

Date: July 2018

The St Mary's Church of England Primary School

The London Borough of Ealing

Featherstone School Sports Partnership

Draft Agreement in relation to arrangements for
community use of the sports facilities at St
Mary's Church of England Primary School

In connection with Planning Permission
reference 178115CND

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DATE July 2018

- (1) **THE** St Mary's Church of England Primary **SCHOOL** of 26 Tentelow Lane, Norwood Green, UB2 4LE ("the **School**")
- (2) The **London Borough of Ealing** ("the **Council**")
- (3) The **Featherstone School Sports Partnership** ("the **SSP**")

1. Recitals

- 1.1 Planning Permission was granted by the Council for the Development subject to conditions. Condition 13 of the Planning Permission requires that an agreement shall be submitted to the local planning authority for approval to demonstrate how community access to the Sports Facilities within the Development and/or the wider school site will be managed.
- 1.2 The parties wish to enter into this Agreement in order to make the Indoor Sports Facilities at the Development available (when their use is not required by the School) for use by the local community in compliance with the terms of this Agreement and Condition 13.
- 1.3 The School is the owner of the School Premises and is responsible for their use.
- 1.4 The Council has responsibility for the provision of sports facilities in the borough for use by and for the benefit of the community and is desirous of entering into this Agreement in furtherance of that responsibility and as the local planning authority in respect of the Development.
- 1.5 The SSP supports schools in parts of Ealing with the delivery of high quality Physical Education and school sport and promotes community participation in sports in the local area.

2. Definitions and Interpretation

In this Agreement 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 Facilities up to seven days in advance for use on a pay-as-you-play basis, where space is available
Development	means the school for which Planning Permission has been granted
Sports Facilities	means the sports facilities identified in Schedule 1 to this Agreement forming part of the School Premises
Management Committee	means the management committee as defined in clause [6.1] of this Agreement
Parties	means the parties to this Agreement
Planning Permission	means planning permission (reference 178115CND) granted by the Council on 9 th December 2015
Priority Groups	means those groups identified by the Parties as being under represented for the particular activity engaged in
Review Committee	means representatives of each of the Parties to this Agreement or their nominees
School Core Times	means 7.30am to 6pm Mondays to Fridays during term time as defined in Schedule 2 to this Agreement

School Premises

means the land and buildings comprising St Mary's Primary Church of England Primary School

3. Aims

The Parties agree to pursue the following aims:

- 1Peter 4:10 Each of you should use whatever gift you to have received to serve others, as faithful stewards of God's grace in its various forms.
- Providing opportunities for the local community and sports organisations to participate in sport and physical activity for health improvement and development of their skills, particularly amongst low participant groups;
- Operating in line with the national agenda for sport taking into account nationally adopted strategies;
- Generating positive attitudes in sport and physical activity by young people and reducing the drop out rate in sports participation with age;
- To provide opportunities for people of all ages and abilities participating in sport and physical activity including people with disabilities;
- Making the facilities available to encourage a range of quality school sports club links and to stimulate competition that is inclusive of young people and adults;
- To provide affordable access to the facilities and to be self financing in terms of community use;

4. Arrangements for Community Use

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

5. Targets for Community Use

The School shall use reasonable endeavours to achieve community use targets, where appropriate in line with appropriate sports development strategies, including making a contribution to local participation targets for sporting and physical activity. The School shall work with Ealing Council's Leisure team and Featherstone School Sports Partnership to provide a range of opportunities and pathways for the community. These may include existing initiatives and will also include relevant and appropriate new and local activities suitable for the activity space available.

6. Marketing and Promotion

The School will be responsible for marketing and promoting the Sports Facilities in accordance with the agreed aims and targets. The School will include a page on its website with details of the facilities available, the standard price, the Lettings Policy as well as contact details for any potential hirers to use.

7. Management

7.1 A Management Committee will be established within 3 months of the date of this Agreement to develop Community Use of the Sports Facilities in accordance with the terms of reference and constitution of Schedule 3 to this Agreement.

7.2 Membership shall include representative(s) (or their nominee) from each of the following:-

- (a) The School
- (b) The Council

7.3 Under these terms of reference, the Management Committee will, in accordance with this Agreement, seek to establish a practical policy framework for the management and operation of the Sports Facilities during agreed periods of Community Use. This framework should seek to enable:

- (a) a policy of affordable pricing to assist in the achievement of the aims of this Agreement. The policy will ensure that prices shall be no greater than 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, this system to be reviewed on an annual basis;
- (e) an appropriate marketing strategy for the marketing of the Sports Facilities for Community Use.

7.4 The School will be responsible for the Sports Facilities and shall:-

- (a) resource, control and routinely ensure the maintenance of the Sports Facilities in a manner that will allow achievement of the agreed aims, and
- (b) make the Sports 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 Facilities and their intended use;
- (d) ensure that the Sports Facilities comply with all legislation and guidance in force at the time of this Agreement relating to access for disabled users;
- (e) cover the cost of gas, fuel, oil, electricity, water, rates and taxes that may be attributable to the use of the Sports Facilities.

8. Financial Matters

- 8.1 The School endeavours to ensure that the costs of operating Community Use at the Sports Facilities will be fully covered by income from such use and any surplus will be utilised to:
- 8.1.1 contribute to a contingency or sinking fund for major maintenance, repairs and ultimately renewal of fixed life elements of the Sports Facilities.
- 8.1.2 where appropriate increase the use of the Sports Facilities by any Priority Groups by staging special promotions or by offering discounted rates of hire;
- 8.1.3 where required improve and increase the stock of sports equipment for use in connection with the Sports Facilities.

9. Monitoring and Review

- 9.1 One month prior to the date on which the Review Committee produces its annual report the School shall make available to the Review Committee details of all usage, bookings, maintenance and financial matters relating to the Community Use of the Sports Facilities to assist with the development and improvement of community access.
- 9.2 The Review Committee shall undertake an assessment of the adequacy of the implementation of this Agreement in relation to:
- hours of use of the Sports Facilities;
 - pricing policy;
 - compliance with targets and aims of this Agreement;
 - marketing;
 - financial performance of the Sports Facilities during the previous year;
 - and maintenance.
- 9.3 The Review Committee shall prepare a report based on the above assessment and prepare recommendations as to how Community Use of the Sports Facilities can be further developed and improved.
- 9.4 The School shall implement all reasonable recommendations of the Review Committee as soon as reasonably practicable.

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

9.6 The School shall not materially reduce the level of community access to the Sports Facilities required by Condition 13 of the Planning Permission without the prior written approval of the local planning authority

10. Duration of Agreement

This Agreement 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.

11. Authority

The School warrants that it has the full right and authority to enter into this Agreement.

12. No Variations

This Agreement may only be varied in writing by a document executed by all the Parties hereto.

13. No Agency

Nothing in this Agreement shall be construed as creating a partnership, a joint venture, a contract of employment or a relationship of principal and agent between the parties hereto.

14. Severability

If any term condition or provision contained in this Agreement shall be held to be invalid unlawful or unenforceable to any extent such term condition or provision shall (save where it goes to the root of this Agreement) not affect the validity legality or enforceability of the remaining parts of this Agreement.

15. Waiver

No term or provision of this Agreement shall be considered as waived by any party to this Agreement unless a waiver is given in writing by that party.

16. Non-Assignability

This Agreement is personal to the parties and none of them shall assign sub-contract or otherwise deal with their rights or obligations without the prior written consent of the others.

17. Governing Law and Jurisdiction

This Agreement shall be governed by the laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

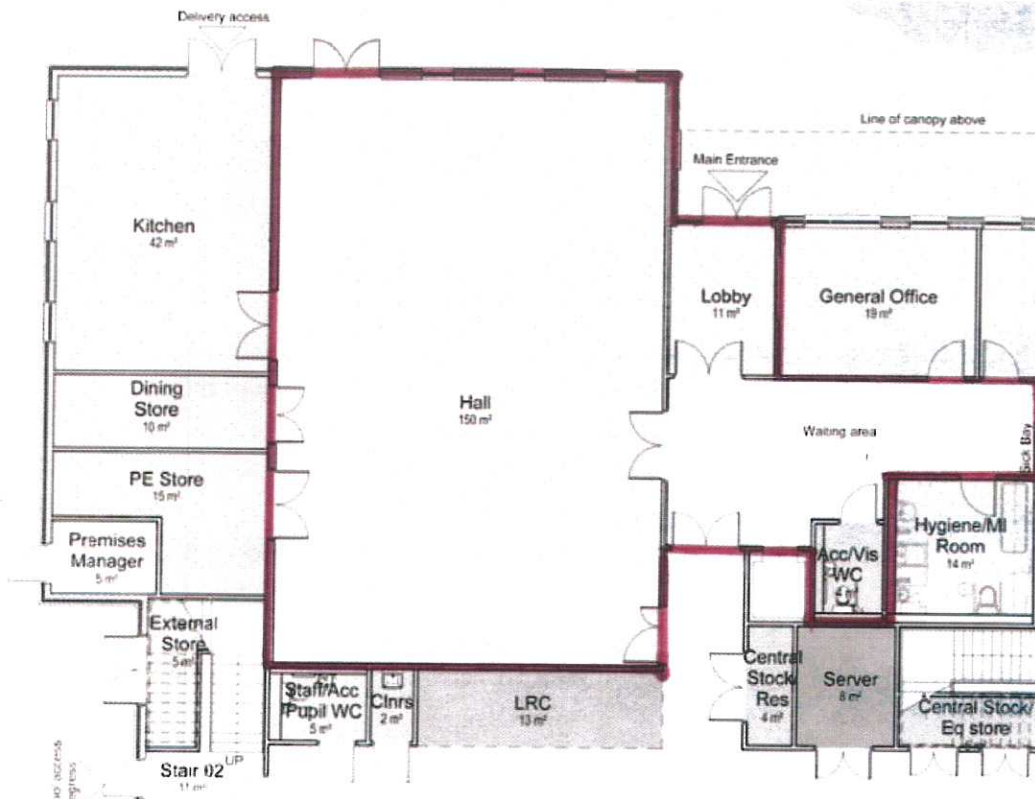
Schedule 1

1. The outdoor sports areas and facilities to be made available for Community Use shall comprise the following (as shown edged red on the attached plan(s)):-

None at this time

2. The indoor sports areas together with ancillary facilities such as toilets to be made available for Community Use shall comprise the school hall, the waiting area, lobby and toilet as shown edged red in the drawing below:

School hall



Schedule 2

Arrangements for Community Use

1. Users

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

2. Hours of Access

TERM-TIME

Community Use	Mon - Fri :	6 – 9pm
	Sat :	9am – 6pm
	Sun :	9am – 6pm

SCHOOL HOLIDAYS

Community Use	Mon - Fri :	9am – 6pm
	Sat :	9am – 6pm
	Sun :	9am – 6pm

Other times maybe available with the agreement of the School

3. Pricing

3.1 A policy of affordable pricing shall apply to maximise Community Use and in accordance with the aims of this Agreement. Prices shall be no greater than for similar local authority run facilities in the London Borough of Ealing.

Similar size rooms at other local venues:

Featherstone Sports Centre £25.50 per hour for fully equipped dance studio at a sports centre

Southall Sports Centre £36.50 per hour for fully equipped dance studio at a sports centre

Spikes Bridge Park small hall £25.00 per hour for a small hall, staff not on site all the time, so hire charge includes staffing costs

Note that similar sized primary schools in the local area do not hire out facilities.

4. Booking arrangements

4.1 An easy and accessible advance booking arrangement for Casual Use and block bookings shall be established for hire of the Sports Facilities using a standard booking form contained within the School Lettings Policy appended to this agreement.

4.2 The agreed booking arrangements shall operate as follows:-

See School Lettings Policy appended to this agreement.

5. Parking Arrangements (if applicable)

5.1 5 car parking spaces shall be available to park for community users.

Schedule 3

Management Committee

Terms of Reference and Constitution

1. Purpose

- (a) To monitor progress against agreed aims and targets: programming, usage and financial and to provide regular reports for the stakeholders of the school on those topics.
- (b) To decide on policy issues e.g. pricing, the framework of sports programmes and staffing.
- (c) To ensure effective partnership working between the organisations involved in school community use.
- (d) To determine any strategies for future developments at the School and timetables for their implementation.

2. Officers

The Chair shall have the following roles;

- Role of Chair:
 - To direct and control the meetings of the committee.
 - To cast a further vote if necessary to resolve any tied decision(s).
 - To represent the committee at other meetings and functions as necessary.

A Secretary will be elected by the full committee at the first meeting of each financial year (April to March) and will serve for one full year.

- Role of Secretary:
 - To compile and maintain minutes of all meetings.
 - To compile and issue agendas for meetings in timely fashion.
 - To take care of all communications to and from the committee.

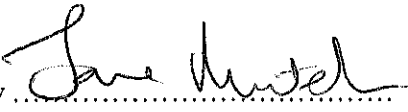
3. Operation

- (a) The full committee will convene at least once per annum. Additional meetings will be held as considered necessary by a simple majority of members.
- (b) The School will resolve day to day issues. Whilst the School has full authority for any decisions they must adhere to the policy framework established by the full committee.
- (c) Day to day operation will be the responsibility of the School.
- (d) Sub-groups/committees may be formed by the Management Committee if considered necessary or desirable.

4. Reporting

- (a) Minutes of committee meetings will be maintained.
- (b) A formal annual report, as set out in paragraph 9 of this agreement, will be issued to cover policy, financial and sports development matters.
- (c) Other specific reports requested by other committee members when possible.

IN WITNESS whereof the hands of the parties or their duly authorised representatives the day and year first above written.

Signed by 

Name: JANE MUTCIV

Position: HEADTEACHER


Duly authorised by the School

Signed by 

Name Chris Bunting

Position: Assistant Director

Duly authorised by the Council

Signed by 

Name: Juma Abdullahi

Position: Head of Community Sport

Duly authorised by the SSP