

3G Multi-Sports Working Group

Thursday 21st March 2024

7:30pm Parish Office

Minutes

Present: Cllrs McLaughlin, Alesi and Sharp plus Jeff Davis (Kent FA), Chris Rhoades (Girl Guides) Nicola Stonebridge (SMFC) Lee Seal (SMYFC) and the Clerk

1. Election of new Chairman

Cllr McLaughlin proposed and Cllr Sharp seconded Cllr Riordan – agreed majority 5 for,) against and 2 abstained

As Cllr Riordan was absent – Cllr Sharp proposed and Cllr Alesi seconded Cllr McLaughlin as Deputy and to chair the meeting – agreed unanimously

2. Apologies – Cllr Arger and Riordan plus Mike Evans

3. Declarations of Interest NA

4. Minutes of previous meeting

Cllr Alesi proposed and Cllr Sharp seconded to approve the minutes of the 15.2.2024 – agreed majority; for 4, against 0 and 3 abstained

5. Leisure management contract

a) Expression of Interest – First draft for discussion

The group discussed the draft EOI and amended as below:

Contract to manage the Jubilee Field

Location – Jubilee Field, Headcorn Rd, Staplehurst, Kent TN12 ODS

Reference number – xxx (from Kent Business Portal)

Published – xxx 2024 (dated published on Kent Business Portal)

Closing date: - XXX 2024 (6 weeks from published date)

Closing time – 5pm on closing date 2024

Contract start date – to be confirmed – May 2025

Contract length - 15 years (with option to extend)

Contract end date – 15 years from start date

Contract type - Management service contract

Procedure type – Open

Is contract suitable for SME's – Yes

Is contract suitable for VCSE's - Yes

Summary of site and contract

Staplehurst Parish Council is working in partnership with Football Foundation, Maidstone Borough Council, Staplehurst Monarchs FC, Staplehurst Monarchs YFC and the Girl Guides to develop a 3G pitch at the Jubilee Field.

The management contract will be subject to;

- a) successful planning application,
- b) Successful submission to the Football Foundation and construction of the 3G pitch.

The management contract will include 1 x floodlight 3G pitch, 1 x 11 v 11 junior grass pitch, 11 v 11 adult grass football pitch, grounds maintenance of site, pavilion with 4 changing rooms, 2 Referee changing rooms, kitchen and small lounge plus car parking and skate park.

As the management contract is for 15 years we would welcome any initial ideas for investment into the service or site over 15 years.

The Parish Council would retain Tree Survey and Tree management as part of Parish wide contract plus boundary ditches at the Jubilee Field.

The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC are invested stakeholders in the site and will be keyholders at the site.

Girl Guides Centre has a separate lease and will not be part of the management contract.

SMFC are seeking permission for a Clubhouse.

Project Timeframe

Planning permission – submit by May 2024

Planning Decision – July 2024

Submission to Football Foundation for funding July 2024

Football Foundation Decision – October 2024

Construction early - 2025

Opening – summer 2025

Supporting information

- Plan The one that goes to Planning permission
- Football Foundation Terms and Conditions

A) Pavilion

B) Sporting floodlights

C) Indicative for the 3G pitch

- Girl Guides lease with cover note explaining changing from Underlease with JFMC to lease with Parish Council

What information do we require

Company details / background

Status – Company / Trust / Charity

Any subcontractors who may manage the site or provide a key element of the service

3 years company accounts Or for new a Company / Trust – guarantor details

Copy of Public Liability Insurance

Request for references – contact details of management of similar sites, preferable 3G pitch sites

Confirm you have read and understand Football Foundation Terms and Conditions

A) Pavilion

B) Sporting floodlights

C) Indicative for the 3G pitch

and will abide by them if you are successful

Confirm you have read and understand Girls Guides lease and cover note

Confirm that you will work with The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC as invested stakeholders in the site.

Any added value you believe your organisation has to offer to enhance the service or the development of the site.

Assessment criteria scoring

Assessment Criteria	Weighting Percentage
Confirm read, understand and will abide by the various Football Foundations terms and conditions	Yes / No
Understand the Girl Guide Lease	Yes / No
Confirm understand that The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC are stakeholders in the site	Yes / No
Assessment	
Financial checks	40%
Experience of similar size projects, preferable 3G	25%
Quality References	25%
Added value	10%
Total	100%
Scoring 1- 10	

Scoring Matrix		
Score	Judgement	Interpretation
10	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality

		measures required to provide the goods/works/services. Full evidence provided where required to support the response.
8	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
6	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
4	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
2	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

Submission Information

Staplehurst Parish Council intends using Kent Business Portal throughout this procurement exercise.

Potential suppliers need to

- If not already registered, register your company with the Kent Business Portal
- You can make enquiries and seek clarifications (up to one week of closing date)
- Complete the Expression of Interest form
- You need to submit by **xxx 2024**.

Expression of interest Form – to be completed and returned by **XXXXX**

Contract to manage Jubilee Field, Headcorn Road, Staplehurst	
Details of the Company that will be contracted to manage the site	
Summary of Company Background	
Status of Company	

Subcontractors / partner organisations who would be involved in managing the site	
Last 3 years company accounts - or details of Guarantor if less than three years in operation	
Copy of Public Liability Insurance	
References x 2 – contact details of references for similar type of sites that you manage – preferably with 3G pitches	
Confirm that you have read, understand and agreed to abide by the Football Foundation Terms and Conditions A) Pavilion B) Sporting floodlights C) Indicative for the 3G pitch	
Confirm you have read and understand Girls Guides lease and cover note	
Confirm that you will work with The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC as invested stakeholders in the site	
Brief description of any added value you can bring to the service or development of the site	

Cllr McLaughlin proposed and Cllr Sharp seconded to recommend the EOI form to Council – agreed unanimously

b) Financial Checks – Dun and Bradstreet

Group discussed financial checks in the EOI process – Dun and Bradstreet are known industry leader and discussed their quote £345 plus VAT for up to 10 company checks. (option)

LS and BM knew of Dun and Bradstreet through their work. – LS to forward other potential contacts that do company checks.

The Council RFO does checks via Company House – free of charge – the example check from Dun and Bradstreet is far more detailed than the Council RFO could obtain.

Cllr Alesi proposed and Cllr Sharp recommend that we use a professional company to do Company Checks – such as Dun and Bradstreet and seek two other quotes

c) Lease to occupy

This is a legal document giving permission for the contractor to merely occupy the site and manage the site. There are no considerations so no fees with a lease to occupy
The contract management specification will then lead to a fee, not the lease to occupy.

Clerk to obtain a quote for a lease to occupy the Jubilee Field and report back to next meeting.

d) Contract specification

The contract specification can restrict what is allowed as well as encourage activities.
The group discussed what they feel should be restricted in the contract specification for the Jubilee Field

- Funfairs
- Seek permission from the Council for community events / fund raising – to avoid clashes within the Parish
- No Matches on the 3G pitch when SCEFL league / cup matches are being played
- Site is home to SMFC / SMYFC

We will need to clarify “refreshments” – Girl Guides Centre lease potential SMFC Club house.

Would require:

- Contractor honouring fees negotiated with SMFC / SMYFC to deliver football development plan
- A break clause
- Dispute process
- Bond to cover one year management of the site?
- Reporting – either to JFWG or direct to Council – quarterly / annual

To be further explored

e) Council operated business plan

Group discussed the Council operated business plan.

1. Base on emerging business plan
2. Current key holders remain – SMFC/ SMYFC and Girl Guides
3. New Council staff required
 - 1 X part time administrator / site manager – bookings, hire agreements etc
 - 2 x part time caretakers – checks, minor repairs, open closing etc

A contractor would have a number of advantages over a Parish Council operating the site; economy of scales, expertise, skills / knowledge, flexibility, pool of staff to call upon etc

Bring back a Council Bid to next meeting – before going to Council on 22nd April 2024.

If the Girl Guides, SMFC and SMYFC wanted to pitch to manage the site they could go via the expression of interest route.

f) Project plan

Note next key milestone

22nd April 2024 Council meeting either agree to submit planning application or stop project

6. Next meeting

Thursday 11th April 2024, 7:30pm at Parish Office.