

Blofield Primary Community Use Statement

Blofield Primary School Community Use Agreement

Agreement in relation to arrangement for community use of the facilities at Blofield Primary School –
issued in response to Planning Consent FUL/2022/0055 Condition 25.

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Introduction

Planning Permission was granted by Norfolk County Council for a new school to be built in Blofield. A Condition of the Planning Permission requires that a Community Use Agreement ('the scheme') shall be submitted to the local planning authority for approval to demonstrate how community access to the Sports Facilities within the school site will be managed.

The school has prepared the Scheme in order to make the new sports facilities and selected non-sports areas available (when their use is not required by the School) for use by the local community in compliance with the Planning Permission.

The school occupies and manages the premises which is owned by Norfolk County Council and is responsible for their use.

Norfolk County Council is also the Education Area.

Definitions and Interpretation

In this Scheme the following words or phrases have the corresponding meanings ascribed to them unless the context otherwise requires:

Community Use means use of the Sports Facilities by the local community including organised sports clubs, organisations and for casual use.

Casual Use means availability for any individual(s) or groups to book the Sports and community Facilities for use on a pay-as-you-play basis, where space is available.

Development means building of the new school for which Planning Permission has been granted.

Sports Facilities means the sports and community facilities identified in Schedule 1 to this scheme forming part of the School Premises

Parties means the school (ie this is a unilateral agreement)

Priority Groups means those groups identified by the Parties as being under represented for the particular activity engaged in, or those groups that:-

- Are organised by non-profit making or voluntary groups for children under the age of 16
- Are organised by non profit making or voluntary groups for those over the state retirement age.
- Are organised by non-profit making or voluntary groups for disabled groups
- Offer holiday play schemes Priority groups will be reviewed annually in advance of each academic year by the review committee

Review Committee means the governing body committee charged with the oversight of the effective operation of the Community Use Agreement School

Core Times means 07:00 hrs to 18:00hrs Mondays to Fridays during term time as defined in Schedule 2 to this Agreement

School Premises means the land and buildings comprising the School

Aims

The Parties agree to pursue the following aims:

- Providing opportunities for the local community, sports organisations and non-sport related organisations to benefit from the use of the sport and community facilities, including participation in sport and physical activity for health improvement and development of their skills, particularly amongst low participant groups
- Generating positive attitudes in sport and physical activity by young people and reducing the drop out rate in sports participation with age and increasing the number of people of all ages and abilities participating in sport and physical activity including people with disabilities;
- Use the sport and community facilities to encourage the range, quality and number of school sports club links and to stimulate competition that is inclusive of young people and adults;
- Use the Sports and Community Facilities and resource to support the School's vision of encouraging all young people to develop a lifelong commitment to a healthy lifestyle;
- Provide children/young people with a range of activities to be physically active; and
- Provide affordable access to the Sports and Community facilities that are self-financing.

Arrangements for Community Use

The School agrees to make the Sports and Community Facilities available for Community Use in accordance with the provisions of Schedule 2 to this scheme.

Community Use Opportunities

The School will seek to identify suitable community use opportunities, which may include existing initiatives and also new and local activities.

Marketing and Promotion

The School will be responsible for marketing and promoting the Sports and Community Facilities in accordance with the agreed aims. The marketing of these facilities will be via the school Newsletter, Website, existing local contacts and local advertising.

Management

The facilities will be managed by the school. The school will engage with the community as set out in Schedule 3.

The school will seek to establish a practical policy framework for the management and operation of the Sports and Community Facilities during agreed periods of Community Use to enable:

- (a) a policy of affordable pricing to assist in the achievement of the aims of this scheme. The policy will take account of the prices of similar local authority run facilities in the area;
- (b) the promotion and forward planning of development activities, at times which best suit the target groups;
- (c) equal opportunities of access;
- (d) an easy and accessible booking arrangement for Casual Use and block booking.

The School shall;

- (a) resource, control and routinely ensure the maintenance of the Sports and community Facilities in a manner that will allow achievement of the agreed aims, and
- (b) make the Sports and community Facilities available on the occasions and times specified in Schedule 2:
- (c) ensure provision of heat, light and water and such other amenities as required for the Sports and community Facilities and their intended use;
- (d) ensure that the Sports and community Facilities comply with all legislation and guidance in force at the time of this scheme relating to access for disabled users.

Insurance – Liability of Hirer

Please see Appendix 2 which details the Liability of the Hirer on the booking form.

Financial Matters

The School will aim to ensure that the costs of operating Community Use at the Sports and community Facilities will be fully covered by income from such use and the pricing structure shall be set accordingly. Any surplus will be used to any of the following:-

- Contribute to a contingency for major maintenance, repairs and ultimately renewal of fixed life elements of the Sports and community Facilities.
- Increase the use of the Sports and community Facilities by any Priority Groups by staging special promotions or by offering discounted rates of hire;
- Improve and increase the stock of sports equipment for use in connection with the Sports and community Facilities.

Monitoring and Review

The School will make available to the Review Committee details of all usage, bookings, maintenance and financial matters relating to the Community Use of the Sports and community Facilities to assist with the development and improvement access.

The school shall undertake an assessment of the adequacy of the implementation of this scheme in relation to:

- The requirements of the School to make reasonable changes to the hours of use/access to the facilities so as not to limit access opportunities to extended student enrichment activities
- hours of use of the Sports and Community Facilities; • pricing policy; • compliance with targets and aims of this scheme;
- marketing;
- financial performance of the Sports and Community Facilities during the previous year;
- maintenance; and
- Priority Groups

The Review Committee will receive a report from the school based on the above assessment and recommendations as to how Community Use of the Sports and Community Facilities can be further developed and improved.

The School will implement all reasonable recommendations approved by the Review Committee as soon as reasonably practicable. The reasonableness of the recommendations will be considered in the context of the needs and requirements to meet the educational obligations of the School.

In the event any significant changes are required to this Scheme as a consequence of each or any annual review prior written approval of each of the Parties to this Scheme will be required.

The School shall not materially reduce the level of community access to the Sports and Community Facilities required by the Planning Permission without the prior written approval of the local planning authority following consultation.

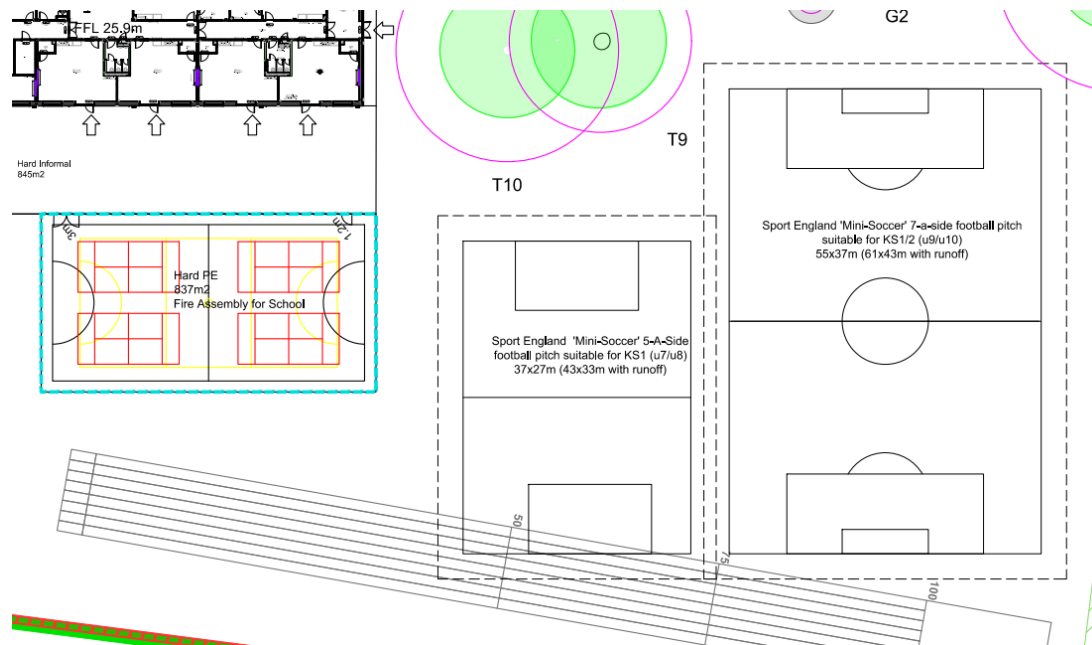
It is expected that the Review Committee will meet at least annually. Additional meetings of the Review committee may be requested by one or more members of the Review Committee with reasonable notice

Duration of Scheme

This Scheme shall operate for so long as the School Facilities are provided in accordance with the Planning Permission. In the event the School should cease the Parties agree to make every effort to secure the continued operation of the Sports Facilities for Community Use.

Schedule 1 Sports and Community Facilities

The outdoor sports and Community facilities to be made available for Community Use shall comprise the Hard PE Surfaced Area and when matured sufficiently, the 5 / 7 a side Mini Soccer Football pitches.



The indoor Community facilities, together with any ancillary facilities (toilets etc) to be made available for Community Use shall comprise of the school hall.

Schedule 2- Arrangements for Community Use

Users

The Sports and Community Facilities shall be made available for Community Use.

Hours of Access

All year to be taken as 50 weeks – excludes the Christmas holiday period. Where School requires use for special events users will be advised with as much advance notice as possible if it necessary for bookings to be cancelled or rescheduled.

Facility	Planned Availability
Indoor	During term time : 18:00 to 19:00 Monday to Friday Out of term time : 09:00 to 17:00 (subject to staff availability to secure the site after use)
Outdoor	During term time : 18:00 to 19:00 Weekdays when natural light permits Out of term time : 09:00 to 15:00 (Winter Hours), 09:00 to 18:00 (Summer Hours) – when natural light permits and subject to staff availability to secure the site after use.

Use of facilities outside the hours identified above may be available at special request.

The School reserves the right to postpone or restrict bookings of the external areas e.g. grassed football pitches in order to protect them to fit in with school requirements.

The School reserves the right to restrict bookings during weekends or out of term time if it determines it is not cost effective to open or booking requests coincide with planned building maintenance works or if staff are not available to open / secure the site accordingly.

Pricing

A policy of affordable pricing shall apply to maximise Community Use and in accordance with the aims of this scheme. These are contained in Appendix 1 and are subject to annual review in advance of each academic year. The Review committee may at its reasonable discretion alter pricing tariff in the interests of the school.

Booking

An easy and accessible advance booking arrangement for Casual Use and block bookings will be maintained for hire of the Sports and community Facilities using a standard booking form.

Bookings shall be subject to reasonable terms and conditions of use, as outlined in the booking form

Any licence requirements that are not covered by those already held by the school shall be the responsibility of the individual/group hiring the facility.

Parking Arrangements

Community users will be able to use the car park provided within the school site at no additional cost however use of the EV charging points will be at the hirers own expense.

Schedule 3 Community Engagement

The School will ensure that:

A survey will be undertaken at least every 12 months to gauge feedback. This will include but not limited to; the level of service provided; how it can be improved; whether users would recommend the facilities; whether there are any activities they wish to be introduced; why people don't use the facilities and what changes would encourage uptake.

A customer feedback form is available to allow customers the opportunity to give instant feedback or to raise concerns or issues they have when visiting the Sports and Community Facilities

Through the feedback surveys, the School will review the times facilities are available and look to extend Community Use where demand exists whilst ensuring this is cost effective for the school and does not impact staff welfare accordingly.

Appendix 1 – Hourly Hiring Costs

School Hall	£15.00
Outdoor Facilities	£15.00

Appendix 2- APPLICATION FOR HIRE OF SCHOOL PREMISES

Please indicate which facility is required:

Name of Hirer:

Address:

Tel. No.

Name of Organisation:

Date of Hire: From: To:

Purpose of Hire:

DECLARATION.

I apply for use of the above accommodation and facilities and if my application is approved I will pay in advance all letting charges in accordance with the attached schedule of charges and agree to comply with the conditions overleaf.

I am compliant with all necessary insurance and music/performance license regulations.

I will leave the facilities clean and tidy and take all rubbish home.

I will put all equipment I use away.

I will give 2 weeks notice of cancellation or alteration, if this is not given I will be charged.

I am over the age of 18 years.

Signed:

Date