

STEYNING SKATEBOARD FACILITY OPERATIONAL MANAGEMENT PLAN

Introduction

The document has been drafted to provide an operational management plan for the skateboard facility in the Memorial Playing Fields, Steyning. Horsham District Council requires that *“an operational management plan will be submitted, approved, implemented and thereafter maintained for the duration of the development. This plan will include details of the signage to be erected (displaying hours of use, appropriate usage, emergency contact numbers and how to report defects), the maintenance arrangements for the site, management oversight arrangements and possibly the establishment of a user group as a liaison mechanism between the providers and those who benefit from the facility.”*

There are two parts to this document:

1. Outline of the commitments and responsibilities of the parties involved

- a. Steyning Parish Council's commitments
 - Provision of the skateboard facility
 - Its maintenance
 - Inspections
 - Signage
 - Monitoring
 - Sanctions
- b. Skaterboarders', BMX and scooter riders' responsibilities
 - To respect the facility's users and the management team's decisions
 - To use the facility safely, sensibly and fairly
 - To keep the area clear of debris and litter
 - To respect other users of the Memorial Playing Field and the surrounding householders

These responsibilities will form the basis of the Steyning Memorial Playing Field Skateboard Facility Users' Charter and Passport

2. Management and Operation Plan

This section establishes the process for ensuring the facility is used properly and all youngsters who wish to skateboard, ride a BMX bike or a scooter have the opportunity to do so safely and fairly and that the behaviour of the youngsters towards each other and others is acceptable. It incorporates the Users' Charter and Passport.

1. STEYNING PARISH COUNCIL'S COMMITMENTS

The Parish Council will provide for the youngsters of Steyning and District a skateboard facility to replace the existing skateboard strip in Memorial Playing Field. The new facility will comply with the current standards for such facilities. Once the facility is operational, the PC will provide the following:

a. Management Team

To manage the skateboard facility, there will be a management team comprising of 3 councillors and 3 users (ideally, a skateboarder, BMX and a scooter rider), a Neighbourhood Warden/PCSO and a local resident. The management team will report to Steyning Parish Council.

The management team will be responsible for ensuring the efficient running of the facility including: security, cleaning and user conduct. By having equal standing on the management team, the users will take 'ownership' of the facility. 'Ownership' in this context means being possessive of, and having a sense of responsibility for, the facility, to ensure it is used sensibly, fairly and is not mistreated or misused.

The management team will meet regularly and will monitor closely how the facility is used. There will also be an annual review meeting. It will provide updates on a regular basis to the Parish Council.

b. Maintenance

Maintenance will be in accordance with RoSPA guidelines and/or current standards as amended. Graffiti will not be tolerated and will be removed if practical or, painted over.

c. Regular Inspections

Inspection of the facility will be weekly, or possibly monthly, in line with RoSPA guidelines. Councillors or delegated surrogates will inspect the area on a weekly basis to note and report any problems. Monitoring sheets will be completed and kept in line with RoSPA guidelines.

An independent annual inspection will take place by a qualified inspector at the same time as the play areas in MPF are inspected.

c. Procedure for reporting faults and defects

Modern skateboarding installations need little maintenance but a notice providing the procedure for fault reporting will be provided at the site. When necessary, repairs will be carried out promptly and as soon as practically possible. In instances where there is a major

fault that compromises the youngsters' safety, the facility will be temporarily closed until the repairs have been carried out.

d. Signage

Signage will be provided by the supplier in accordance with RoSPA guidelines, and thereafter will be maintained by the Parish Council to ensure that the information provided is accurate and legible, and remains so.

The RoSPA leaflet 'Safety Tips for Users of Skateboarding Areas' will be handed out to users at the opening and will be available thereafter at the Parish Council offices (see Annex 2).

e. Monitoring

The Parish Council will use CCTV to enable monitoring of activity at, and in the vicinity of, the skateboard facility. The footage will be reviewed when a complaint is registered with the Parish Council clerk. The Neighbourhood Wardens and/or PCSO will patrol the area regularly and ensure that there is no usage after dusk. In line with other facilities it is expected that users will 'self-police' the facility and will not abuse the curfew through risk of closure.

f. Sanctions

The Neighbourhood Wardens and PCSO will be involved as part of the management team. There will be 'zero' tolerance of any antisocial or bullying behaviour, which will be dealt with according to police/warden procedures - warning, parental involvement etc. The ultimate sanction will be closure of the facility for a specified period.

2. SKATEBOARD FACILITY USERS' RESPONSIBILITIES

The facility is to be used safely and fairly, and its use should not impinge on the enjoyment of others using MPF.

a. Show respect and consideration for all users

The use of a skateboard facility has a real sense of theatre and many participants will enjoy watching and learning from others, while they wait their turn. Patience and consideration will foster a natural sense of respect.

b. Respect the management team's decisions and actions

All parties must respect management decisions and actions, which will have been decided democratically by committee after discussion and debate.

c. Respect the facility

It is in the interest of all users to use the facility with care so as not to damage the surfaces, thus avoiding unnecessary closures. **BMX bikes with pegs** are not permitted as such devices

cause damage to the surface. It is also important to avoid damaging the surrounding areas so that debris and rubble are not blown onto the concrete.

d. Sensible usage

The facility should not be used to skate, bike or scooter at unsuitable times e.g. in frost, snow or wet weather or **after dark**. Use of the facility should be within the capability of the user and the appropriate protective gear must be worn.

e. To keep the area clear of debris and litter

If it is necessary, all users should participate in the task of sweeping and clearing of debris before skateboarding to allow for safe skating. The proper disposal of litter in litter bins is a requirement in order to keep the site tidy.

f. To respect other users of the Memorial Playing Field and the surrounding householders

All users and spectators are reminded that the enjoyment of the skateboard facility should not impinge on the enjoyment of other users in the Memorial Playing Field and the surrounding properties.

3. MANAGEMENT AND OPERATION OF THE FACILITY

MANAGEMENT TEAM

As detailed in Part 1, there will be a management team comprising of councillors, users a Neighbourhood Warden/PCSO and a resident, reporting to the Parish Council and will be responsible for ensuring the efficient running of the facility.

The management team will meet regularly, monitor closely how the facility is used and provide the Parish Council with regular reports.

USER 'CHARTER' AND 'PASSPORT'

As part of the initiative to encourage the users to take 'ownership' of and to have pride in the facility, and respect the environment that they are in, there will be a User 'Charter' and 'Passport' for users to sign up to. It is not expected that ALL skaters will sign up to the 'Charter', nor will not doing so prevent use of the facility, but it is hoped that sufficient numbers will do so and, therefore, will encourage responsible use of the facility by others. The Charter will cover:

- Conditions of use
- Good conduct on the facility and towards other users of MPF
- Health & Safety
- Security

- Anti-social behaviour

Signing up to the Charter automatically provides users with their 'passport' to use the facility in accordance with its provisions. It is hoped that the Neighbourhood Wardens/PCSO will provide assistance in disseminating information in this regard.

HOURS OF USE

- 8.30 am until dusk – hours will be monitored by PCSOs and Neighbourhood Wardens. It is expected that there will be little, or no use, of the facility during the mornings and afternoons (until 3.30 pm) weekdays, during term time.
- There is no ambient lighting in the MPF and therefore after-dark skating will not be possible.
- At times when the PCSOs and Neighbourhood Wardens are unable to monitor the facility, it is hoped that the management team will provide volunteer 'monitors' if possible. Information from other facilities indicates that users are self-disciplined and will adhere to the usage hours.
- Usage will be monitored by CCTV.

USERS

The key users are likely to be youngsters in the age range 8-16 and include skateboarders, in-line skaters, BMX and scooter riders – the latter may include those under 8 years old, but such youngsters will be permitted on the facility, **only under parental supervision and control**, to avoid risk of accidents to the older users. Sections of the facility will be suitable to wheelchair users.

SANCTIONS

Users will be made aware that any infringement of the conditions of use embodied in the user 'charter' could result in the facility being closed, temporarily or permanently.

SIGNAGE

In accordance with RoSPA guidelines, a sign will be erected by the contractor, at the entrance to the facility and will cover the following:

1. Health and Safety rules
2. Usage and discipline
3. Safety clothing to be worn (pads and helmets)
4. Usage intended to be by skateboarders, BMX riders, scooters, in-line skaters and wheel-chair users only
5. No 'pegs' on BMX bikes allowed
6. Use at own risk – under 8s must be accompanied by an adult and supervised
7. No motorised bikes or vehicles
8. Emergency procedures
9. No litter
10. No dogs
11. No alcohol
12. No glasses or cans
13. No smoking
14. No music
15. No graffiti

16. No anti-social behaviour
17. No use of the hedgerow as toilet facilities
18. Facility will be monitored by CCTV

See Annex 1 for an example of the type of sign that will be erected.

MAINTENANCE

Maintenance of the structure of a modern facility is low. The contractor will provide a one year guarantee against defects and thereafter maintenance will be done on 'as needed' basis. Regular safety inspections will be carried out in line with current playground safety checks (see Part 1. Parish Council's responsibilities).

LITTER CLEARANCE

Litter must be disposed of in bins or taken home. Sufficient litter bins will be provided at the facility and will be cleared on an 'as needed' basis during the normal bin emptying cycle of the MPF as a whole. The aim will be to empty bins at a rate that does not allow them to overflow. In addition the bins will be cleaned regularly to remove accumulated dirt.

Day-to-day clearance of litter and debris will be monitored by the Parish Council but it will be the responsibility of the users to ensure that the facility is kept clean and free from litter/debris. It will be made clear that a build-up of rubbish as a result of the failure to dispose of rubbish in the bins will result in the 'sanction' of temporarily closing the facility. The Parish Council will provide a broom to clear debris from the track.

TOILET FACILITIES

Toilets facilities will be provided adjacent to the Cricket Pavilion and will be open during daylight hours. It will be made clear that, should users be found to use the surrounding hedgerows instead of the toilet facilities, this will result in the 'sanction' of temporarily closing the skateboard facility.

PARENTAL CONTROL

Children under 8 will require close parental supervision and control at all times. Users will be monitored by the PCSOs and wardens. Parents of any unsupervised children under the age of 8 will be spoken to by the PCSO or wardens and told that their child could face being banned from using the facility in the future, unless supervised. This requirement for supervision of young children is for the health & safety of other older users.

SPECTATORS

Two benches will be provided for spectators.

Non-users must not walk or run onto or across the concrete and must view the activities from a safe and suitable location so as not to put their own safety at risk or the safety of the users of the facility.

The Management and Operation Plan will cover a period of 15 years from the opening of the facility and will be subject to regular review.

Steyning SKATEPARK



Conditions of Use

- This Skatepark is intended for use by skateboarders, inliners and BMX bikes only.
- Users of this facility do so at their own risk. Under 8's should be accompanied by an adult.
- Strictly no motorised Bikes or vehicles are allowed.
- Safety equipment (helmet, kneepads, elbow pads and wrist guards) should be worn at all times
- The skatepark should not be used when it is wet or dark.



NO DOGS



NO SMOKING



NO ALCOHOL



NO LITTERING

Please help us to ensure that the skatepark is kept clean and tidy by using the litter bins provided and ensure that the ramps are free from debris before use.



Emergency Procedures

In case of serious accident or injury please call the Emergency Services, dial 999. Insert Skatepark location here.

Please Report any damage to the skatepark to:
(Insert address, telephone number, email here)

