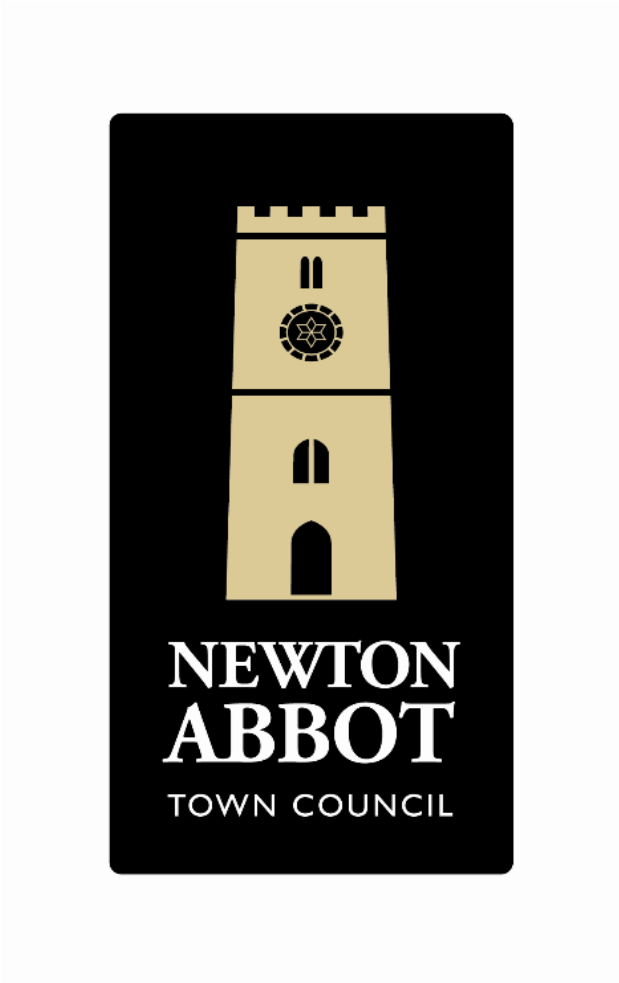




Newton's Place

Premises Use Policy

Date of adoption	27 th May 2020
Reviewed	15 th February 2023, 4 th September 2024, 16 th September 2026
Adopted by	Full Council.
To be reviewed by	Policy & Resources Committee

Newton's Place - Premises Use Policy

Purpose & Scope:

The primary function of Newton's Place is to support the delivery of Newton Abbot Town Council services including the Museum. The Council also welcomes the use of Newton's Place by community groups, charities, organisations and other external users where appropriate.

This policy provides a fair, transparent and consistent framework for determining the suitability and use of Newton's Place, Wolborough Street, Newton Abbot.

General Policy:

- **Council Priority:** Council activities take precedence. The Council welcomes use by external organisations.
- **Application:** All ~~third-party users~~ **Hirers** must complete a Booking Form.
- **Safeguarding & Suitability:** All prospective hirers must provide details of the intended use on the booking form. Usage must align with the Council's safeguarding and security requirements. Suitability is determined by the Council based on safety, risk management, and service impact.
- **Insurance & Compliance:** ~~External users~~ **Hirers** ~~need~~ must have £5M public liability insurance and ~~relevant licences. The Council's services are covered by internal insurance~~ are responsible for identifying and obtaining any licence, permission, consent or other authorisation required for their activity, unless the Council has expressly confirmed that the activity is covered by an existing authorisation held by the Council. Evidence may be required before the booking is confirmed.
- **Charges:** Rental rates are reviewed annually, with standard rates and subsidies for registered charities and Newton Abbot community groups. Equipment fees may apply.

Charging Rates

Day time - 09:00am to 5:00pm:

- Individuals/Commercial: £25/hour, £150/day.
- Youth Groups (U16), Newton Abbot Community Groups & Registered Charities: £10/hour, £80/day.

Evening bookings – 5:00pm to 8:30pm: Standard £80

In-Kind Support - the existing charging structure for Newton's Place incorporates substantial concessions for community organisations and registered charities. The Town Clerk is granted delegated authority to consider an application for 'In kind support' from time to time. Applications must be in writing.

Usage Priorities:

1. **Council Services**
2. **Community Groups**
3. **Private/Commercial Users**

Contacts:

For enquiries: info@newtonabbot-tc.gov.uk | 01626 201120

Appendix 1: Managing the Use of Town Council Premises

Assessing Suitability for Use:

Users must complete a Booking Form to assess the suitability of the premises for their intended use. The information will enable an assessment to be made as to the suitability in terms of the impact on service delivery and the physical constraints of the property itself. Unsuitable requests will be escalated to the Town Clerk.

Equality and Accessibility

The Council is committed to ensuring that its premises and services are accessible and inclusive. The Council will comply with its duties under the Equality Act 2010 and will make reasonable adjustments where required.

Applications to use Council premises will be considered fairly and without unlawful discrimination. Hirers must not use Council premises for activities that unlawfully discriminate against, harass or victimise any person.

Requests for reasonable adjustments or information about accessibility should be raised with the Council as early as possible so that appropriate arrangements can be considered.

Safeguarding Requirements:

~~Usage must not compromise the safeguarding of children, young people, or vulnerable adults. Users must have proper vetting measures, and additional safeguards may be necessary to protect existing users.~~

Hirers are responsible for ensuring that their activities comply with applicable safeguarding requirements and for having appropriate safeguarding arrangements in place where their activities involve children, young people or adults at risk.

Where appropriate, the Council may require evidence of the hirer's safeguarding policy or other relevant arrangements before accepting a booking.

Hirers remain responsible for determining whether their activities or personnel require Disclosure and Barring Service checks or other safeguarding measures. Use of the premises must not compromise the safeguarding arrangements applying to other users or Council services.

Health and Safety:

Additional risk assessments may be required for uses not covered by standard assessments, with common considerations including:

- **Traffic Management:** Ensure safe vehicular and pedestrian access.
- **Site Security and Child Protection:** Evaluate risks based on the proposed usage, especially where it overlaps with regular operations involving vulnerable groups.
- **Fire Safety:** ~~Review fire risk assessments and consult the District Council's Licensing Officer for large gatherings.~~ The Council will maintain an appropriate fire risk assessment for the premises in accordance with applicable fire safety legislation. Hirers must comply with the Council's fire and emergency procedures and any instructions provided by the Council. Responsibilities applicable to the hirer for the duration of the booking will be clearly identified through the booking arrangements. Hirers must not obstruct fire exits, exceed permitted occupancy levels or interfere with fire detection, alarm or other safety equipment. Additional risk assessment or control measures may be required for particular events or activities.

Regular Premises Checks:

Documented checks must occur during handovers between service and community use to ensure safety and compliance, aiding in any potential liability claims.

Treatment of Income Received from Lettings

All income generated from letting the premises is reinvested into the upkeep and maintenance of the property. Funds will be allocated to cover operational costs, including utilities, repairs, and general upkeep. Surplus income may be redirected to support community programs and enhance facilities, subject to Council discretion.

Insurance Requirements:

~~Third-party users must provide evidence of insurance, including £5M public liability coverage. The Town Council's insurance does not cover external users, making this a mandatory requirement.~~

Hirers must maintain an appropriate level of public liability insurance for their proposed activity. The minimum level of cover will be £5 million. Evidence of insurance must be provided with the completed booking form, before the booking is confirmed.

Key Holder Arrangements

A duty keyholder is present when the building is occupied for the provision of Council services and during times when the building is occupied by non-Town Council users. The Council maintains a list of personnel who are authorised key holders. Access codes and keys are not to be shared.