

4th October 2017

The Trustee

North Luffenham Recreation Ground (Through Parish Clerk)

**REQUEST FROM NORTH LUFFENHAM PARISH COUNCIL  
TO TRUSTEE NORTH LUFFENHAM RECREATION GROUND CHARITY  
TO HOLD BONFIRE NIGHT / FIREWORKS EVENT ON SUN 5<sup>th</sup> NOV 17.**

1. You will have had a chance to consider the post event report that a Parish Council Working Group wrote earlier this year regarding bonfire night celebrations that were held on 5 Nov 16. I must now, on behalf of the Parish Council seek approval from the Trustee for Bonfire Night 2017 to be held on The Oval, which will involve up to an estimated 500 people.

2. I formally seek approval from the Trustee to:

a. Build a bonfire on the surface of the Recreation Ground (The Oval). The will be built away from the current playing surfaces for football and cricket. Inconvenience to other users will be taken into account at all times and every effort will be made to ensure that the Oval is available to other users throughout, within the bounds of regulated safety considerations. The Bonfire residue will be removed as soon as possible after the event and thereafter the site will be raked on a weekly basis to remove any metal objects such as nails. The surface will be fully restored and reseeded by 1 Mar, or earlier if weather conditions allow.

b. Drive a limited number of vehicles onto the Oval to:

- Build the bonfire
- To provide safe storage of fireworks
- To provide BBQ and trade facilities.
- To allow access of emergency vehicles if required.

Every effort will be made to minimise damage to the Oval surface by vehicular movements, which will be kept to the minimum level possible.

3. The Parish Council are cognisant of the potential damage to the Oval and will do everything possible to restore the Oval to its original condition as soon as practical. The immediate debris from the fire will be removed by Wed 9<sup>th</sup> Nov and earlier if possible.

4. Access to parts of the Oval will be limited on Fri 3<sup>rd</sup> Nov to Mon 6<sup>th</sup> Nov 17 incl to enable the construction of the safety cordon, the building of the fire and the removal of debris after the event.

5. The Parish Council is fully aware of its responsibilities in respect of health and safety and has committed to ensure that the event is managed in line with HSE requirements as laid down in the publication HSE 124 (ISBN 978 07176 616 26). A detailed administrative instruction will be circulated in advance and the Trustee will have an opportunity to seek additional requirements within the draft document.

6. The Parish Council has adequate insurance cover which has been obtained from NFU Limited (Policy No: tbc). The insurer has laid down a number of stipulations which will be enforced entirely.

7. The Parish Council respectfully request the authority of the Trustee to proceed in line with the Bonfire Night Working Group report published in Jul 17.

PBG CUMMINGS  
Chair North Luffenham Parish Council