

1: CONTEXT

Sandilands Primary School was granted planning permission for its demolition and redevelopment in September 2023 (ref. 137074/FO/2023).

The planning permission was described as:

Erection of a two-storey educational building (Class F1(a)) containing roof top Photovoltaic (PV) Panels, erection of a separate canopy structure covered by PV Panels, provision of hard and soft landscaping, reconfiguration of car park, provision of new cycle parking and revised pedestrian access and demolition of existing buildings

Condition nine of the planning permission requires the school to submit a Community Use Agreement. The condition states:

Prior to the first use of the development hereby approved a Community Use Agreement shall be submitted to and approved in writing by the City Council as Local Planning Authority. The agreement shall apply to all sports and ancillary facilities managed by the school, or their management company, and include details of pricing policy, hours of use, access by non-educational establishment users, management responsibilities and a mechanism for review. The development shall not be used otherwise than in strict compliance with the approved agreement for the duration of the development.

2: SCHOOL USE OF ITS FACILITIES

The school's primary function is to enable and facilitate the learning and success of those students who attend the school. The school requires the use of its facilities from 07.00 until 18.00 during term time. This allows for an extended school programme which covers a variety of additional learning and intervention activities.

The school building is closed for two weeks of the summer holiday for maintenance and deep cleaning. During this period there will be continued access to outdoor facilities, where indoor changing facilities are not required. The school is closed on all public holidays. It is also closed to the public on calendared events (for example Open Evening).

Cleaning of the facilities occurs throughout the day and more extensively from 14:45 – 18:00.

Priority, in terms of the use of the buildings, grounds and resources, will always be given to the students at Sandilands Primary School.

3: COMMUNITY USE OF SCHOOL FACILITIES

The school will be available for community use outside of the times and dates indicated above and in accordance with its annually published calendar.

The following times will be available for community use:

• Term time Weekday	Monday to Thursday Hall use 18.00-19.30 / Football pitch 16.30 – 18.30 – Winter months no availability.
• Term time Weekend	Saturday/ Sunday football pitch 09.00-12.00
• School closed completely over the Christmas Break	Closed
• Other Holiday Weekdays	Monday to Friday field is available from 09:30am 5:00pm
• Other Holiday Weekends	Saturday and Sunday no availability

3.1: Types of Community Use

The following sports facilities will be available for community use and lettings hire:

- The Playing Field

The following spaces / areas will also be available for community use and lettings hire:

- The Hall
- The car park
- Toilet facilities

4: ARRANGEMENTS AND CHARGES

Access to use the school facilities will be through the signing of a Hire Agreement directly with the school, although school are considering partnering with an external company, in the future, to market and manage any/all 3rd party lettings. All hire agreements will be reviewed annually by the Community Use Management Committee. The school will operate and charge all community use as a zero to minimum profit / full cost-recovery arrangement. Costs will be calculated specific to the activity and at a locally competitive cost. The school will continue to liaise with the Local Authority (the Landlord) to seek, whenever possible, subsidies to reduce the cost to users. Any profits made by the school from providing facilities or services will be reinvested in the school or in the service.

Community Use	Hire arrangements charged at cost or slightly above cost. These are proposed to be: Hall use £20 per hour, Field use £12 per hour or £40 per half day or £60 per full day.
School Subsidised Lettings	The school may wish to subsidize certain activities that benefit its students, their families and the wider community. These services may be subsidised by external sources (e.g. grants), or profits from any other lettings (e.g. commercial lettings). They may also be funded from the school's delegated budget, if it is judged that it is providing educational value to its students. School may also offer free use of its facilities to an organisation in return for another service being provided to the school, e.g. a football club coaching its students for free on the school site. When deciding how to allocate funds school will take into consideration its overall financial situation.

Commercial Lettings	These lettings are intended to raise additional funds for the school. In setting charges for commercial lettings, the school may investigate costs set by other local premises (e.g. church halls, tenant community halls) to gauge the competitiveness of the proposed charge.
----------------------------	---

4.1 : Staffing

The school will provide, at cost, all the required staffing to manage the community programme and lettings provision. This will include personnel charged with the following responsibilities:

- Entry and exit arrangements.
- Caretaker
- Security.
- Cleaning and utility management.
- Facility and equipment use (where specified in the agreement).

4.2 : Equipment

Where practical and agreed, the school will provide all necessary equipment; this will be included in the hire cost.

4.3 Licenses

A public entertainment license is not necessary where a function is not open to the public, i.e. where it is held for school students, former students, parents and friends, or for members of a club only.

4.4 : Risk Management

Risk assessments will be completed by the school for **all** activities taking place on the site. As part of its duty of care, the school will also conduct appropriate risk assessments in advance of lettings to ensure that rooms/facilities to be provided meet the user's requirements. It will also operate a system of pre and post inspection of facilities before and after each letting. Organisation using school facilities may also be asked to complete risk assessments.

4.5 : Liability Insurance

All arrangements will be subject to the organisation providing details of the necessary liability insurance cover. The school has all necessary insurances in place to cover the scope of this scheme.

5: COMMUNITY USE MANAGEMENT COMMITTEE

A school-based Community Use Management Committee, solely concerned with community use, will meet annually, as scheduled on the school's calendar. The following will be invited to attend Committee meetings:

- The Headteacher
- Chair of Governors (Chair)
- The Leader for Physical Education
- Two members from local community user groups

The Community Use Management Committee will be responsible for overseeing all aspects of the community use programme, reviewing current arrangements, and considering new requests for access. When entering into agreements the Committee will do its utmost to ensure it maintains the good reputation of the school and is considerate of potential impact on the immediate local vicinity.

When considering requests, the Committee will be responsible for ensuring that the number of community users on site at any one time does not exceed capacity restrictions: for example, the number of spaces available for changing and showering for sports activities. The Chair of the Community Use Management Committee will be the designated single point of contact for the community use programme. This individual will manage the interface between the school and the out-of-hours programme of activities.

6: THE COMMUNITY PLAN

Governors and the school's Leadership Team reserve the right to review the use of the school's facilities by the community and will do so annually. Any changes arising out of the school's requirements and experiences of operating such a plan will be subject to the seeking of appropriate approvals.