

# 3G Multi-Sports Working Group

**15<sup>th</sup> February 2024**

## Minutes

**Present:** Cllrs Sharp and Alesi plus Chris Roades, Mike Evans, Lee Seal and the Clerk

### **1. Election of new Chairman - Deferred**

### **2. Apologies**

Apologies from Cllrs Riordan, Arger, McLaughlin plus Jeff Davis, Nicola Stonebridge, Lousie Brice and Caroline McRoyal

### **3. Declarations of Interest**

NA

### **4. Minutes of previous meeting**

19<sup>th</sup> December 2023 - presentations on draft business plan circulated

- Includes 3G pitch, grass pitches and pavilion
- Excludes skatepark, hedges, car park, Girl Guides

18<sup>th</sup> January 2024 - presentation on leisure contracts circulated.

- One contractor for the site
- What do we want to include in contract

### **5. Management Contract - discuss**

RG explained that Local Authorities have to follow procurement regulations – see below current SPC Standing Orders

#### **a) Procurement – Standing Orders**

### **18. FINANCIAL CONTROLS AND PROCUREMENT**

18.3 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18.6 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement)

18.6 A public contract regulated by the Public Contract Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contract Regulations 2015 which include advertising the contract opportunity on the Contract Finder website and in OJEU.

We use the Contract Finder which is Kent Business Portal – we can direct people to the portal if we receive enquiries.

Note the longer the contract the higher the value  
RG / DJ is double checking procurement against NALC guidance

Following a discussion the key points below were raised

**b) Process in simple terms**

- Advertise for EOI, ideally when we have planning permission.
- Assess EOI
- Reduce to a manageable number
- Invite to Tender
- Assess bids, assess and appoint preferred bidder
- Final negotiations and appoint
- Pre-contract period
- Start
- Rough estimate 6 months

By end of Feb 2024 should have a revised project plan for the Design and Build – so can firm up management contract tendering times and add to overall project plan then. But need to do the thinking now.

Generally feeling that the Council should do a “ghost bid”, this would be a good baseline and also help clarify cost to Council.

This would help inform Council in their decision making process, along with the design and business plan regarding a decision to submit a planning application.

**c) Contract tasks**

The key tasks identified were;

- Open / closing
- Pavilion Health and safety, cleaning, stock , maintenance
- Utility costs
- Grounds maintenance – grass pitches, general open space maintenance, ditches hedges
- Trees
- Equipment maintenance
- Car Park,
- Skatepark
- Security / CCTV
- 3G pitch
- Online Booking system
- General administration – invoicing, marketing, ordering, promotion etc

An issue is do key holders i.e. Girl Guides, SMFC, SMYFC still have a role in opening closing the site. They are the custodians of site – an extra support especially if site is seen by contractor as an outreach site supported from a larger more central facility.

- **What do we want to include / exclude**

Exclude Girl Guides Centre,  
Exclude SMFC potential clubhouse

Group discussed options of what to include –

### **Option A - Minimum of**

- 3G pitch and Pavilion
- Main grass pitch (note SMFC do extra work to keep to SECFL standards)
- New junior pitch
- General grounds maintenance

General feeling that the Parish Council could:

- continue to oversee Tree Survey and Tree management as part of Parish wide contract
- Skatepark maintenance but allow contractor use for events / hires
- Car park – Girl guide parking

### **Option B – whole site**

- 3G pitch and Pavilion
- Main grass pitch (note SMFC do extra work to keep to SECFL standards)
- New junior pitch
- General grounds maintenance
- Skatepark
- Car park

Council retain Tree Survey and Tree management as part of Parish wide contract.

### **How long should the contract be?**

Carpet 10 years therefore Football Foundation minimum 12 years

Group discussed

12 years plus 5 years = 17 years near replacement of carpet for the second time

20 years plus 5 years = 25 years, more likely for contractor to invest in the site because they could get a return on investment

Discussed what if either side is unhappy with contract?

Contract will have performance indicators, default and dissolution clause.

Important Council monitors performance, reality often negotiate issues rather than let them get that far.

If major problems or repeating issues can activate default and dissolution clause.

Contractor report regularly to "JFWG" and then onto Council

- **Risk Appetite**

High Risk – freedom to contractor

Low risk – inform contractor what they can and can't do

Simple example "Pay and Play for a £1"

**High risk** / Freedom - just state must put on Pay and Play sessions but let them set the times and the price

**Low risk** – state pay and play sessions fee is £1 and must be on a Sunday afternoon 4pm for example

Will have to follow Football Foundation Terms and conditions

**d) Expression of Interest stage**

- What information do we provide

Summary of site,

Plan to go to Planning permission or Planning permission

Football Foundation T/Cs

Project Timeframe

Girl Guides lease?

- What information do we want back

Request company details / background

Status – Company / Trust

Any subcontractors who may manage the site or provide a key element of the service (i.e. online booking)

3 years company accounts etc (undertake Financial due diligence? Dun and Bradstreet?)

New company – guarantor / bond

Insurance

Request for references – similar sites

Confirm ok with Football Foundation T and C's, Girl Guide Lease?

Relevant Staff qualifications and experience

- Assessment criteria scoring

Based on what we want back – see scoring assessment for Bid consultant

Assessment Criteria	Weighting Percentage
<b>Assessment</b>	
Price	<b>40%</b>
Qualifications	<b>10%</b>
Experience of similar size projects	<b>20%</b>
Quality References	<b>20%</b>
Added value	<b>10%</b>
<b>Total</b>	<b>100%</b>
<b>Scoring 1- 10</b>	

### Example

Criteria	Percentage	Bid1	Weighted score	Bid 2	Weighted score	Bid 3
Meets specification	Yes / no	Yes		Yes		No
<b>Assessment</b>						<b>NA</b>
Price – lowest = 10	40%	10	400	7	280	0
Qualifications	10%	5	50	5	50	0
Experience of similar size projects	20%	5	100	7	140	0
Quality References	20%	3	60	5	100	0
Added value	10%	5	50	5	50	0
<b>Total</b>	<b>100%</b>		<b>660</b>		<b>620</b>	<b>0</b>

Suggest that "Price is further weighted" as second place could be very close to 1<sup>st</sup> place rather than a fixed score

Lowest price £100,000 10

Second price £110,000 - = 10% more therefore 90% score of 1<sup>st</sup> Place 9

Third price = £150,000 = 50% more than 1<sup>st</sup> place, therefore 50% of 1<sup>st</sup> place 5

Criteria	Percentage	Bid1	Weighted score	Bid 2	Weighted score	Bid 3
<b>Assessment</b>						<b>NA</b>
Price – lowest = 10	40%	10	400	9	360	0
Qualifications	10%	5	50	5	50	0
Experience of similar size projects	20%	5	100	7	140	0
Quality References	20%	3	60	5	100	0
Added value	10%	5	50	5	50	0
<b>Total</b>	<b>100%</b>		<b>660</b>		<b>700</b>	<b>0</b>

## 6. Project Management - Discuss

The Football Foundation is supporting the project so we are using the Football Foundation Framework, see **appendix A**. The group discussed this, we are at stage 4 (design and planning) AGP = Artificial Grass Pitch

As the Football Foundation is supporting the project therefore they undertook the roles of Engagement Manager (EM) = Lee Suter and Technical Project Manager (TPM) Ross Andrews

The Football Foundation appointed and covered the cost of Approved Survey Company – JPP

The Football Foundation national Framework Managing Consultant is MGAC, see link to MGAC [London | MGAC](#)

MGAC are a global project management company and they have a London office.

MGAC to project manage the tendering / assessment and recommendation of the main design and build supplier.

Council signed off on 31<sup>st</sup> October 2023 MGAC recommendation to appoint FieldTurf as design and build AGP supplier

MGAC are now managing the design and planning process – FieldTurf are currently undertaking surveys / drafting designs – reporting to MGAC and aiming for a report in near future (delay caused by KCC highways pre-application report)

Football Foundation Bid - Council approved on 11th April 2023 to appoint Continuum Leisure to draft the Football Foundation bid submission, includes Business Plan

Other Project management styles were discussed

- Prince2 summary – see attached discussed – more traditional project management – structured approach
- Agile summary - see attached discussed – used more in creative projects / art / design / IT

Important to reconfirmed roles in the 3G Multi-Sport pitch project

Role	Who	Comment
Project Ambassador	Cllr Riordan	Public face of project
Project Management		
Design and Build	MGAC	
Football Foundation submission	Continuum Leisure	
Project Board	3G Multi-Sport working group	Receive reports and make recommendations to Council
Decision maker	Parish Council	
Project Assurance		

Deliverable project	Football Foundation	challenge costings in design and build plus business plan – they will not support if the Capital cost is too high or if it is not sustainable in the longer term.
Public facing Council meetings,	Public / Councillors	Is it viable for the Council
Project Administration	Clerk	Prepare reports / meetings Consultation

### Moving forward group discussed timing;

- Draft design – aim for March 2024
- Revised project plan – aim for March 2024
- Refined design, Business Plan and Council “ghost management fee” - spring 2024 to help Council decision to submit planning permission or not

### 7. Capital Funding - discuss

3g all-sports pitch capital funding				
Fund raising	Who	Target Amount	Comment	Confirmed
Staplehurst Parish Council	SPC	£ 30,000	Confirmed at EGM 31st October 2023, mostly upfront	<b>£ 30,000</b>
KCC capital sports fund	RG	£ 10,000	Apply when have planning permission i.e. summer 2024. Currently drafting	<b>£ -</b>
MBC grants	ME	£ -	Confirmed unlikely	<b>£ -</b>
SMFC fund raising	LS / NS	£ -	Need to agree target. Fund raising programme for their own clubhouse. Can they also fund raise for this project?	<b>£ -</b>
SMYFC - crowd funding?		£ -	Need to agree target, fund raising programme / also crowd funding?	<b>£ -</b>

KCC match crowd funding		£ -	Crowd funding – short sharp once we have planning permission before final submission to Football Foundation	£ -
<a href="#">Crowdfunder Sports</a>   <a href="#">Crowdfunder.co.uk</a>   <a href="#">Crowdfunder UK</a>				
Headcorn FC		£ -	Unlikely to be a partner	£ -
Kent Playing Field Association	RG	£ 1,000	Apply when have planning permission i.e. June 2024, currently drafting	£ -
Kent FA grants	JF	£ -	As seeking Football Foundation no.	£ -
Request to MBC central CIL fund	PR	£ 100,000	Need planning permission	£ -
S106 request to MBC	RG	£ 210,617	Rob Jarman confirmed "ringfenced for project" on 2nd May 2023	£ <b>210,617</b>
Research other local opportunities			RG chase up	£ -
Community Landfill Fund?	AS			£ -
Local companies?			Unlikely – more likely banner when 3G pitch open	
Research other funds?	AS			£ -
<b>Total</b>				£ <b>240,617</b>
<b>Project cost</b>				£?????
<b>Shortfall = Football Foundation application</b>				£?????????



Council funding is up front but part of the project cost, agreed on 31<sup>st</sup> October 2023  
£30,000 from Council reserves

Committed so far

Bid Consultant	£10,309
Field Turf	£11,287.5
Total	£21,596.5

Remaining	£8,403.5
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Could be used for additional survey costs, planning application fee or general contribution.

**8. Next meeting** – Third Thursday of the Month 21<sup>st</sup> March 2024, 7;30pm