



Use of Parish Council Open Spaces Procedure/Policy

These rules apply to Boxley Village Green, Franklin Drive, Impton Lane, Weaving Diamond Jubilee Orchard and any other open space the Parish Council is responsible for.

Anyone wishing to hold an organised event at any of the above must obtain prior permission from the Parish Council.

The application should include details of the event including expected attendance numbers, parking arrangements if required, equipment to be taken into the area (gazebos, tables, bouncy castles etc) and purpose (fund raising, community event etc).

The applicant must agree to:

- Make good any damage to the land or any structures.
- Avoid blocking access for residents or the emergency services.
- Complete a Temporary Event Notice (TEN) if required and submit it to Maidstone Borough Council.
- Supply a copy of the organiser's Public Liability insurance to the parish office before the event.
- Remove all litter promptly from the site.
- Supply a risk assessment if requested.
- Comply with the legal requirements regarding use of highways e.g. blocking roads, road closure etc.

Prior to the planned event, the parish office will provide a condition report including photos to the event organiser. After the event, another condition report including photos will be produced and the organiser will be informed of any problems.

Further conditions relating to the use of Boxley Green are:

- Ensure that no decorations, flags, banners, offensive signs etc. are placed on or near the lych gate and war memorial, or attached to the church wall.
- Ensure that no vehicles are parked on the village green.

To apply please contact the Parish Office on 01634 861237. Alternatively send your request to enquiry@boxleyparishcouncil.org.uk

Adopted by Council September 2025