

**BRIDGNORTH TOWN COUNCIL
TOWN COUNCIL MEETING
1st February 2022**

LJ/2022

25 January 2022

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 6 iii) – CROWN MEADOW FOOTBALL PITCHES

AIM

1. To consider correspondence requesting a reconfiguration of the football pitches on the Crown Meadow.

BACKGROUND

2. The Town Council has received correspondence from Bridgnorth Town Juniors Football Club to reconfigure the layout of the 2 pitches that are currently marked out on Crown Meadow. The correspondence follows on from some light touch discussions previously regarding the Town Council cutting the pitches for a small fee.
3. The Town Council owns the Crown Meadow as Sole Trustee following a transfer many years ago from the national Playing Fields Association. The land has a covenant on it that includes the continuing use of the site to be for recreation purposes.
4. The Town Council recently agreed to allow the planting of some trees on Crown Meadow (yet to be planted).

DISCUSSION/ COMMENT

5. The general outline idea appears to be a reasonable request in that it gives the Junior Football club an improved configuration and seeks to remove the need for the Councils' labour force to tend to the pitches (which require a finer and more frequent cut than the rest of the grassed area requires).
6. To obtain grant funding for maintenance equipment the Town Council will need to produce a list of current maintenance procedures and the Football Club will need to produce a list of their maintenance procedures. It is considered important for future clarity that these procedures are accurately documented to ensure that there is little or no risk of some tasks falling between the cracks or some tasks being undertaken by assumptions (that over time might change).
7. The removal / relocating of the bin and bench will need some consideration; where should they go or are they still needed, is replacing them a better option because they are near

end of life or a different style is now more appropriate. There will be some direct and indirect costs to the Town Council here.

8. With the recent agreement to plant some trees (Oak) in the Crown Meadow, the initiative will need to consider this. It is considered beneficial for the matter to be considered as part of the wider context of the use of and the biodiversity of the site and that might be best undertaken in the first instance through the Green Spaces Working Group.

FINANCIALS

9. The request does appear to require some relatively small-scale expenditure by the Town Council including the costs of removing the goal posts (it is not clear if there is an expectation for the Council to provide replacement goal posts), removing and potentially re-siting the bench and bin. There are no funds budgeted to cover these costs but depending on the scale of the costs then there might be an opportunity to use some of the grounds maintenance budget.

RECOMMENDATION(s)

10. It is recommended that the Town Council RESOLVES to:

Support, in principle, the reconfiguration of the football pitches on Crown Meadow and that the Green Space Working Group consider the proposal in more detail and prepare a draft plan (to include options and costs) for the Town Council to consider.

Lee Jakeman
Town Clerk

Enclosure:

1. Crown Meadow Football Pitches – Summary of Correspondence.



Crown Meadow Football Pitches – Correspondence Summary

17th January e-mail Secretary Bridgnorth Town Juniors FC to Town Clerk

Good Afternoon, Lee.

In the Autumn, I met with Barry Ince and Councillor Luke Neal at the Crown Meadow playing fields, innage Lane.

We discussed the possibility of our junior football club maintaining the football pitches and adjusting the smaller pitch so that it conforms with the FA regulations. Maintaining the pitches could involve regular mowing (of pitches only), regular line marking, scarification, aeration and over seeding.

Previous correspondence had confirmed that the goalposts on the larger pitch belong to us, so we are also planning to renew these.

Adjusting the smaller pitch would require the removal of the small steel goalposts (owned by yourselves) also a bin and bench would need to be moved. I have marked these on the attached.

In place of the small steel goalposts, a small, marked pitch area could be made nearer the tennis club with netted UPVC goals, that we could provide and maintain for community use?

The Football Foundation are working with the Grounds management association (GMA) to improve the quality of the grass pitches regularly used by clubs like ours. We often have to cancel games, because of issues with pitch conditions.

We have been invited to apply for pitch maintenance funding and we hope to achieve funding to purchase equipment, materials, potentially GMA training allowing our volunteers to complete basic regular maintenance (i.e., line marking) and to engage with qualified contractors to complete any other required maintenance.

When I came in to meet you at the start of the season to agree use of the pitches for our matches on Saturday and Sunday mornings, we discussed several options as to how we could work together. Finding a way for us to maintain the pitches ourselves was one of these options.

The grant funding tends to be tapered and if our application was successful, we (Bridgnorth Town Juniors FC) would need a written agreement with Bridgnorth Town Council (as the landowner) to secure the funding. For information, I have attached a sample of the agreement required by the Football Foundation.

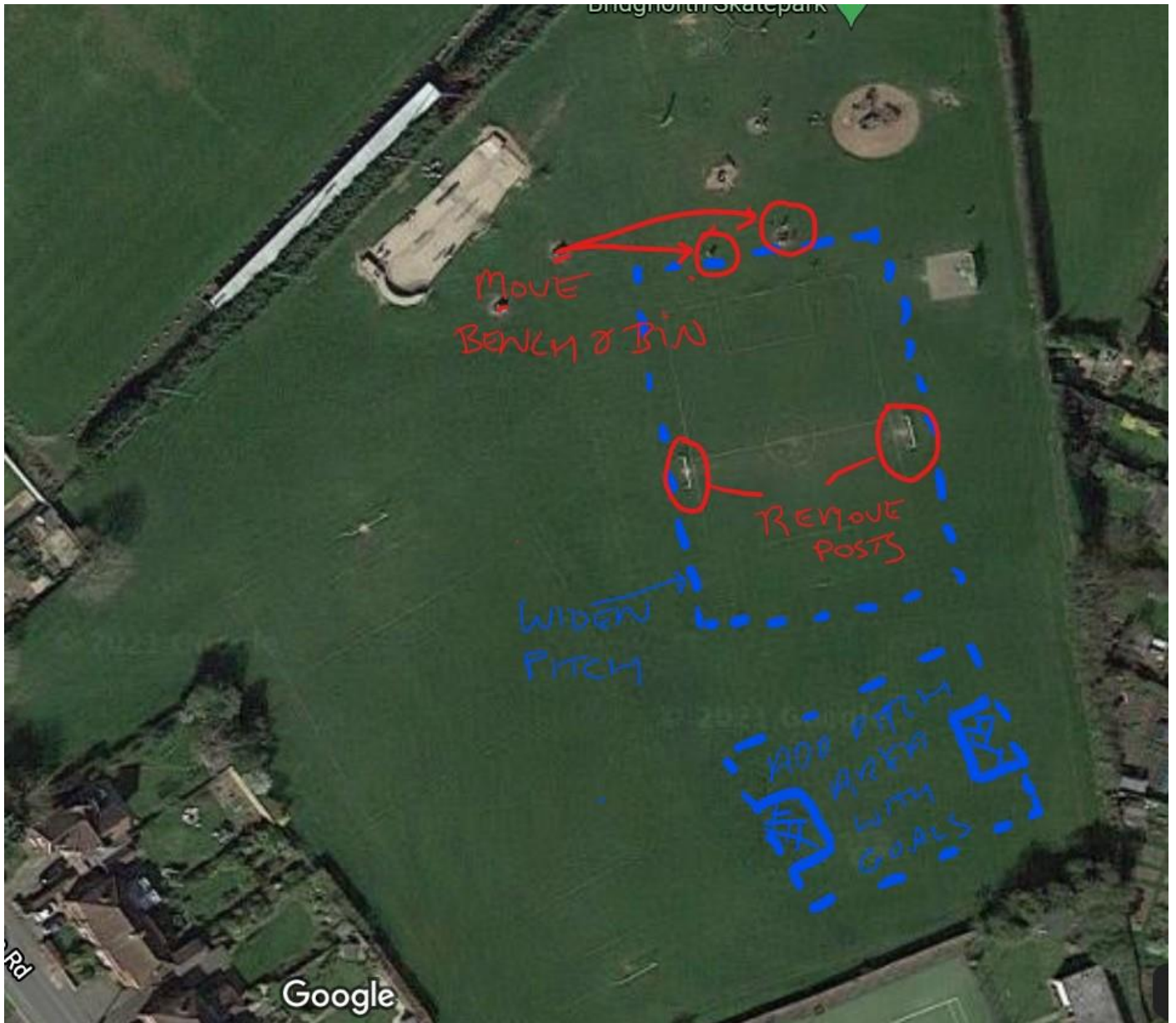
Please let me know your thoughts.

Many thanks

Nick

Nick Cole
Secretary
Bridgnorth Town Juniors FC

Proposal (Image) from Football Club



Grass Pitch Improvement Funding

Site Owner and Site User Grass Pitch Maintenance Agreement

Guidance Notes

INTRODUCTION

This guidance has been developed to guide both site owners and site users (Football Clubs or Leagues) who wish to work in partnership to improve the quality of the Grass Football Pitches.

This document includes the following guidance:

- **Sample Site Owner and Site User Grass Pitch Maintenance Agreement**
- **Sample Contractor Tender Form**
- **Sample Contractor Method Statement**
- **Sample Grounds Risk Assessment**

Sample Site Owner and Site User Grass Pitch Maintenance Agreement

This agreement details the responsibilities of the site owners and site users (Football Clubs). **It should be used as a template and can be edited to suit individual circumstances.** It is separate to any existing lease or hire agreement a football club might have but it should be used to ensure that additional maintenance works can take place safely on the site.

In addition to the agreement the following should be appended to it:

- A pitch layout plan of the **XYZ** site showing the pitches which are part of the agreement.
- A copy of the Grass Pitch Assessment Report.

The contractor carrying out the maintenance work as part of the agreement should supply the following documents to the Football Club and Site Owner:

- Method Statement
- Insurance
- Risk Assessment
- Operative Qualifications
- Product details/specification
- Safeguarding Certificates (if required)

Sample Contractor Tender, Contractor Method Statement & Grounds Risk Assessment templates

The **Sample Contractor Tender** template can be used as a guide by clubs to tender to contractors for maintenance procedures. This information would be developed at **quotation/tender stage** with guidance provided by the GMA Regional Pitch Advisor and County Football Association Facility and Investment Lead.

It should be used as a template and can be edited to suit individual circumstances.

The **Contractor Method Statement & Grounds Risk Assessment templates** are examples that can be used by clubs to check that a contractor tendering for the work is supplying the right level of information.

Sample Site Owner and Site User Grass Pitch Maintenance Agreement

This document will need to be edited and agreed by the Site Owner and Site User

INTRODUCTION

This agreement has been developed to guide both site owners and site users (football clubs) who wish to work in partnership to improve the quality of the Grass Football Pitches. It aims to set out the responsibilities of a Club wishing to improve grass football pitches where the pitches are under different ownership such as a Local Authority, School, Town and Parish Councils. It is important for all partners to work together to achieve the common goal of improving the quality of Grass Football Pitches

This agreement relates **only** to the improvement of the grass football pitches at the **named site**. Other agreements may exist for other facilities on the site and they might be subject to other agreements.

ETHOS AND PURPOSE OF THE AGREEMENT

To establish an agreement setting out the roles and responsibilities of each partner to enable them to achieve common aims and objectives to improve the quality of grass pitches at **XYZ** site.

It will set out the role of the Football Club and its contractors and the information required by the Site Owner so that additional maintenance procedures to be carried out safely.

This agreement can be varied to best meet each partner needs and should be used to develop a clear understanding of roles and responsibilities and should be developed in good faith and used as a working partnership document.

The Football Club in the agreement has agreed to sign up to receive Football Foundation Grant Aid for the duration of 10 years to improve the quality of the Grass Football Pitches at the named site.

GENERAL CONTEXT OF PARTNERSHIP AGREEMENT

This agreement is **not a lease**, it is an agreement for the named club to carry out additional maintenance procedures to improve the quality of pitches at **XYZ** site. The site owner is encouraged to ensure that the Football Club partner has priority access to pitch bookings.

THIS AGREEMENT is dated 31.01.2020

BETWEEN:

- (1) Site Owner – **XYZ** Local Authority/School/Club – correspondence address
- (2) Football Club – **XYZ** FC, correspondence address: 26 Sanderson Road, Westoning, Bedfordshire, MK45 5JY

Football Club be signing up for a period of up to 10 years to the Football Foundation to use their best endeavors to improve the grass pitches at **XYZ** site.

KEY CONTACTS

- (1) Key Contact for Site Owner – YZ Local Authority/Land Owner/County Council – correspondence address and contact details
- (2) Key Contact for Football Club – XYZ – correspondence address and contact details

Add more contact details if required

KEY INFORMATION

- (A) XYZ is the owner of XYZ site by the way of Freehold or Leasehold
- (B) If leasehold, please state the length of the lease
- (C) The football pitches at XYZ site are used by XYZ football club.
- (D) The parties enter into this agreement in order to set out the terms upon which the Club shall engage a contractor to carry out works or carry out the work to improve the quality of the grass football pitches.
- (E) It is advised that the partners in this agreement meet regularly and agree a reporting system to ensure that each partner is kept informed of works.

THE SITE

A pitch layout plan of the XYZ site is attached in **Appendix A**.

KEY PARTNER ROLES

Site Owner

The site owner is responsible for the following:

- Giving its permission for XYZ football club to carry improvement works to the pitches on XYZ site as set out the Grass Pitch Assessment report (and in line with their funding agreement with the Football Foundation – delete if not applicable).
- The site owner shall provide an agreed schedule of maintenance to the club that clearly outlines the tasks and frequency for what the site owner is responsible for on an annual basis.
- If the site is accessible to the general public, the Site Owner is responsible for maintaining the relevant public liability insurances.
- The site owner will grant its permission to the Football Club to performance test the pitches using the Football Foundations **PitchPower app**.
- The site owner will discuss any additional site user/ booking requests with the club to ensure that the football pitches aren't being overplayed and the club can continue to meet the required performance standard.

Site Owner Current Maintenance Procedures

List below the current maintenance procedures that are the responsibility of the site owner

Description of Task	Frequency

Add additional rows if required

Football Club

The football club is responsible for the following:

- Providing an annual schedule of football pitch maintenance works required that are in addition to what is carried out by the site owner.
- Ensuring that the tasks required are carried out in accordance with the GMA recommendations and are performance tested using the pitches using the Football Foundation's PitchPower app.
- Ensure that all works are carried out by club officials or specialist maintenance contractors are in line with current Health and Safety practices.
- Ensure that it keeps accurate records of specialist maintenance contractors commissioned to carry out any pitch improvement works – **Insurance, Method Statement, Risk Assessments, Product Details and Specifications and Safeguarding Certificates (DBS).**
- Ensure that the Site Owner is supplied with the following information from specialist maintenance contractors before any work takes place:

Insurance: The contractor ensures that it always has adequate public liability insurance in place, and it provides a copy of such insurance policies. Recommend £10 million worth of cover.

Method Statement: To ensure contractor method statements are in place for all tasks associated with any works to be undertaken, and to provide on request a copy of such method statements.

Risk Assessment: To ensure risk assessments are in place for all tasks associated with any works to be undertaken and provides a copy of such risk assessments.

Operative Qualifications: It is the contractor's responsibility to ensure that its employees are suitably qualified and training to carry out the planned maintenance procedures. The contractor is required to provide evidence of qualifications for its employees.

Product details/specification: To ensure a detailed specification is in place for **ANY** products that are to be applied during any works undertaken, and to provide on request a copy of such product details/specifications to the site owner.

Safeguarding: In some cases when working on Local authority or School Sites, contractors will be asked to provide evidence of DBS check of its operatives.

Football Club Additional Maintenance Procedures

Give an overview below of the current maintenance procedures carried out by the football club (this should include the guidance given in the Pitch Advisors report).

Description of Task	Frequency

Add additional rows if required

Payment of the Planned Additional Maintenance Procedures

yyyy Football Club has received a Football Foundation Grant towards carrying out additional works set out above and detailed in the Grass Pitch Assessment Report.

yyyy Football Club is responsible for paying the contractor to carry out the works agreed.

The Football Club should agree with the Site Owner the most cost-effective solution to make this payment.

Add additional information if required

Changes to this Agreement

This agreement can only be changed with full consultation of all partner agencies and should be done in consultation the relevant County Football Association and the Football Foundation.

This agreement will be subject to review every twelve months, with the first review due to take place in <date>.

Signed by Site Owner:

Name:

Date:

Signed by Football Club:

Name:

Date:

DRAFT