



Hosting BBQs in MK Parks

This guide has been written for people who would like to hold small BBQ gatherings in the parks in Milton Keynes.

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1. Introduction

This guide has been written for people who want to hold small BBQ gatherings in Milton Keynes parks.

The Parks Trust reminds visitors that for safety reasons barbecues are **only** allowed in its designated barbecue areas at Willen Lake South, Caldecotte Lake North (Simpson Road) and Campbell Park Canalside and not in any of its other parks or green spaces.

The Trust wants people to enjoy its parks – but not put other people, wildlife or the park itself at risk from fire. There are many areas of uncut grass in the parks because it is a great resource for insects and wildflowers, however in the summer this grass becomes very dry and a spark from a barbecue could lead to a serious blaze. In addition, disposable barbecues leave ugly burnt patches where the grass will not regrow until the winter months and are often discarded becoming a litter problem. All organised events and activities in our parks require permission to use our parks, permission is required for an organised BBQ gathering of over 10 people (See section 3).

For anyone looking for advice of holding a small event (under 499 participants) or a large event for over 500 participants, please see the guidance on The Parks Trust website:

Small events guidance: www.theparkstrust.com/get-involved/hosting-events-in-our-parks/host-a-small-outdoor-event/

Large events guidance: www.theparkstrust.com/get-involved/hosting-events-in-our-parks/host-a-large-outdoor-event/

2. BBQ Areas in MK Parks

Designated barbecue areas are located at Willen Lake South, Caldecotte Lake North (Simpson Road) and Campbell Park Canalside. To protect the parkland only these areas are allowed for BBQs. Stones are provided in each area, disposable BBQs can be placed on the stones, this ensures that grass and surrounding area is protected from damage.

Disposable barbeques **must not** be placed on the ground anywhere, in the summer in particular grass often becomes very dry and a spark from a barbeque could lead to a serious blaze. In addition, disposable barbeques leave burnt patches if placed on the ground and are often discarded, becoming a litter problem. Anyone using disposable BBQs are responsible of discarding of their own rubbish including the disposable of the coals once cooled. In the interested of safety please note that gas powered barbeques or stoves are not permitted anywhere without permission.



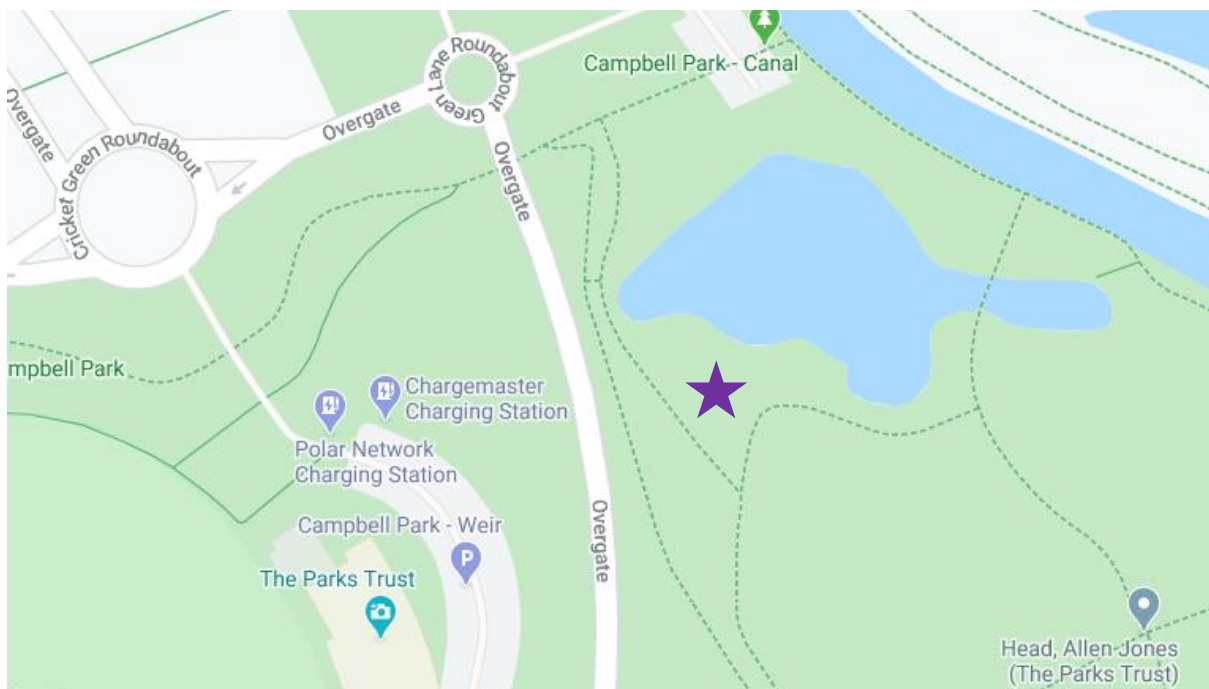
A BBQ stone at Campbell Park Canalside

Campbell Park Canalside

The BBQ stones located at Campbell Park Canalside are positioned beside the pond (see map below). Access is available from Overgate road connecting Silbury and Avebury Boulevard's at the bottom of Campbell Park. Nearest car park is the small car park off Green Lane Roundabout and Overgate.

The BBQ stones are available to use year round. Disposable BBQs must be placed on the stones provided to protect the parkland.

For groups over 10 people must apply for a letter of permission for your BBQ gathering (see section 3).

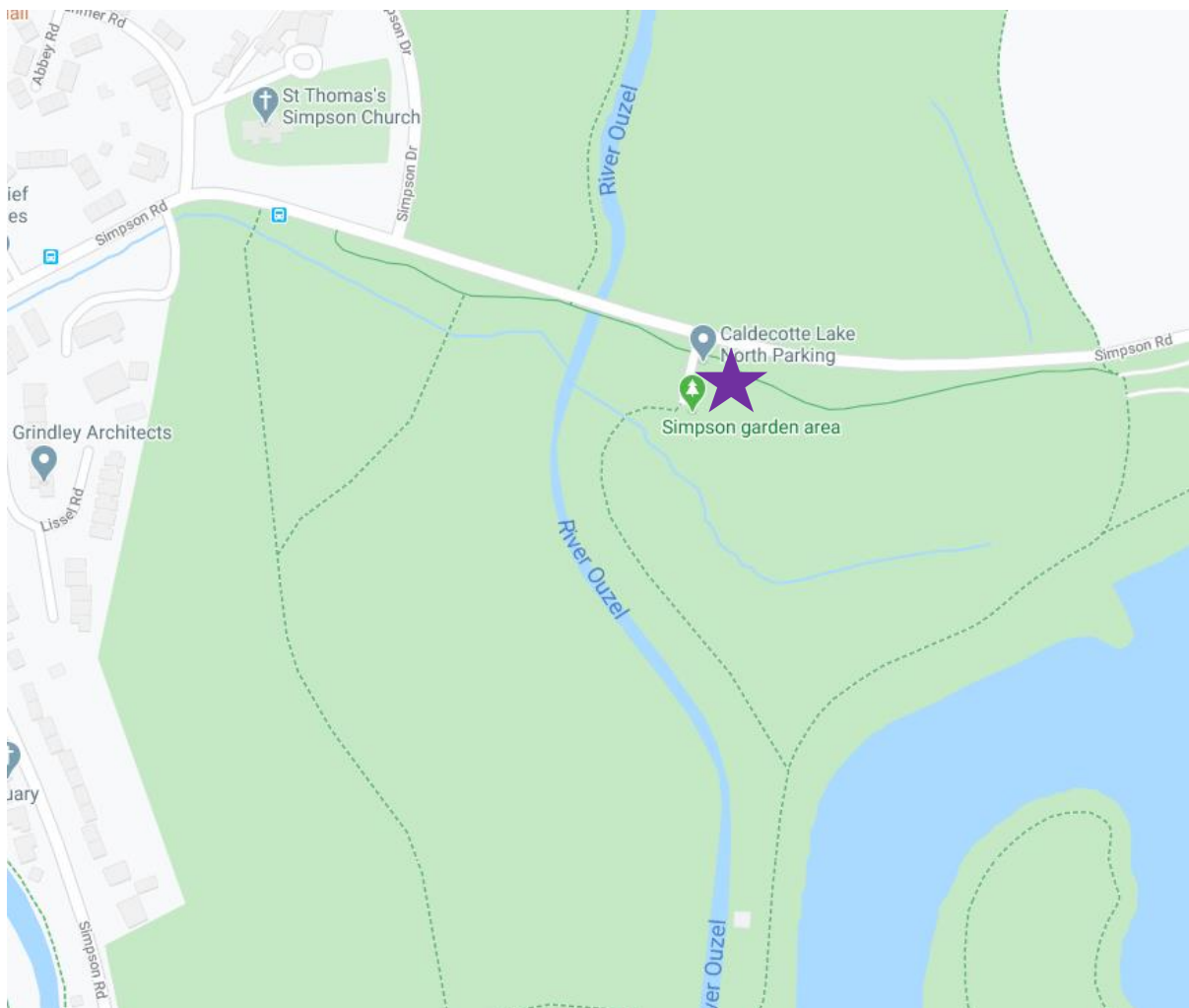


Caldecotte Lake North (Simpson Road)

The stones located at Caldecotte Lake are situated next to car park in area along Simpson Road, Simpson Village (see map below).

The BBQ stones are available to use year round. Disposable BBQs must be placed on the stones provided to protect the parkland.

For groups over 10 people must apply for a letter of permission for your BBQ gathering (see section 3).



Willen Lake South

A popular area for BBQ gatherings, the designated area is located adjacent to car park B (see plan below). BBQ stones are provided in this area to place a disposable a BBQ on. Car park is accessible from V10 Brickhill Street just off the Newlands roundabout.



The designated area is marked in yellow on the map above.

If you cannot find the designated areas, please ask any staff members at Willen Lake and they will be happy to help you.

Please note that gas powered barbeques or stoves are not permitted anywhere at Willen Lake.

Groups of 15 or more people will need to get permission from Willen Lake staff. Please email the team enquiries@willenlake.org.uk.

Event Safety

Everyone organising or running an event of any kind has a legal duty of care to their guests and members of the public. We require a named person to take responsibility for this who will be the point of contact during the planning and execution of the event. Ideally, the licence application should be made by this person. See **Section 4 for details on health and safety.**

3a. Applying for BBQ permission

All events need a licence permission: this is so we can help you ensure that the event is organised safely and that it doesn't clash with anything else, either another event or management work that may be going on in the park at the same time. A licence lists the conditions that the organisers need to abide by to protect the participants of the event, the parks themselves and other park users.

To hold an event in the park you have to apply for a licence permission from The Parks Trust to use our land. The licence sets out the terms and conditions on which The Parks Trust is willing to allow you use of the parkland. There is usually a fee applicable.

Notice Period

For small BBQ gatherings (10 to 30 people) we request at least 2 weeks' notice. (Note other types of events require further notice, see relevant packs for details).

How to apply for a licence and steps to holding a small event:

1. Choose a location and event date, then contact the Events Team at The Parks Trust on events@theparkstrust.com or 01908 233600 for availability advice if the BBQ area is available a licence application form will be sent to you by email..
2. Return your licence application form to the Events Team, Campbell Park Pavilion, 1300 Silbury Boulevard, Campbell Park, Milton Keynes, MK9 4AD or events@theparkstrust.com.
3. If your event is not feasible you will be advised of this straight away. Filling in an application form does not guarantee you a licence. The Parks Trust reserves the right to refuse any application without explanation.

4. If your application is successful, we will then draw up the terms of your licence permission and send this to you by email.

7. You will need to send your licence fee (if applicable), land bond (if applicable), certificate of public liability insurance and risk assessment. (See template in section 4).

8. Depending on your event you may be asked for further documentation, which will be clearly stated with your licence permission.

9. After your event ensure there is a plan in place for clearing away and leaving the park in the good condition you found it in.

2b. Fees

In some instances, licences are low cost. However, a land bond is applied to most events. This is a returnable deposit to cover the costs of any damage that may be caused as a result of the event. The bond is usually returned in full after the event but, occasionally, it may be necessary to retain all or part of the bond to cover repairs. If this happens a full explanation of the costs which are being recovered will be supplied to you.

Note this rate card is for events in Milton Keynes parks excluding Willen Lake which has its own hire rates, available upon request from enquiries@willenlake.org.uk.

Current fees schedule - 2020

Type of Event	Location	Attendance	Land Bond	Licence Fee
Personal event not including weddings e.g. BBQ	Campbell Park Canalside or Simpson Road	0 - 25	£0 - £50*	£0
Personal event not including weddings	Campbell Park Canalside or Simpson Road	26 - 50	£0 - £50*	£53 + VAT
Personal Event not including weddings	Campbell Park Canalside or Simpson Road	51+	£100	£117 + VAT + £64 / 100 additional people
Out of hours officer time		NA	NA	£200 – £400 + VAT per day

Land bond - A land bond is applied to most events. This is a returnable deposit to cover the costs of any damage that may be caused as a result of the event. The bond is usually returned in full after the event but, occasionally, it may be necessary to retain all or part of the bond to cover repairs, if this happens a full explanation of the costs which are being recovered will be supplied to you.

3. Health and safety

Each event organiser has a legal duty of care to all people involved in the event, be it a member of the public attending or an employee working and therefore event safety and welfare of all is paramount.

A risk assessment must be compiled and submitted as part of the licence application.

An example risk assessment can be found below and on www.theparkstrust.com/get-involved/licenced-activities/health-safety-for-outdoor-activities. A list of health and safety event requirements can be provided to assist in compiling your health and safety planning as well as referring to the recommended safety at events reading. Advice can also be found on HSE website and publication *Controlling risks in the workplace* (2014) ISBN 9780717664634 <http://www.hse.gov.uk/pubns/indg163.htm>.

Original Date	DATE	Review dates	March 2021
Originator	INSERT NAME HERE		
Event date and location	INSERT HERE		
Reviewed by	INSERT HERE		
LOW	LOW		

L – Likelihood S – Severity RR – Risk Rating (Min. Rev Periods: Significant Risk (High) – 12 monthly; Medium and Low – 2 yearly)

Hazards and Activity	People at Risk	Risk before controls			Control Measures	Residual Risk after controls		
		L	S	RR		L	S	RR
Attending a group BBQ without clear instruction may lead to confusion or unsafe acts	<ul style="list-style-type: none"> Members of the community Guests Volunteers Members of the public 	4	3	12	<ul style="list-style-type: none"> Group to have permission to use designated BBQ area Disposable barbeques to <u>only</u> be placed on designated BBQ stones to prevent damage to the ground and surrounding area Competent person over 18 years of age to be responsible for managing lit BBQ BBQ not to be left unattended at anytime 	1	3	3

					<ul style="list-style-type: none"> • Means of extinguishing BBQ to be available i.e. Fire extinguisher, Bottle of water etc • Children to be kept away from lit BBQ area • Rubbish to be remove and kept away from immediate BBQ area • Plan in place for extinguishing and removal of coals 			
<p>Inadequate food hygiene processes causing issues leading to complications such as food poisoning</p>	<ul style="list-style-type: none"> • Guests • Members of the community 	4	3	12	<ul style="list-style-type: none"> • Good hand washing and food safety processes in place, and clean gloves to be used to handle food for cooking and serving • Clean utensils used for food handling and use separate utensils for meat and vegetarian foods • For larger events, food safety certification is required 	2	3	6
<p>Build of waste causing a hazard of fire and to the environment</p>	<ul style="list-style-type: none"> • Everyone 	4	3	12	<ul style="list-style-type: none"> • Plan in place for removal of all rubbish from site, including BBQ coals • Site litter picked before leaving site to ensure nothing is left 	1	3	3

					<ul style="list-style-type: none"> Waste not allowed to build up and therefore causing a fire hazard. All rubbish to be bagged and removed. 			
<p>Welfare provisions are important for the group to feel comfortable during the task</p>	<ul style="list-style-type: none"> Members of the community Guests 	4	3	12	<ul style="list-style-type: none"> Water available for attendees First Aid kit to be available if possible Guests advised of good hand washing practices 	1	3	3
<p>Weather conditions may lead to exposure to inclement weather (wind, rain) and also sun rays which may result in discomfort, sun burn and longer term cancer</p>	<ul style="list-style-type: none"> Members of the community Guests 	4	3	12	<ul style="list-style-type: none"> Group organiser to check in advance and review if weather changes for the duration of the task In periods of hot weather, taking plenty of drinking water and applying sun cream is essential 	1	3	3
<p>Manual Handling Carrying litter, and litter picking all pose challenges if incorrect posture is adopted</p>	<ul style="list-style-type: none"> Guests Members of the Community 	4	4	16	<ul style="list-style-type: none"> All to use the standard kinetic approach to Manual Handling (Feet comfortably apart, bending at knees, keeping back “naturally” straight, avoiding stooping/twisting/turning while carrying, keeping head up and a “relaxed” grip) 	1	4	4

This can lead to muscular discomfort or long term back condition								
Site specific concerns	<ul style="list-style-type: none"> Members of the public 				Refer to site Risk Assessment online for all tasks in different park locations: https://www.theparkstrust.com/our-work/safety-in-our-parks/activity-and-site-based-risk-assessments/			

New measures required	By whom	Expected date of completion	Status/Comments

4. Recommended Reading

To help plan a safe event we recommend the following publications as guidance:

The Event Safety Guide HSE Books (1999) ISBN 9780717624539

The Good Practice Safety Guide, Home Office (2006)

Fire Safety Risk Assessment - Open Air Events and Venues Department for Communities and Local Government Publications (2007) ISBN 978 1 85112 823 5

Milton Keynes Safety Advisory Group Guidance Document

Milton Keynes City Atlas Heron Books

5. Useful contacts

The Parks Trust	<p>Events & Community Engagement Manager j.dawes@theparkstrust.com 01908 255375</p> <p>General enquiries: events@theparkstrust.com 01908 233600</p>
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6. Frequently asked questions

How long will it take to process my event application? Depending on the size and nature of your event your application may take a few weeks to process. For small BBQ gatherings we require at least 2 weeks' notice.

Whilst we can be flexible, we do require at least 12 weeks' notice to process a large event licence and at 4 weeks' notice for a small event.

When do I pay my event licence and land bond? Once your application has been accepted you will receive a licence to sign and return. Alongside the licence to sign will be your invoice stating the amount to pay and details on how to pay it is at this point you are required to pay unless we give other instruction.

When will I receive the return of my land bond? Once your event has finished how you leave the parkland will be assessed by a member of the team and if the parkland has been left in a good condition with no damage to the land and no litter left, we will arrange for our finance team to return your deposit. The bond is usually returned in full after the event but, occasionally, it may be necessary to retain all or part of the bond to cover repairs. If this happens a full explanation of the costs which are being recovered will be supplied to you. Please note this process can take a couple of weeks.

Do I need insurance and to complete a risk assessment? Yes, all events large and small given permission to use our parks are required to have their own insurance cover and to complete and submit a risk assessment.