

## STRADBROKE PARISH COUNCIL

### Use of Community Shed Policy

#### 1. Scope of Policy

- 1.1. This policy lays out the guidance and advice for the use of the Community Shed (the Shed) based at the Playing Field, Wilby Road, Stradbroke IP21 5JN.
- 1.2. The policy defines how the Shed is managed, how to apply to use the Shed and the conditions of use.
- 1.3. A User Agreement must be signed by a representative of each group using the Shed (the User).
- 1.4. This policy should be read in conjunction with the Playing Fields Policy

#### 2. Permission to use Shed

- 2.1 Applications to use the Shed must be made in writing and submitted to the Clerk (either email or letter – contact details below).
- 2.2 Applications will be reviewed by the Clerk and submitted to the Parish Council for approval.
- 2.3 Groups which can apply to use the Shed are Stradbroke based clubs/groups/organisations that **use** the playing field for activities and have no storage available (ie no premises).
- 2.4 Activities included in 2.3 are:
  - 2.4.1 Organised sporting events (such as cricket and football), and
  - 2.4.1 Small-scale public events (such as Music Day and Festifull).
- 2.5 At **September 2023** the current Users are:
  - 2.5.1 Stradbroke Cricket Club
  - 2.5.2 Stradbroke Youth Football Club
  - 2.5.3 Stradbroke Adult Football Club
  - 2.5.4 Radio Stradbroke

#### 3. Management of Shed

- 3.1 The Shed is owned and managed by Stradbroke Parish Council (the Council).
- 3.2 An Annual service charge will be payable to the Council to cover the cost of utility charges and as a contribution towards the maintenance costs.
- 3.3 The Service charge will be set by the Council and reviewed by them every 3 years.
- 3.4 As per the Playing Fields Policy - The cost of electricity used during an event held on the playing field will be paid for by the User club/group/organisation. Until a smart meter is installed, this will be calculated by pre- and post-event meter readings.
- 3.5 The Council is responsible for:
  - 3.4.1 Insuring the building.
  - 3.4.2 Repair and maintenance of the building.
  - 3.4.3 Supply of utilities to the building.
  - 3.4.4 Ensuring the conditions of use are adhered to.
- 3.6 Each User is responsible for their individual insurance including property and public liability.
- 3.7 A User Group will be established and will consist of a representative of each individual User.
- 3.8 The User Group will be responsible for:
  - 3.8.1 The business rates associated with the building.
  - 3.8.2 Paying the annual service charge to the Council.
  - 3.8.3 Ensuring the conditions of use are adhered to.

4. Conditions of Use

- 4.1 **NO HAZARDOUS\* CHEMICALS ARE TO BE STORED IN THE SHED.**  
Any hazardous chemicals will be removed.
- 4.2 The annual service charge will be paid to the Council by 1<sup>st</sup> September.
- 4.3 All Users will be given a key to the pedestrian door.
- 4.4 No additional keys are to be cut without first obtaining authorisation from the Clerk to the Council.
- 4.5 The cost of replacing lost keys will be recharged to the User by the Council.
- 4.6 Remote fobs will be held by the Council and can be borrowed if needed.
- 4.7 Any user giving notice to cancel their User Agreement will be given 4 weeks to remove their belongings from the shed.
- 4.8 All keys and fobs will be returned to the Council as soon as the 4 weeks grace period has expired.
- 4.9 The use of the Shed will be for items belonging to the club/group/organisation only.  
**No personal items are to be stored in the Shed.**
- 4.10 Items belonging to another User can only be used with the owner's explicit permission.
- 4.11 No alterations to the Shed, either internal or external, can be made without the written permission of the Council.
- 4.12 Any damage caused to the building must be reported to the Council immediately.
- 4.13 Any damage caused to another User's property must be reported to them immediately.
- 4.14 Any breach of these Conditions will result in the User Agreement being cancelled. The User will be required to remove their property from the Shed and return the keys to the Council within 14 days of a notice being served.

5. Other information

- 5.1 Chairs and trestle tables for use by the community groups are stored in the Shed.
- 5.2 Users are able to use these for any event which is held on the Playing Field.
- 5.3 Any other Stradbroke club/group/organisation can request use of these via the Clerk (contact information below).

\* Hazardous Chemicals are those labelled as follows:



**Contact Details:**

Odile Wladon (Clerk)

Email: [clerk@stradbrokepc.org](mailto:clerk@stradbrokepc.org)

Mobile: 07555 066147

Postal Address:

Stradbroke Parish Council  
Mill Hill House  
Church Lane  
Wickham Skeith  
Suffolk IP23 8NA