



# Penhow Community Council

[Clerk@penhowcommunity.org](mailto:Clerk@penhowcommunity.org)

[www.penhowcommunity.org](http://www.penhowcommunity.org)

## **Penhow Playing Field Key Protocol Information for residents and all who use the field**

Penhow Playing Field is a leisure area for local residents, with walking paths, fitness equipment, small football area with goal posts and specific children's play areas, which means there are members of the public, of all ages, moving in and around the area at all times of the day, evenings and mornings. The aims of Penhow Community Council are to protect this valuable free space for users, to protect their wellbeing, health and safety, and to ensure the Playing Fields continue to be a well-maintained leisure space for users for the future.

**It's important not only to protect and maintain the area, and to improve security to avoid any further incursions by trespassers,** but also to deal with requests for access equitably, pragmatically, and in a safe manner for all, and we ask everyone who is granted access completes the document below for our records.

This protocol explains how Penhow Playing Field may be accessed by personnel providing a service for Playing Field facilities and equipment, who may be driving service vehicles, while the entrances are protected by drop bollards and protected locks on gates and for any resident or contractor wishing to carry out work.

For regular maintenance service vehicles for grass cutting, and periodically for repair and maintenance to the equipment, a standard request, notice and access is already agreed with Newport City Council and agreed service providers. **The business name and contact details of agreed service providers will be held in a list of authorised users \*2.**

### **Conditions of use of the field.**

Access to the Park for any other reason than maintenance, may be requested, in writing, 30 days in advance to Penhow Community Council. Please note it may not necessarily be granted, for reasons that may be due to funding, availability, nature of the work, or business activities. The granting of access will be documented and must be evidenced \*3.

**Keys must not be left in the possession of anyone other than a Penhow Community Councillor or our Proper Officer, the Clerk of the Council, unless a person from the business on the list of authorised users is nominated \*1.**

**Gates must not be left open and bollards must not be left unlocked or in the drop position, whilst in the field, and only opened, lifted, or unlocked for accessing and egressing the field.**

**A Risk Assessment and Public Liability Insurance document must be provided.**

**You may be requested to make good on any damages.**



**\*1List of key holders.**

**Date of list 16 November 2022**

1. **Clerk and Proper Officer**
2. **Chairman** – Cllr John Wagstaff
3. **Cllr Keith Jones**
4. **Cllr Viv Blandford**

**\*2List of authorised users**

**Date of list 16 November 2022**

**NCC grounds maintenance**  
**ROSPA inspector**  
**Dwr Cymru**

**\*3 Request for access to the field**

| <b>Penhow Community Council</b>                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Request form for access to the field</b>                                                                                                   |  |
| Please complete and submit to the Clerk for the Community Council<br><a href="mailto:clerk@penhowcommunity.org">clerk@penhowcommunity.org</a> |  |
| <b>Name &amp; address where work to be carried out</b>                                                                                        |  |
| <b>Contractor name</b>                                                                                                                        |  |
| <b>Nature of work including equipment to be used</b>                                                                                          |  |
| <b>Time field access required</b>                                                                                                             |  |
| <b>Dates of work</b>                                                                                                                          |  |
| <i>Actioned by (for CC use only)</i>                                                                                                          |  |
| <i>Completion and review date (for CC use only)</i>                                                                                           |  |

Penhow Playing Field **key** protocol

First draft 20 October 2022

Second draft 16 November 2022 to include revised form, and comments from the meeting on 7 Nov.

This version – January 2023

**Review date will be annually**

**This protocol will be part of the PCC Risk Assessment and emergency plan.**



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