###

Lambeth Parklet Keeper Agreement

[enter date here]

The Parties are entering into an agreement relating to the Parklet at the following location:

 **[***enter Parklet details + Parklet Number here***]**

between

1. **London Borough of Lambeth** (“the Council”)

**Transport Strategy Team, Sustainable Growth and Opportunity.**

Lambeth Town Hall, 1 Brixton Road, London SW2 1RW;

and

1. **Parklet Keeper/s [***enter Parklet Keeper details here***]**

***What is a ‘Parklet Keeper'?***

Parklets that are not maintained directly by Lambeth Council are looked after by ‘Parklet Keepers’, in agreement with the Council. Big Shift Community Grant Parklets are looked after by keepers.

Big Shift Community Grant Parklet Keepers can be an individual representing a household, a group of residents, a community group or an organisation where a nominated individual is listed as a point of contact.

Parklet Keepers are responsible for the general upkeep and maintenance of the Parklet on a day-to-day basis and throughout its life, in agreement with the Council.

***What is the purpose of this Agreement?***

This document outlines the purpose and structure of the Agreement between the Council and the Parklet Keeper.

The aim of the Partnership is to set out the responsibilities for both parties and successfully manage and maintain the Parklet over the course of its lifetime.

The Parklet Keeper Agreement is a statement of intent only and is not intended to operate as a binding legal document, nor is it a legal relationship between the Parties.

As the Highway authority the Council reserves the right to remove or relocate the Parklet on notice to the Parklet Keeper.

The Council shall be entitled to terminate this agreement should the Parklet Keeper be in breach of this Agreement.

***The Parklet Keeper by signing this agreement agrees to:***

1. Read and sign the Parklet risk assessment
2. Maintain and keep the Parklet clean and tidy on a day to day basis by removing litter, grime and debris from the Parklet decking, seating and other Parklet elements
3. Keep greenery healthy by watering plants and maintaining vegetation
4. Remove any blockage to the highway or pavement to make sure that people can use the Parklet at any time
5. Remove any debris that may stop water drainage along the kerb and decking beneath the Parklet surface
6. Make sure the road can be seen at all times by keeping plants and structures below 600mm on the carriageway side of the parklet. This is important for people crossing the road.
7. Put out and remove seating on the Parklet at the beginning and end of each day (where appropriate).
8. Lock away all removable tables and chairs at the end of the day to reduce noise disturbance for local residents overnight. This may include locking hinged benches (*where appropriate*)
9. Report any structural issues on the parklet to the Council as soon as possible. Detailed checks to the structure to take place at least once a month.
10. Keep the Parklet free and open to all members of the public
11. Provide a contact number who can be available to respond to any urgent issues that arise concerning the Parklet.
12. Communicate any urgent issues that arise relating to the condition of the Parklet to the designated Council officer as soon as possible e.g. antisocial behaviour, structural or accessibility issues.
13. Respond as quickly as possible to any and all requests from the Council regarding the Parklet.
14. Understand that Lambeth Council reserves the right to temporarily or permanently remove or relocate the Parklet under certain circumstances, such as planned public realm works, emergency utility works required on the highway or if the scheme presents a significant road danger or health and safety risk
15. Inform the Council if these responsibilities can no longer be maintained so that a new Parklet Keeper can be found to look after the structure.

***Lambeth Council by signing this agreement agrees to:***

1. Meet with the allocated Parklet Keeper/s and outline the responsibilities set in this agreement document
2. Provide the Parklet Keeper with contact details for the Council’s designated Parklet officer [**insert officer name**].
3. Sign the shared Parklet Risk Assessment
4. Monitor and evaluate the condition of the Parklet throughout its life.
5. Conduct physical checks of the Parklet structure at least twice a year to ensure that it is safe on the highway.
6. Log and respond to any comments and complaints that may be received from residents about the structure and will seek to resolve these quickly
7. Communicate any urgent issues or complaints with the Parklet Keeper and work together to resolve these where appropriate
8. If the Council is the Parklet Owner the Council will inform the Parklet Keeper of any planned removal with a minimum of three months notice unless there is a health and safety risk where the Council may remove the Parklet sooner.

**Terms of the Parklet Keeper Agreement**

This Parklet Keeper agreement shall start on the date this agreement is signed and shall continue until it ends in accordance with this agreement.

The Parties shall work together to resolve any dispute that arise from or in connection with this agreement.

Where any dispute arises the Parties will refer the dispute in the first instance to the designated Council Officer named above.

Where agreement cannot be reached, the Parties will refer the matter to senior management for resolution.

Either Party can end this agreement at any time.

**SIGNED ON BEHALF OF THE PARTIES**

**Signed** on behalf of **London Borough of Lambeth**

**By:**

**Signature:**

**Date:**

**Signed** on behalf of [*insert name*] **Road Parklet Keeper**

**By:**

**Signature:**

**Date:**