

Community Use and Not-for-Profit Group Use Policy for Chigwell Parish Land and Property

Adopted by Full Council: 26 July 2025

Next Review: July 2026

1. Purpose

This policy sets out the guidelines and procedures for the use of Parish-owned property and land by community groups and not-for-profit organisations. The aim is to support local engagement, community benefit and fair access while ensuring the responsible and sustainable use of parish assets.

2. Scope

This policy applies to land and premises owned, leased or managed by the Parish Council intended for public or community use

It covers one-off events, regular bookings and long-term community activities conducted by community-based, non-commercial and not-for-profit groups.

3. Eligibility for Use

The following groups are eligible to apply for use under this policy:

- Local community and resident associations
- Charities and not-for-profit organisations
- Voluntary groups
- Educational, cultural, or youth-based organisations
- Local initiatives with demonstrable community benefit

4. Value for Money Assessment

In considering applications for use, the Parish Council will assess the **Value for Money (VfM)** offered by the proposed activity. Criteria will include:

- **Community benefit:** How the activity supports social inclusion, well-being, and local needs
- **Frequency and accessibility:** Number of residents served, openness to the public
- **Use of resources:** Whether the space is being used efficiently and responsibly
- **Volunteer contribution:** Use of unpaid local effort to deliver services or events
- **Alignment with Parish priorities:** Compatibility with strategic or neighbourhood plan goals

A nominal charge or donation may still be requested to offset operational costs but reduced or waived fees may be granted in line with VfM outcomes.

5. Application and Booking Process

Eligible groups must complete a **Community Use Application Form**, which will include:

- Organisation details and status
- Description of proposed use/event
- Dates, times, and facilities required
- Evidence of insurance, risk assessments, and safeguarding (if applicable)
- Outline of expected community benefit

6. Approval Process

1. **Submission:** Applications must be submitted to the Parish Clerk at least 8 weeks in advance of the intended use.
2. **Review:** The Clerk will assess completeness and initial suitability.
3. **Council Consideration:** Applications will be presented to the Parish Council at the next available meeting.
4. **Decision:** The Council will approve, conditionally approve or reject the application based on merit, compliance and availability
5. **Confirmation:** Successful applicants will receive a written agreement outlining terms, conditions and responsibilities

7. Terms of Use

Approved users must sign and agree to the Chigwell Parish Terms and Conditions of Use which include:

- Adhere to all health and safety, safeguarding and fire regulations
- Respect the property, neighbouring residents and other users
- Leave the land or facility clean, secure and in original condition
- Notify the Council of any incidents or damage immediately
- Not sublet or assign usage to other parties without prior approval
- Maintain appropriate insurance coverage (public liability minimum of £5 million recommended)

Failure to comply may result in withdrawal of permission and/or liability for repair costs.

8. Fees and Waivers

A schedule of standard hire fees is maintained. Discounted or waived fees may be granted to not-for-profit users where:

- The activity is of substantial public benefit
- There are limited financial resources
- The VfM assessment supports reduced costs

All financial concessions are at the discretion of the Parish Council and may be reviewed annually.

9. Monitoring and Review

The Parish Council reserves the right to review usage, inspect premises and withdraw access if terms are breached. This policy will be reviewed annually or as required.

Appendices

- Appendix A: Community Use Booking Form
- Appendix B: Community Use Information
- Appendix C: Terms and Conditions of Use

APPENDIX A

Chigwell Parish Council – Community Use Booking Form

Please complete all sections of this form and return it to the Parish Council Office at least 8 weeks before your proposed event.

1. Event Organiser Details

Organisation Name: _____

Type (tick one): ☐ Charity ☐ Not-for-Profit ☐ Community Group ☐

Other:

Charity Number (if applicable): _____

Primary Contact Name: _____

Role/Title: _____

Phone: _____

Email: _____

Address: _____

2. Proposed Use Details

Facility Requested: _____

Date(s) Required: _____

Time (From – To): _____

Expected Attendance: _____

What percentage of these do you estimate will be Chigwell residents: _____

How have you come to this figure: _____

Can you provide any supporting evidence:

Event/Activity Description:

3. Supporting Information

Have you completed a risk assessment?

☐ Yes (please attach). ☐ No (required before approval)

☐ Safeguarding Policy (if risk assessment requires)

Will first aid cover be provided? ☐ Yes ☐ No

If yes, by whom? _____

Name of Public Liability Insurance Provider: _____

Policy Number: _____

Policy Expiry Date: _____

Amount of Cover: £_____ (Minimum £5 million required)

☐ A copy of the certificate is attached

4. Public Benefit and Fee Reduction/Waiver

Briefly describe how this activity benefits the local community:

Are you requesting a fee reduction or fee waiver?

☐ Yes ☐ No

If no, please complete (please complete a hire form)

If yes please provide the follow criteria qualification:

Community Benefit - what community benefits does your event deliver to Chigwell residents, for example health, education, climate impact, social inclusion or cultural enrichment

Access and Inclusivity for Chigwell - how many Chigwell residents are you anticipating will attend this event. How do you evidence the benefit to Chigwell residents. Please detail the impact of your diversity and accessibility strategy

Volunteer Involvement - how many unpaid local volunteers will you use to deliver services or events

Alignment of Parish Priorities (please detail how your event matches Parish strategic plans and/or sustainability goals)

Financial Contribution/Cost recovery (Do you have any fees, grants or donations that offset operating costs or any fundraising activities. If so, please detail total amount received/raised for the last two financial years by year and the source e.g. donations, grants and/or fees)

Environmental Impact - please detail your eco-friendly practices such as waste reduction, whether the event will include any single use plastics, or significant non recyclables (for example non recyclable plates, cutlery, drinks in plastic bottles), energy efficiency

Capacity to Reach Underserved residents throughout Chigwell - please explain how you target the vulnerable and isolated population throughout Chigwell

Promotion of Local Economy - explain how you support local suppliers and local businesses

Innovation and Creativity - explain if this is a pilot project, a new or creative idea for community engagement

Financial Stability - How are you able to demonstrate you have sufficiently sound finances and governance to deliver the proposed activities

5: Permissions & Infrastructure

Please tick all that apply:

- ☐ Marquees or temporary structures (including any toilets)
- ☐ Stage or PA system.
- ☐ Food or drink provision
- ☐ Barbecues and similar (please note these require prior written permission and are not permitted on Council land or premises unless operated by commercial providers)

- ☐ Commercial food or drink provision (eg vendors)
- ☐ Sale of alcohol
- ☐ Use of generators
- ☐ Fireworks or pyrotechnics (*silent fireworks only are permitted and require written permission from the Council)
- ☐ Animals (e.g. petting zoos)
- ☐ Fairground rides or inflatables
- ☐ Other (please specify):

Will you require vehicle access to the premises or land?

☐ Yes ☐ No

If yes, please state reason and vehicle types:

6: Premises or land Clean-Up

- Litter & Waste Disposal:
How will you manage general waste and recycling during and after the event?

- **Post-Event Clean-Up:**
Do you agree to clean the premises or land and remove all waste within 24 hours of the event? ☐ Yes ☐ No
- **Premises or land Damage:**
Do you agree that any damage to the land, premises, facilities or surrounding areas must be repaired at your own cost, using a contractor of your choice and to a standard acceptable to the Council? ☐ Yes ☐ No

7: Declaration

I declare that the information provided is accurate and complete. I understand that:

- This application does not constitute automatic approval.
- All necessary licences, insurances and risk documentation must be submitted before final permission is granted.
- I accept full responsibility for the management, safety, and conduct of the event.
- Any damage caused to the premises or land will be repaired at the organiser's own expense by a qualified contractor.
- I will ensure the premises is cleaned and returned to its original condition at the end of an event, including all signage being removed
- I will ensure that land is cleaned and returned to its original condition within 24 hours of the event, including all signage being removed

Signed: _____

Full Name: _____

Date: _____

Submitting Your Application

Please return this form with all supporting documents to:
Chigwell Parish Council Office, Hainault Road, Chigwell

Email: admin@chigwellparishcouncil.gov.uk