) Downs Steam Fair – 16 - 18 August 2024

- a) This vintage funfair proposes to come onto the Green on 12 August, operate the vintage fairground from 16 to 18 August, then depart on 19 August.
- b) They will have vintage (ranging from the late 1890s until the 1960s) funfair rides and attractions. They do not propose to serve alcohol but will be selling candy floss and confectionery.
- c) Please note that the application from the Runnymede Classic Car Show (see paragraph 2.3 above) for a charity fundraising event is for one of the same days applied for by the Steam Fair.

iii) Englefield Green Cricket Club Sponsors' Day – 14 July 2024

- a) The cricket club propose to hold an event which includes cricket and both live and recorded music. Food will be served by the pavilion from a food truck and alcohol will be sold from the cricket club bar. There will not be any fairground rides or inflatables.
- b) This event is similar to the one discussed at the committee meeting on 21 May and is outside of the club's usual agreement to play cricket.

iv) Englefield Green Cricket Club President's Day – 25 August 2024

- a) The cricket club propose to hold an event which includes cricket and both live and recorded music. Food will be served by the pavilion from a food vendor and alcohol will be sold from the cricket club bar. There will not be any fairground rides or inflatables.

- b) This event is similar to the one discussed at the committee meeting on 21 May and is outside of the club's usual agreement to play cricket.

3. Policy framework implications

- 3.1 Not applicable.

4. Resource implications/Value for Money

- 4.1 All event income is added to Englefield Green earmarked reserves. -

5. Legal implications

- 5.1 If the events involve the erection or setting up of any 'booth, tent or any other erection whether temporary or otherwise' the lease of the Englefield Green requires that consent to do so in the form of a 'licence in writing' to do so must first be obtained by the officers managing the event from the landlord, the Crown Estate.
- 5.2 As in previous years, the Council's standard Terms and Conditions of Hire of Open Spaces will govern the temporary non-exclusive occupation of the Englefield Green by the various fairs for the purpose of these events. These must be signed by the event organisers before the event proceeds. No interest in land (i.e. underleases) will be created by them.

6. Equality implications

- 6.1 The Council has a duty under Section 149 of the Equality Act 2010 (as amended) which provides that we must have due regard to the need to;
- a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act;
 - b) to advance equality of opportunity;
 - c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.
- 6.2 While there is little information regarding the proposed events to determine what impact it may have on anyone with a protected characteristic, it is considered that the proposed events may have a positive impact generally on people in the local area who may wish to take part.

7. Environmental/Sustainability/Biodiversity implications

- 7.2 There are potential negative environmental effects to the overuse of the green for events although this should be balanced with the positive social benefits.

8. Risk Implications

- 8.1 There are potential negative environmental effects to the overuse of the Green for events, especially where heavy vehicles are involved.
- 8.2 If Members agree to approve any application to hold events, the organisers will be required to sign a letter of agreement in advance, in which they agree to be bound by the Council's terms and conditions for the hire of open spaces, which were updated in December 2023.

- a. Section 15 of the terms and conditions require the Operator to reinstate any damage their event has caused to the Green.
- b. Section 7 of the terms and conditions of hire open spaces require event organisers to provide the Council with documentary proof that they have adequate public liability insurance in place for the duration of the hire.
- c. The terms and conditions of hire of open spaces can be found on the [Council's website](#).

9. Other implications

9.1 Not applicable.

10. Timetable for Implementation

10.1 The first event, the cricket club's Sponsors' Day is proposed to take place on 14 July.

11. Conclusions

11.1 The proposed events will offer social benefits to local people. The Green is in a location desired by funfairs and steam fairs, although there are practical problems associated with hosting them because of potential damage to the Green caused by heavy lorries.

12. Background papers

None

13. Appendices

- A. Runnymede Classic Car Show – 18 August – Application form with personal details redacted.
- B. Down's Steam Fair – 12 – 19 August – Application form with personal details redacted.
- C. Englefield Green Cricket Club Sponsors' Day – 14 July 2024 – Application form with personal details redacted.
- D. Englefield Green Cricket Club President's Day – 25 August 2024 – Application form with personal details redacted.

Page: Introduction

- I have read the privacy policy Yes

Page: About the event

- Name of organisation or person holding the event Jay Myles (Doig Classics)
- Name of the event Runnymede Classic Car Show
- Start date of the event Sun 18th Aug 2024
- Finish date of the event Sun 18th Aug 2024
- Location Englefield Green
- Brief description of the event/activities planned Static classic car show with stalls

Page: Your contact details

- First name Jay
- Last name Myles
- What is your connection with the organisation hiring the venue? Owner
- Correspondence address *personal details redacted*
- Contact number *personal details redacted*
- Email address *personal details redacted*
- Contact details for the day of the event
 - First name *personal details redacted*
 - Last name *personal details redacted*
 - Telephone number *personal details redacted*
- Is there a name and contact phone number and/or email address that we can give to members of the public if they wish to get in touch with you regarding the event?
Yes
- Contact name and number to be given to the public
 - First name *personal details redacted*
 - Last name *personal details redacted*
 - Telephone number *personal details redacted*

Page: Type of event

- What type of event is it? Charity event
- Charity name Runnymede food bank
- Charity number Do not have the charity number
- Date and time of the event
 - Do you need any preparation days/non-operational days before the start of the event? No
- Event day(s)/operational day(s)
 - First day of your event Sun 18th Aug 2024
 - Start time of event 9am for set up 12pm start of the show
 - Finish time on the first day 4pm-5pm
 - Last date of the event Sun 18th Aug 2024
 - Number of event days/operational days 1

- Do you need any clearing up/break down days/non-operational days after the event? No

Page: About the activities at your event - part 1

- Is the event free to attend? Yes
- Approximate total number of people expected to attend over the course of the event Around 500
- Approximate number of people expected to be onsite at any one time Around 500
- Do you intend to erect stalls to sell items or for displays, games or amusements? Yes
- Provide further details We have stall holder coming & they will have all the appropriate certification & insurance
- Do you intend to have funfair/fairground rides? No
- Do you intend to have bouncy castles or other inflatable devices? No
- Do you intend to have fireworks/pyrotechnics? No
- Do you intend to have arena displays? No
- Do you intend to have sporting activities or demonstrations? No

Page: About the activities at your event - part 2

- Do you intend to have live or pre-recorded music? No music
- Do you intend to use PA/amplifying equipment for anything other than music? No
- Do you intend to hold other forms of entertainment? No
- Do you intend to involve or use any animals? No
- Do you intend to sell and/or give away food and/or non-alcoholic drink? Yes
- Provide further details Stall holders
- Do you intend to sell and/or give away alcohol? Yes
- Provide further details Stall holders
- Do you intend to hold a raffle? No
- Do you intend to hold a monetary collection? No

Page: About the activities at your event - part 3

- Do you wish to erect advertising banners/posters on the event site in advance of the event? Yes
- Provide further details 1 banner on the st judes side of the green a week before the event
- Are you planning to film this event, whether by drone or otherwise? No
- Do you intend to erect marquees, tents or gazebos? Yes
- Provide further details My control gazebo & stall holders gazebos
- Do you intend to have heavy equipment? No
- Do you or your contractors/suppliers/participants/vendors propose to use generators? Yes
- Provide further details (including how many and what fuel will be used.) Some stall holders will have generators
- Do you wish to make any ground markings? No
- Do you require pavilions or changing facilities? No
- Do you require any action to be taken by RBC? Yes
- Provide further details Just grass cut if needed

Page: Vehicles & Parking

- Please provide details of the approximate number, weight & size of delivery vehicles and/or participating vehicles and whether they intend to remain on site

overnight. There will be stall holder vans & Classic cars & none will be there over night

- Do you intend to use part of the site for car parking for the attendees/general public? No

Page: Toilets arrangement

- Are you hiring toilets for the event? Yes
- Number of toilets 1
- Type of toilets Trailer like toilet
- Explain what provision there will be for accessible toilets for people who are disabled. Also if able to would like use of the public toilets beside the cricket club to help with disabled toilets

Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023 Yes
- First name *personal details redacted*
- Last name *personal details redacted*
- On behalf of Doig Classics

Runnymede BC use only

Authorised?

Deposit required?

Amount?

Fee required?

Amount?

Other permission required?

Granted?

Inform local Councillors?

CC

Notes

Authorising manager to sign

Date

Page: Introduction

- I have read the privacy policy: Yes

Page: About the event

- Name of organisation or person holding the event: Downs Steam Fair
- Name of the event: Traditional Steam Fair
- Start date of the event: Fri 16th Aug 2024
- Finish date of the event: Sun 18th Aug 2024
- Location: Englefield Green
- Brief description of the event/activities planned: To provide a vintage funfair offering the nostalgic thrills of times gone by.

Page: Your contact details

- First name: John
- Last name: Downs
- What is your connection with the organisation hiring the venue?: Owner/Operator
- Correspondence address: *personal details redacted*
- Contact number: *personal details redacted*
- Email address: *personal details redacted*
- Contact details for the day of the event
 - First name: *personal details redacted*
 - Last name: *personal details redacted*
 - Telephone number: *personal details redacted*
- Is there a name and contact phone number and/or email address that we can give to members of the public if they wish to get in touch with you regarding the event?: No

Page: Type of event

- What type of event is it?: Fun fair
- Date and time of the event
 - Do you need any preparation days/non-operational days before the start of the event?: Yes
 - What is the first day you and/or your contractors/suppliers need to enter the site to start preparing?: Mon 12th Aug 2024
 - Number of preparation/non-operational days: Four
- Event day(s)/operational day(s)
 - First day of your event: Fri 16th Aug 2024
 - Start time of event: 12pm
 - Finish time on the first day: 8pm
 - Last date of the event: Sun 18th Aug 2024
 - Start time on last day: 12pm
 - Finish time on the last day: 8pm

- Number of event days/operational days: Three
- Do you need any clearing up/break down days/non-operational days after the event?: Yes
- Last non-operational day you need for clearing up and breaking down the site: Mon 19th Aug 2024
- Number of break down/non-operational days: One

Page: About the activities at your event - part 1

- Is the event free to attend?: Yes
- Approximate total number of people expected to attend over the course of the event: N/A
- Approximate number of people expected to be onsite at any one time: 60
- Do you intend to erect stalls to sell items or for displays, games or amusements?: Yes
- Provide further details: Vintage style family games that are associated with a vintage funfair
- Do you intend to have funfair/fairground rides?: Yes
- Provide further details: Vintage rides and attractions ranging from the late 1890s until the 1960s
- Do you intend to have bouncy castles or other inflatable devices?: No
- Do you intend to have fireworks/pyrotechnics?: No
- Do you intend to have arena displays?: No
- Do you intend to have sporting activities or demonstrations?: No

Page: About the activities at your event - part 2

- Do you intend to have live or pre-recorded music?: Yes - pre-recorded music only
- Provide further details: Amplified music at a reasonable level on rides plus organ music on older rides.
- Do you intend to use PA/amplifying equipment for anything other than music?: No
- Do you intend to hold other forms of entertainment?: No
- Do you intend to involve or use any animals?: No
- Do you intend to sell and/or give away food and/or non-alcoholic drink?: Yes
- Provide further details: Candy floss and confectionery to be sold as usually found on a vintage fair.
- Do you intend to sell and/or give away alcohol?: No
- Do you intend to hold a raffle?: No
- Do you intend to hold a monetary collection?: No

Page: About the activities at your event - part 3

- Do you wish to erect advertising banners/posters on the event site in advance of the event?: Yes
- Provide further details: Roadside posters and advertising banners to raise awareness of the event location and opening times.
- Are you planning to film this event, whether by drone or otherwise?: No
- Do you intend to erect marquees, tents or gazebos?: No
- Do you intend to have heavy equipment?: Yes

- Provide further details (as heavy equipment may damage the ground): Lorry's to be used to site the rides and attractions.
- Do you or your contractors/suppliers/participants/vendors propose to use generators?: Yes
- Provide further details (including how many and what fuel will be used.): Diesel fuel to be used on generators to provide power for the rides.
- Do you wish to make any ground markings?: No
- Do you require pavilions or changing facilities?: No
- Do you require any action to be taken by RBC?: No

Page: Vehicles & Parking

- Please provide details of the approximate number, weight & size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight.: Approximately ten lorry's each weighing no more than 25 tons each to be used to locate, erect and dismantle rides on offer as part of the event.
- Do you intend to use part of the site for car parking for the attendees/general public?: No

Page: Toilets arrangement

- Are you hiring toilets for the event?: Yes
- Number of toilets: 4
- Type of toilets: Hired portable toilets
- Explain what provision there will be for accessible toilets for people who are disabled.: Wheelchair accessible toilets to be offered.

Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023: Yes
- First name: *personal details redacted*
- Last name: *personal details redacted*
- On behalf of: Downs Steam Fair

Runnymede BC use only

Authorised?

Deposit required?

Amount?

Fee required?

Amount?

Other permission required?

Granted?

Englefield Green Cricket Club – 14 July 2024

From: noreply@runnymede.gov.uk <noreply@runnymede.gov.uk>

Sent: Tuesday, June 11, 2024 4:20 PM

To: Events <events@runnymede.gov.uk>

Subject: [EXTERNAL] Holding events in our parks application form - submitted

CAUTION: This email originated from an external sender. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Page: Introduction

- I have read the privacy policy Yes

Page: About the event

- Name of organisation or person holding the event Englefield Green Cricket Club
- Name of the event Sponsors Day
- Start date of the event Sun 14th Jul 2024
- Finish date of the event Sun 14th Jul 2024
- Location Englefield Green
- Brief description of the event/activities planned Music and food by the pavilion in accordance with tens license, the green to be used for licensed cricket use only as usual

Page: Your contact details

- First name Thomas
- Last name Brown
- What is your connection with the organisation hiring the venue? Secretary
- Correspondence address *personal details redacted*
- Contact number *personal details redacted*
- Email address *personal details redacted*
- Contact details for the day of the event
 - First name Thomas
 - Last name Brown
 - Telephone number *personal details redacted*
- Is there a name and contact phone number and/or email address that we can give to members of the public if they wish to get in touch with you regarding the event?
Yes
- Contact name and number to be given to the public
 - First name Thomas
 - Last name Brown
 - Telephone number *personal details redacted*

Page: Type of event

- What type of event is it? Community event
- Date and time of the event

- Do you need any preparation days/non-operational days before the start of the event? No
- Event day(s)/operational day(s)
 - First day of your event Sun 14th Jul 2024
 - Start time of event 13.00
 - Finish time on the first day 20.00
 - Last date of the event Sun 14th Jul 2024
 - Start time on last day 13.00
 - Finish time on the last day 20.00
 - Number of event days/operational days 1
- Do you need any clearing up/break down days/non-operational days after the event? No

Page: About the activities at your event - part 1

- Is the event free to attend? Yes
- Approximate total number of people expected to attend over the course of the event 150
- Approximate number of people expected to be onsite at any one time 50
- Do you intend to erect stalls to sell items or for displays, games or amusements? No
- Do you intend to have funfair/fairground rides? No
- Do you intend to have bouncy castles or other inflatable devices? No
- Do you intend to have fireworks/pyrotechnics? No
- Do you intend to have arena displays? No
- Do you intend to have sporting activities or demonstrations? Yes
- Provide further details Cricket on the green as per usual license with the cricket club

Page: About the activities at your event - part 2

- Do you intend to have live or pre-recorded music? Yes - both live and pre-recorded music
- Provide further details Live music 4-8pm, prerecorded before from 12
- Do you intend to use PA/amplifying equipment for anything other than music? No
- Do you intend to hold other forms of entertainment? No
- Do you intend to involve or use any animals? No
- Do you intend to sell and/or give away food and/or non-alcoholic drink? Yes
- Provide further details Sale of alcohol through cricket club, with food truck from local vendor
- Do you intend to sell and/or give away alcohol? Yes
- Provide further details Sale of alcohol from cricket club as per license
- Alcohol licence We will apply (or have already applied) for a Temporary Events notice in order to serve alcohol.
- Do you intend to hold a raffle? No
- Do you intend to hold a monetary collection? No

Page: About the activities at your event - part 3

- Do you wish to erect advertising banners/posters on the event site in advance of the event? No
- Are you planning to film this event, whether by drone or otherwise? No
- Do you intend to erect marquees, tents or gazebos? Yes
- Provide further details Small gazebos by the cricket club for band cover in event of rain
- Do you intend to have heavy equipment? No
- Do you or your contractors/suppliers/participants/vendors propose to use generators? No
- Do you wish to make any ground markings? No
- Do you require pavilions or changing facilities? No
- Do you require any action to be taken by RBC? No
- Provide full details of any activities not already mentioned As per usual events throughout the year, music food and alcohol localised to the pavilion, the green will be used for cricket only

Page: Vehicles & Parking

- Please provide details of the approximate number, weight & size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight. None
- Do you intend to use part of the site for car parking for the attendees/general public? No

Page: Toilets arrangement

- Are you hiring toilets for the event? No
- Explain what the toilet arrangements will be Toilets in the club house
- Explain what provision there will be for accessible toilets for people who are disabled. Council toilets if operational, if not toilets in the clubhouse

Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023 Yes
- First name Thomas
- Last name Brown
- On behalf of Englefield green cricket club

Runnymede BC use only

Authorised?

Deposit required?

Amount?

Fee required?

Amount?

Other permission required?

Granted?

Inform local Councillors?

CC

Notes

Authorising manager to sign

Date

Englefield Green Cricket Club – 25 August 2024

From: noreply@runnymede.gov.uk <noreply@runnymede.gov.uk>

Sent: Tuesday, June 11, 2024 4:27 PM

To: Events <events@runnymede.gov.uk>

Subject: [EXTERNAL] Holding events in our parks application form - submitted

CAUTION: This email originated from an external sender. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Page: Introduction

- I have read the privacy policy Yes

Page: About the event

- Name of organisation or person holding the event Englefield Green Cricket Club
- Name of the event Presidents Day
- Start date of the event Sun 25th Aug 2024
- Finish date of the event Sun 25th Aug 2024
- Location Englefield Green
- Brief description of the event/activities planned Food and music localised to the pavilion, green to be used for cricket as per license

Page: Your contact details

- First name Thomas
- Last name Brown
- What is your connection with the organisation hiring the venue? Secretary
- Correspondence address *personal details redacted*
- Contact number *personal details redacted*
- Email address *personal details redacted*
- Contact details for the day of the event
 - First name Thomas
 - Last name Brown
 - Telephone number *personal details redacted*
- Is there a name and contact phone number and/or email address that we can give to members of the public if they wish to get in touch with you regarding the event?
Yes
- Contact name and number to be given to the public
 - First name Thomas
 - Last name Brown
 - Telephone number *personal details redacted*

Page: Type of event

- What type of event is it? Community event
- Date and time of the event

- Do you need any preparation days/non-operational days before the start of the event? No
- Event day(s)/operational day(s)
 - First day of your event Sun 25th Aug 2024
 - Start time of event 13.00
 - Finish time on the first day 20.00
 - Last date of the event Sun 25th Aug 2024
 - Start time on last day 13.00
 - Finish time on the last day 20.00
 - Number of event days/operational days 1
- Do you need any clearing up/break down days/non-operational days after the event? No

Page: About the activities at your event - part 1

- Is the event free to attend? Yes
- Approximate total number of people expected to attend over the course of the event 200
- Approximate number of people expected to be onsite at any one time 60
- Do you intend to erect stalls to sell items or for displays, games or amusements? No
- Do you intend to have funfair/fairground rides? No
- Do you intend to have bouncy castles or other inflatable devices? No
- Do you intend to have fireworks/pyrotechnics? No
- Do you intend to have arena displays? No
- Do you intend to have sporting activities or demonstrations? Yes
- Provide further details Green will be used for cricket under license held by cricket club

Page: About the activities at your event - part 2

- Do you intend to have live or pre-recorded music? Yes - both live and pre-recorded music
- Provide further details Live music 4-8pm, pre recorder prior to this from midday
- Do you intend to use PA/amplifying equipment for anything other than music? No
- Do you intend to hold other forms of entertainment? No
- Do you intend to involve or use any animals? No
- Do you intend to sell and/or give away food and/or non-alcoholic drink? Yes
- Provide further details Food from local vendor, alcohol sale through cricket club
- Do you intend to sell and/or give away alcohol? Yes
- Provide further details Alcohol sale through cricket club
- Alcohol licence We will apply (or have already applied) for a Temporary Events notice in order to serve alcohol.
- Do you intend to hold a raffle? No
- Do you intend to hold a monetary collection? No

Page: About the activities at your event - part 3

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- Are you planning to film this event, whether by drone or otherwise? No
- Do you intend to erect marquees, tents or gazebos? Yes
- Provide further details Small gazebo by the pavilion for rain cover/shade for band
- Do you intend to have heavy equipment? No
- Do you or your contractors/suppliers/participants/vendors propose to use generators? No
- Do you wish to make any ground markings? No
- Do you require pavilions or changing facilities? No
- Do you require any action to be taken by RBC? No
- Provide full details of any activities not already mentioned Food vendor and music localised at the pavilion, green to be used as usual for cricket only

Page: Vehicles & Parking

- Please provide details of the approximate number, weight & size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight. None
- Do you intend to use part of the site for car parking for the attendees/general public? No

Page: Toilets arrangement

- Are you hiring toilets for the event? No
- Explain what the toilet arrangements will be Toilets in clubhouse of cricket club
- Explain what provision there will be for accessible toilets for people who are disabled. Council toilets if open, if not toilets in the cricket club

Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023 Yes
- First name Thomas
- Last name Brown
- On behalf of Englefield Green Cricket Club

Runnymede BC use only

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Date