This document forms an operational agreement for the

**GLAPTHORN RECREATION GROUND**

between:

**Glapthorn Parish Council (GPC)**

**&**

**Glapthorn Playing Field Association (GPFA)**

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| **REVISED 26th FEBRUARY 2024** |

The schedule of responsibility for the Recreation Ground, page 2, along with the additional terms, page 3, come into effect from **18th June 2021**, and each party is required to adhere to these responsibilities and to work in partnership to maintain a safe, attractive and sustainable asset for the village.

For the avoidance of doubt outstanding project matters are detailed below:

* **Tree & Hedge Planting** – it is the responsibility of GPC to either fund or obtain grants to purchase the hedging and trees in accordance with Condition 7 of the planning consent 19/00055/FUL (a copy of which is annexed). The anticipated timetable for planting is Autumn 2021 and after planting has taken place the responsibility for the ongoing care of the trees and hedging in accordance with Planning Condition 7 (as above) and any additional conditions stipulated by funding providers (if applicable) shall be on GPFA.
* **Playing Field Equipment** – the existing funding application with GrantScape will be completed by GPC and, if successful, the funds used to purchase the appropriate equipment in consultation with GPFA. The maintenance and replacement of this equipment will be the responsibility of the GPFA.
* **Slit Drainage** – GPC will ensure that the on-going slit drainage work is completed by Carrick Sports and signed off in accordance with Sport England standards, and confirm to GPFA a date from which the playing field can be used. GFPA will ensure that the playing field is not used until the ground recovers.

Future funding applications:

* Any further **Funding Applications** by GPC will be made after full consultation with GPFA. Where successful any equipment purchased by GPC will be installed by GPC and thereafter the maintenance of such equipment becomes the responsibility of the relevant organisation as set out on Page 2.

Water Supply:

* Mains water supply is provided by Anglian Water and is invoiced by Water Plus. The supply contract is responsibility of GPC who will fund the quarterly standing charges. The GPFA will reimburse GPC for the cost of water consumption, net of VAT.

**GLAPTHORN RECREATION GROUND SCHEDULE OF RESPONSIBILITIES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **AREA** | **ITEM / ACTION** | **GLAPTHORN**  **PARISH COUNCIL** | **GLAPTHORN**  **PLAYING FIELD ASSOCIATION** |
| **Car Park** | Insurance – Public Liability | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |  |
| Insurance – Property & Fixtures | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |  |
| Maintenance - Fixtures | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |  |
| Maintenance - Vegetation | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |  |
| Rubbish Bins | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |  |
| Opening & Closing |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png  …in conjunction with  Glapthorn Primary School. |
| H&S, Equipment & Site Inspections |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png  …reporting any issues/defects to the Parish Council. |
|  |  |  |  |
| **Playground** | Insurance – Public Liability |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| Insurance – Property & Fixtures | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |  |
| Maintenance - Fixtures |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| Maintenance - Vegetation |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| Opening & Closing |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| H&S, Equipment & Site Inspections |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
|  |  |  |  |
| **Outdoor Gym** | Insurance – Public Liability |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| Insurance – Property & Fixtures | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |  |
| Maintenance - Fixtures |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| Maintenance - Vegetation |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| Opening & Closing |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| H&S, Equipment & Site Inspections |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
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| **Playing Field / Pitch** | Insurance – Public Liability |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| Insurance – Property & Fixtures | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |  |
| Maintenance - Fixtures |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| Maintenance – Vegetation |  |  |
| Opening & Closing |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| H&S, Equipment & Site Inspections |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |
| Booking & Hire  (inc. Glapthorn Primary School use) |  | C:\Users\DCashmore\AppData\Local\Microsoft\Windows\INetCache\IE\81NI6NL3\Check-Mark-Tick-Mark-Check-Right-Okay-Correct-2025986[1].png |

**ADDITIONAL AGREEMENT TERMS:**

1. It is the responsibility of the GPFA:-

a. to maintain the Playing Field / Pitch to Sport England standards by reference to The Grounds Management Toolkit <https://resources.thegma.org.uk/>

b. carry out and record a risk assessment or review any existing assessment of the playground equipment and to develop a prioritised action plan to address any deficiencies identified by such assessment.

c. undertake the Health & Safety, Equipment and Site Inspections, which are a key insurance requirement, on a monthly basis keeping a record of each inspection and making such records available for inspection by GPC. The format and content of such report are to be agreed with GPC in advance.

d. take into account the typical usage of the equipment and likely damage or wear and tear from previous inspection and maintenance records.

e. to compile and maintain detailed accident records and reports including a record of subsequent action taken. The accident record must be an agenda item for all GPFA meetings.

f. to maintain the Recreation Ground assets by undertaking ongoing preventative maintenance and unplanned repairs. All repairs or replacement of assets as a result of wilful damage and thereby potentially subject to an insurance claim must be agreed with GPC in advance. All equipment repairs must be recorded along with an updated risk assessment.

1. The land, fixtures and equipment remain the responsibility and property of GPC for both insurance and asset register purposes. Any direct replacement of fixtures and equipment is the responsibility of GPC . The GPFA will however endeavour to extend the life of such assets with practical maintenance that can be applied.
2. The installation of any additional fixed equipment, structures, and buildings by the GPFA must be agreed with the GPC in advance.
3. Any planned activities by the GPFA on the Recreation Ground which are in breach of the “rules of use” (detailed in Point 5) will be considered by GPC but must be agreed in advance, giving 28 days’ notice.
4. In addition to any breach of Common Law or statute the Recreation Ground Rules ban the following activities:  
   - Sale or consumption of alcohol

- Use of fires, fire pits and barbeques  
- Overnight Parking and Camping  
- Playing Golf  
- Access by Dogs

1. It is the responsibility of the GPFA to ensure that any user / hirer has the appropriate licence/s for the sale or consumption of alcohol.
2. Any alterations to the Recreation Ground Rules shall be agreed between GPC and the GPFA.

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| Signature:  Name:  Date:  on behalf of Glapthorn Parish Council | Signature:  Name:  Date:  on behalf of Glapthorn Playing Field Association |