

## 3G Multi-Sports working group

9<sup>th</sup> May 2024

### Minutes.

**Present:** Cllrs Arger, Alesi, Sharp, plus Chris Rhoades (Girl Guides), Lee Seal (SMYFC) Nicola Stonebridge (SMFC) Mike Evans MBC and Richard Griffiths

1. **Apologies;** Cllr Riordan and Mclaughlin plus Caroline McRoyall and Jeff Davis (FA)
2. **Declarations of Interest - NA**
3. **Minutes of previous meeting**

RG noted comments on licence, amended and will recirculate with amendments in RED

Amend minutes from "desire line" to "preferred route".

Cllr Sharp proposed and Cllr Alesi seconded to approve amended minutes – agreed unanimously

4. **Service Level Agreements - partnership agreements - RG led discussion as Caroline McRoyal could not make meeting**

By being a partner means you have discounted rates for 5 years, priority booking and are helping to deliver the Football Development Plan – i.e. increase qualified coaches, referees, usage etc

At this stage obviously subject to – a successful planning application, a successful Football Foundation Bid and completed construction.

**SMFC** – seeking 2.5 hours per week – seeking some clarifications with Caroline – sort out tomorrow / early next week

**SMYFC** – seeking 9.5 hours Tuesday/ Wednesday and Thursday plus 11 hours for matches on Saturday 9 -1pm and Sunday 9 – 4pm plus 1-3pm on Saturdays when SMFC not playing at Home i.e. alternate weekends.

Going to SMYFC Committee for sign off on 13<sup>th</sup> May 2024.

Doing fund raising on 19<sup>th</sup> May 2024.

**Hawkhurst Utd** – Seeking 4 hours on Monday and Saturdays 1 – 3 pm when SMFC not playing not playing at Home. They have agreed their SLA partnership agreement and signed, looking to do a fund raising event.

**Girl Guides** – clarified with Caroline that Girl Guides are down as a partner as their hall could be hired to help deliver football development – i.e. Referee Course. Do not need to sign SLA partnership agreement or raise funding. Seek a letter of support.

Group agreed to invite Hawkhurst Utd FC to 3G Multi-Sport pitch working group meetings.

### **5. Draft Council Bid**

The Group discussed the draft Council bid ( as agreed by Council 11.3.24 (2207/61) that had been requested to provide evidence and comparison.

The preferred option is that a contractor is appointed to manage the 3G Multi-Sport pitch, pavilion, grass pitches, open space, car park and skate park and that the Council retains the management of the boundary hedges and ditches  
However, the Parish council could manage the site.

### **Impact on Parish Council**

The new 3G Multi-Sport pitch will impact the general workings of the Council in a number of ways;

- increased dedicated staffing – extra cost to the Parish Council payroll contract fee
- may need to be VAT registered, prior to construction – need to double with VAT consultant
- upgrade IT software to include online booking,
- increased technical support
- marketing of the site.

The main direct cost would be staffing – currently proposal for discussion;

1 part time Site Supervisor / Manager – 20 hours per week cost to Council of £14,279.20 p.a.

The role would be to supervise site, bookings, marketing, maintenance, cover opening / closing, checks, liaising with customers and report to Clerk / Committee / Council.

Part time caretakers – Total 40 hours per week = cost to council of £26,707.20pa  
The role would be to open / close facilities, minor maintenance, litter pick etc – report to Site Supervisor / Manager

Staffing is based on “key holders” supporting open and closing and reporting issues as they do now, and additional support cover from Parish Council caretaker for sickness and holidays – a further increase in cost to the Council.

It is recognised that it would a risk for the Council to operate ( same as any new start up) – starting from scratch a new operation / team / no pool of staff to call on or existing expertise.

## Budget

The budget is based on the work of the Bid Consultant plus the calculations on staff costs and the additional budget for hedges and ditches is also included.

<b>3G Income</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
	£	£	£	£	£
Junior Training	27,210	28,308	29,158	30,470	31,841
Senior Training	5,250	5,408	5,570	5,737	5,909
Junior Matches	10,800	11,124	11,458	11,801	12,155
Rec / Pay and Play sessions	4,500	4,635	4,774	4,917	5,065
Commercial use (5-A-side / Coaching orgs)	9,900	10,197	10,503	10,818	11,143
Casual bookings	4,050	4,172	4,297	4,426	4,558
Summer off peak use/ hol programmes	7,995	8,235	8,482	8,736	8,998
Fitness sessions	2,400	2,472	2,546	2,623	2,701
Day time use (School Matches)	390	402	414	426	439
<b>Total</b>	<b>72,495</b>	<b>74,952</b>	<b>77,201</b>	<b>79,954</b>	<b>82,810</b>
<b>Other income</b>					
	£	£	£	£	£
Grass pitch	7,725	7,957	8,195	8,441	8,695
Changing Pavilion	2,000	2,060	2,122	2,185	2,251
Revenue	3,000	3,090	3,183	3,278	3,377
<b>Total</b>	<b>85,220</b>	<b>88,059</b>	<b>90,701</b>	<b>93,859</b>	<b>97,132</b>
<b>Expenditure</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
	£	£	£	£	£
Pitch Maintenance & Sinking Fund	30,000	37,075	37,272	37,475	37,685
Floodlighting	6,000	6,680	6,880	7,087	7,299
Grass pitches	8,487	8,742	9,004	9,274	9,552
Changing rooms / Clubhouse	12,000	12,360	12,731	13,113	13,506
Revenue	2,500	4,575	4,712	4,854	4,999
<b>Total</b>	<b>58,987</b>	<b>69,432</b>	<b>70,599</b>	<b>71,802</b>	<b>73,042</b>
	£	£	£	£	£
<b>Surplus</b>	<b>26,233</b>	<b>18,627</b>	<b>20,101</b>	<b>22,057</b>	<b>24,090</b>
<b>This is the basis for the Submission to the Football Foundation, without a management fee as going out to tender, to be agreed</b>					

<b>Additional Parish Council staff costs</b>					
Site supervisor - 20 hours per week	£ 14,279	£ 14,708	£ 15,149	£ 15,603	£ 16,071
Caretakers, pool of staff = 40 hours per week	£ 26,707	£ 27,508	£ 28,334	£ 29,183	£ 30,058
<b>Total Staff costs</b>	£ 40,986	£ 42,216	£ 43,482	£ 44,786	£ 46,129
<b>Surplus / deficit</b>	-£ 14,753	-£ 23,589	-£ 23,381	-£ 22,729	-£ 22,039
<b>Additional Boundary Hedge costs</b>	£ 600	£ 618	£ 636	£ 655	£ 675
	-£ 15,353	-£ 26,207	-£ 24,017	-£ 23,384	-£ 22,714

There is potential to increase income – 20 weeks, spare time available etc  
Clerk to clarify with Caroline changing pavilion and revenue income

Note a commercial contractor would have the advantage over the Parish Council of;

- Less staff oncosts
- Economy of scales on purchase's
- A pool of skilled / expert staff – to call upon for staff illness / holidays etc
- Existing expertise to transfer to the site if required
- Existing Partnership – with say a "5-a-side league provider" to get up to speed quicker
- Technical support if required – online booking etc
- Marketing expertise
- Entrepreneurial approach
- Potential Investment into site

## Conclusion

It would be preferable to go out to tender and seek expertise to manage the operation.

As mentioned, there is still growth in potential income so depending on how the contract specification is drafted we can reduce costs to the council.

Note, as we tender for a contractor the submission to the Football Foundation will have a surplus, but without management fee, to be agreed.

Several queries about how "Steering group would work" once pitch built and operational. Aim for partners, Parish Council, Kent FA, management contractor (CM to forward standard structure, roles etc)

## 6. Design update

As Cllr Riordan was not present, the Clerk update the group on a “design meeting” last week.

### Car parking

The main issue causing the delay was the cancelled matches when they were doing the car park surveys.

To meet the survey / Kent Vehicle Parking Standards the aim is to have:

1. Permanent parking,
2. extended car parking (current overspill) and
3. overspill (grasscrete) on grass area adjacent to the 3G Multi-sport pitch – note open space when not in use.

### Group Feedback

- Need a lockable gate onto overspill at the end of the extended car parking plus bollards at end of overspill/grasscrete?
- Main drainage on the side where the grasscrete is – need to avoid or stretch out along the hedge?
- ASB potential with covered bike stand? KCC highways requested “covered Bike stand” – double checking
- Footpath / access gate to side of vehicle access into the site
- Emergency vehicle – how can it turn round if path has rail fence.

**(Clerk feedback to design team 10.5.24 – am – amending design plan for early next week)**

### Net Biodiversity Gain – off site but within the Parish.

The group used a local plan and discussed potential locations;

- Pope Drive – Trees to replace recent trees lost from that site
- Headcorn Road -large verge opposite Hurst Close / wild flowering / Plan Bee
- Surrenden Field - Trees to replace recent trees lost from that site
- Marden Road, small space - wild flowering / Plan Bee
- Wimpey Field - wild flowering / Plan Bee
- Stanley Close - wild flowering / Plan Bee
- Chestnut Avenue – but away from junction - wild flowering / Plan Bee
- Land of Marden Road – Spoke to Pam Payne discussing opportunities with “Marden Wildlife Trust – Tree planning / wild flowering / Plan Bee
- Churchyard - wild flowering / Plan Bee

## 7. Next meeting

Clerk raised a potential conflict of interest if the Girl Guides, and Football Club put together a “consortium bid” to manage the site.

Already discussed with ME – currently information will be public but once specification is being drafted risk to the Parish Council, risk of being challenged by one of the other bidders, if the consortium bid wins.

Group noted potential options and agreed further consideration is needed.

Group agreed a meeting Tuesday 14<sup>th</sup> May 2024, 7.30pm to discuss design plan to go to Council – aiming for Council EGM meeting on Monday 20<sup>th</sup> May 2024

The aim is to call a Council EGM (20<sup>th</sup> May 2024) to present the design and updated draft Business Plan to Council.