

STAPLEHURST PARISH COUNCIL

To the members of Staplehurst Parish Council You are summoned to attend a Extraordinary General Meeting of Staplehurst Parish Council to be held

**Monday 20th May 2024, 7.30pm.
South Hall, Community Centre**

PUBLIC FORUM – Before and after the meeting the Chairman will invite members of the public to speak for a maximum of 3 minutes each, relating to issues on the agenda or about planning issues of local concern. Please state name and address prior to speaking. Attendees are requested to notify the Chairman of any intention to film, photograph or record during the meeting.

Comments about items on the agenda may be sent to clerk@staplehurst-pc.uk by **4.00pm on the day of the meeting.**

Public Forum

1. APOLOGIES:

2. COUNCILLOR DECLARATIONS regarding items on the Agenda:

- 2.1. Declarations of Lobbying
- 2.2. Changes to the Register of Interests.
- 2.3. Interests in Items on the Agenda
- 2.4. Requests for Dispensation

3 PROPOSALS FOR DISCUSSION and DECISION

3.1 3G Multi-Sport pitch Business plan – presentation

Consider- the 3G Multi-Sport pitch draft Business plan
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3.2 3G Multi-Sport pitch design - discussion

Consider- the 3G Multi-Sport pitch design

3.3 3G Options report

Resolution: To consider the options to either;

a) stop the 3G Multi-Sport pitch project or
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b) proceed to the next stage of the 3G Multi-Sport pitch project – submission of planning application

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Councillors are respectfully reminded that should they be unable to attend any Parish Council Meeting, of which this Agenda is a formal summons, they should notify the Parish

Clerk with their apology and reason for non-attendance. Failure to do so for a continuous period of six months will result in automatic disqualification from the Council. Deadline for such notification to the Parish Clerk is by 4.00pm on the meeting day.



Richard Griffiths Parish Clerk

15/4/2024

Minutes & Agenda Circulation List:			
Chairman: Paddy Riordan		Vice Chairman: John Perry	
Alan Pett	Mel Alesi	Margaret Arger	Richard Ash
Jose Castro	Bill Mclaughlin	Adele Sharp	Eric Hotson
Ani Martin			
Borough Cllrs	Cllr Riordan	Cllr Perry	
Kent County Councillor: Lottie Parfitt-Reid			

Council, Committee, Working Group	Council
Meeting Date Time & Venue	20 th May 2024, 7:30pm South Hall, Staplehurst Community Centre
Report Author	Cllr Riordan
Item & Title	3G Multi-Sport pitch options report
Purpose	To consider and make a decision on the future of the 3G Multi-Sport pitch project; whether to stop the project or proceed to the next stage – submission of planning application
Resolution	To consider the options to either a) stop the 3G Multi-Sport pitch project or b) proceed to the next stage of the 3G Multi-Sport pitch project – submission of planning application

Background

The 3G Multi-Sport pitch project is the largest project Staplehurst Parish Council has considered and it is important that the Parish Council is fully aware of the issues prior to making the next step in the project.

On the 17th July 2023 the Council agreed to (2177/6.4)

Resolution: To approve the following

- a) Proceed to stage 3 of the project – Football Foundation start procurement to seek a principal Design and Build contractor and report back to Council for approval
- b) Update website with new "3G all-sports pitch page" including background information, Frequently Asked Questions and reports
- c) Public consultation programme set out below
 - I. Hard copies of information in Library and Parish office
 - II. Meeting with Local Clubs / groups
 - III. Promotional stall at Family Funday and Skate Jam
 - IV. Public meeting to be arranged in autumn 2023
 - V. Questionnaire in autumn Village Update

The aim is that the consultation feedback report informs the design / build process

Agreed by majority 9 for, 0 against and 1 abstained

On 31st October 2023 Council agreed to (2163/3.4)

To proceed with the 3G Multi-Sport pitch project to the next stage and;

- I. approve £15,000 from General Reserves – of which £10,309 has already been approved for the appointment of Continuum Leisure - – for the Jubilee Field 3G Multi-Sport pitch project (Jubilee Field Budget)
- II. approve £15,000 from Earmarked Reserves for the Jubilee Field – for the Jubilee Field 3G Multi-Sport pitch project
(The Parish Council's funding is a total of £30,000)
- III. approve the MGAC recommendation to appoint FieldTurf at a cost to the Parish Council of £11,287.50 (GMP) (Jubilee Field Budget)
- IV. seek a pre-application meeting with MBC – senior planner and Head of Service - fee £1,505. (Jubilee Field Budget)
- V. ensure the design and planning comments in the Consultation Report are fed into the design and planning process i.e. car parking, etc
- VI. bring back to Council the design, prior to submission of a planning application December 2023 / January 2024
- VII. ensure the business plan comments in the Consultation Report are fed into the business plan process i.e. low cost use, etc
- VIII. agree a part payment of £425 to Continuum Leisure for a draft business plan in December 2023 / January 2024 (part funding of the already agreed £850 in I. above)

With regards the Jubilee Field as a whole, the council are in discussions with:

- the Girl Guides to extend their ability to hire their facility and have priority access to open space
- Staplehurst Monarchs FC regarding improving their facilities
- consulting on potential improvements of the skate park – potentially with a local skate boarding company

This report focuses on the 3G Multi-Sport pitch design and updated business plan.

Detail

The 3G Multi-Sport pitch project is a strategic project nationally for the Football Foundation and in Maidstone Borough Council Football Development Plan

1. Design: We have worked with the Football Foundations and their national project management consultant, MGAC, to follow the procurement process under the Framework Agreement and on 31st October 2023 Council appointed TurfField to do the design, planning and construction.

The design has been delayed due to car parking surveys being cancelled as the weather made the playing fields unplayable for much of February and March 2024.

The design is attached in **Appendix A** of this report for consideration.

- Space has been allowed for a footpath around the 3 G Multi-Sport pitch and it is also proposed to provide a access gate through the fencing onto the main pitch area towards the northern end of the site
- The 3G Multi-Sport pitch is a standard Football Foundation design – includes storage areas, spectator areas, line marking for 9-a-side, 7-a-side, 5-a-side and training

- The 3m path to the 3G Multi-Sport pitch allows for vehicle's access for maintenance, access to the Main pitch for emergency access and has a hammer head turn to allow emergency vehicles to turn
- The 1.2m path from the changing rooms to the 3m path is in front of the Girl Guides Centre to allow the Girl Guides priority access to the space at the back of the Girl Guides Centre
- Pedestrian access to the site has been included from the Headcorn Road
- A cycle stand is included
- Car parking has been extended and additional overflow grasscrete car parking is provided to the side of the 3G Multi-Sport pitch to meet Kent Vehicle parking Standards – plus security gates and bollards.

2. Business plan: An initial draft business plan was discussed at Council on the 22nd January 2024, and the updated business plan will be presented at this meeting. The summary of the income, expenditure and surplus are shown below;

Overall site Summary	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
Income*	£23,919	£82,590	£85,077	£87,639	£90,279	£92,998
Expenditure	£20,978	£58,987	£69,432	£70,600	£71,802	£73,042
Surplus /Deficit	£2,941	£23,603	£15,645	£17,040	£18,477	£19,956

This does not include a "management fee" which will be confirmed via the site contract management tendering process.

The Football Development plan is being finalised and includes

- Staplehurst Monarchs FC
- Staplehurst Monarchs YFC
- Hawkhurst Utd FC

Note, Charlton Athletic FC are the allocated professional football club for this project.

In addition we are seeking a letter of support from the Girl Guides as a partner organisation as their hall could be used to help deliver the Football Development Plan – education, training (and generate income to the Girl Guides)

The Business Plan will be completed and brought back to Council prior to any submission to the Football Foundation.

3. Financial considerations

Council's Capital investment

If the Council decide to proceed, the Council's capital investment in the 3G Multi-Sport pitch project would be £30,000 for a project worth approximately £1m. The £30,000 would help lever in approximately £750,000 from the Football Foundation - a leverage of £1 of Parish Council funding : £25 external funding. Most of the Council's costs are upfront but will be considered as partnership funding if the 3G Multi-Sport pitch is approved by the Football Foundation.

The Council's capital financial commitment to the 3G Multi-Sport pitch is set out below;

Element	Cost	Budget	Comment
Bid Consultant	£10,309.00	Balance C/fwrđ for future budget	Agreed 5 th June 2023
FieldTurf	£11,287.50	Balance C/fwrđ for future budget	Agreed 31 st October 2023
Preplanning application advice	£1,505.00	Paid 2023/24	Agreed 31 st October 2023
Planning application fee	Estimated up to £1,500	Earmarked Reserves	Email on 13.5.24 suggested around £1,337.50, but only confirmed when application is submitted – allow a bit more
Professional company to do Company Checks– during tendering	£345.00	Earmarked Reserves	Agreed 2nd April 2024
Legal Charge	£2,000.00	Earmarked Reserves	Fee to Football Foundation, part of project cost
Council legal costs	To be determined	Earmarked Reserves	To be determined
Misc	£2,753.50	Earmarked Reserves	
Total	£30,000.00		

If planning permission is granted, we will be able to seek further grants to support the project and the partnership clubs will do some fund raising towards the capital cost.

MBC have already approved the following S106 developer contributions towards the 3G Multi-Sport pitch project;

Hen and Duckhurst (14/502010) - £129,719.33 towards improvement, refurbishment and maintenance of the existing area of open space, play area and outdoor sports facilities at Surrenden Playing Field and Jubilee Field

£104,719.33 requested to Jubilee Field 3G Multi-Sports pitch – confirmed by MBC

Land North of Headcorn Rd – (14/505432) - £105,897.65 towards improvement and refurbishment of Jubilee Playing Fields and play area

Funding dedicated to Jubilee Field, requested all funding to 3G Multi-Sports pitch project when planning permission / quotes – confirmed from MBC

A total of £210,616.98 of developer contributions to the project.

Councils Revenue commitment

If the 3G Multi-Sport project is built the business plan will **have to cover its costs** to be accepted by the Football Foundation as part of the application submission, it includes a sinking fund to replace the carpet in 10 years-time and one of the conditions is that any surplus will be ring fenced for the Jubilee Field.

The business plan is being drafted and cannot be firmed up until after planning permission. It is a major element of the Football Foundation submission and will come back to Council to sign off prior to the submission to the Football Foundation.

If it is agreed to submit planning permission, then once it has been submitted the Council will need to start Expression of Interest stage for the management contract of the site if the 3G Multi-Sport pitch is built.

Project Plan

If the Council decide to proceed the project plan the key milestones for the are below –

- ▶ Submit planning application – May 2024
- ▶ Planning – Summer 2024
- ▶ Council decision to submit application to Football Foundation – late summer 2024
- ▶ Football Foundation Decision – Autumn 2024
- ▶ Construction – Winter 2024/25
- ▶ Opening - Spring 2025

With regards the management contract tendering process;

- ▶ Expression of interest stage – once planning permission is granted – 6 weeks and report back to Council for a decision
- ▶ Tender contract – 12 weeks and report back to Council for a decision
- ▶ Appoint a management contractor – if Football Foundation submission is successful

4. Options

The Council need to consider the draft business plan and the design in making a decision to either;

Option A – decide not to proceed. The Council can decide not to proceed with the project. This would mean we have to cover the full cost to the Bid Consultant £10,309 and FieldTurf for £11,287.50 (GMP), total £21,596.50 plus any abortive fees incurred by the Football Foundation. An estimated total cost up to £25,000. We would also need to bring forward a revised request to MBC to reallocate the S106 funding to alternative open space projects in line with the S106 agreements.

Option B - To proceed to the next stage – The Council can decide to proceed to the next stage, it would need to approve the following;

- Instruct Fieldturf to proceed and submit a planning application on behalf of the Parish Council – the planning fee is up to £1,500, using Earmarked Reserves
- Then once planning permission is submitted proceed with Expression of Interest for the contract management of the Jubilee Field site – subject to the 3G Multi-Sport pitch being built.

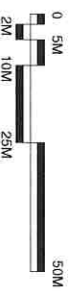
Budget – Balance C/fwrđ for future budget / Earmarked Reserves

Background papers are available on request

Link to Parish Council webpage [3G All Sports Pitch - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://3G All Sports Pitch - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.uk))

Jubilee Sports Ground, Staplehurst

Creation of an AGP



SSU
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97x61m natural grass pitch

3m wide pathway to tie in with stadia emergency access double gates and hammerhead for turning

3m wide pathway files out from existing pathway

1.2m wide pathway to changing rooms in front of girl guides centre

Covered area for 5 Sheffield stands (10 bikes)

Loss of 1 space for pedestrian access into car park

Container in car park to be moved to provide mitigation for lost space

Pedestrian footpath extended into the site for pedestrian access into the site with single gate

Existing gravel overspill car park

Lockable double gate to restrict access to overflow car park when not required

1.2m high timber fencing to prevent vehicles passing reinforced grass area

Manhole cover replaced to withstand vehicle loading

Overflow grass car park area to be overlaid with plastic reinforced mesh to allow vehicles to park should both the main car park and overspill car park reach capacity

Existing graveled area to be re-leveld and re-dressed with additional gravel to allow vehicular access around to overflow

- Artificial Turf Playing Area
- Footpaths & Hand Standing Areas
- Existing Gravel Overspill Car Park
- Area Reinforced and Re-graded with Gravel to Allow Access to Overflow Car Park
- Grass Area to be Reinforced with Plastic Mesh
- Covered Cycle Storage
- 4.5m High Fence Line
- 5m High Fence Line
- 2m High Fence Line
- 1.2m High Timber Rail Fence Line

Notes:
Line markings to accommodate:
1N: 11V11 91x55m (white)
1N: 9x9 73x45m (blue)
2N: 7x7 54.8x37m (yellow)
4N: 5x5 37x25.32m (red)

*Smaller than recommended size but acceptable for FA match play



S&C SLATTERY



PROJECT	SC/109	SCALE	1:500	DATE	02
REVISION	XX	BY		DATE	05

Jubilee Sports Ground, Staplehurst
Creation of an AGP
Consultation Plan