

3G Multi-Sport Working Group meeting

Minutes 13th August 2025

Present: Cllrs Arger, Alesi, Riordan, (Part) Rhodes and Sharp (Part) plus Mike Evans MBC (part), Jeff Davis (Kent FA) and Clerk

1. **Election of Chairman** – following a debate it was proposed by Cllr Alesi and seconded by Cllr Rhodes that Cllr Arger should chair the meeting agreed unanimously

2. Recap

The draft updated FAQs was circulated and discussed any comments to the Clerk by Monday 18.8.25 and then Clerk finalise. Clerk has asked SMFC CIC for updated football club numbers.

Group also discussed site plan

Cllr Riordan asked if an additional “Partner Club” could be added – not sure but would ask Football Foundation. (Clerk and JD)

3. Planning and design

Informed by MBC planning decision by 19th August 2025

Drafted Unilateral Undertaking s106 for BNG monitoring sent to MBC 7/8/25 – handed around at meeting, needs to be finalised and then circulated

Asked for draft planning conditions – not yet received.

Group discussed several points

- a. The soakaways next to the Girl Guides Centre need replacing. The drainage from the 3G pitch will go through / close to the soakaways. Potential to replace soakaways at same time but the contractor cannot give a cost until digging drainage ditch on site.
- b. Therefore, would need to agree on site as “a potential additional cost on site” and not include in the design and build cost – Clerk clarify.
- c. Old shipping container this has been a Health and Safety issue for some time and needs removing (with or without the 3g pitch) potential small saving to contract fee.

4. Clarify the costs and funding

Group discussed confidential working draft costings – may increase due to Council request or Planning Conditions and contract inflation.

Opportunities to amend / reduce contract costs?

Note fees already paid – verbally told BNG monitoring fee is £2,500

A major issue is “contract inflation” – the longer this takes the higher the contract inflation.

Group felt the sooner we proceed the better – therefore aim for approval late

November – pre contract meetings December 2025 and work on site January 2025

Once the Planning Conditions are clarified the capital cost will be confirmed by the design team

A “Provisional final cost” to be approved by Council and then becomes agreed final cost

Current committed funding	
Football Foundation Grant	£741,979.00
S106 funding	£210,616.98
Parish Council	£ 15,000.00
 Total	 £967,595.98

VAT advice - The Parish Council is not Vat registered The council received VAT advice that the contribution from the Football Clubs towards the capital sum should not be accepted as it would compromise the Council VAT position, impact in the region of £200,000 on the capital cost of this project and other service / work the Council does.

Group agreed to recommended not to accept contribution for this project but suggest asking Clubs to donate towards the Jubilee Field pavilion cost as not in the project.

How can the Council fund the difference?

Use of more Council reserves - Option but depends on amount, do not want to put Council at risk

Grants – KPFA and Active Sport? – realistically a small amount but need to apply once planning permission granted.

Strategic CIL Bid? Timing an issue, decision in Spring 2026 plus already £210,616.98 of S106 funding allocated to project so unlikely.

JD said would look at Kent FA strategic fund and report back.

JD / ME noted that Bearsted 3G pitch has fallen to one side so this is the only Strategic 3G pitch project in the Maidstone Area – should ask Football Foundation if any possible additional funds to pick up shortfall.

JD to enquire with Football Foundation

Public Works Loan process? Discussed previously with Cllrs, a big decision depends on affordability

Group Agreed need Cllr Workshop on 3G pitch project plus invite all Cllrs to assessment meeting.

Note Council upfront project fees since 2023 are £25,986.66, further fees will bring the final cost towards £33,000. RFO to confirm for Council meeting.

3. Management of the site

We have shortlisted Fusion Lifestyle, Swale Community Leisure and SMFC CIC to tender for the sport and recreation management contract,

Clerk has contacted them regularly while waiting for planning permission and verbally six weeks required but need to confirm that is acceptable once planning permission is obtained.

We will notify them when planning permission is approved.

Group agreed to forward mystery shopper visit questions to Clerk to collate by 22.8.2025

Clerk to arrange a meeting with the Councils that own the facilities the contractors already manage.

VAT advice The Parish Council is not Vat registered The council received VAT advice that the original income share from the management contractor should be changed as it would compromise the Council VAT position, impact in the region of £200,000 on the capital cost of this project and also other services / work the Council does.

Suggest that change to “Management contractor retain all income but invest in the Jubilee Field.”

Group agreed to recommend to Council change to “Management contractor retain all income but invest in the Jubilee Field.”

4. Project Plan

Group discussed first draft indicative project plan – for discussion and amendment.

Group agreed need to stay focused on delivery

Require Cllr workshop to bring all up to speed

Probably an EGM Council meeting late November 2025 once we have the final cost, identified funding and sport and recreation management contract preferred contractor (management fee)

On site management with contractor – pre-start meeting with all parties – Football Club / Girl Guides, Council groundsman etc

Also suggested weekly meeting with all parties and contractor’s site manager to manage issues through the build.

If built during winter youth matches often cancelled / rearranged – raise with JFWG?

5. Next steps

Update Council meeting 26th August 2025, the key question is can we afford to build it? Summary of key points for Council.

Design

- BNG monitoring and planning permission to be finalised
- Note potential work to soakaways adjacent to Girl Guides Centre – an additional on-site work (to be agreed on-site) rather than add to tender costs
- Laise with Design and Build team to finalise capital cost to the project and report back with provisional final cost for Council to approve or not.

Funding

- Subject to planning permission submit grant applications to Kent Playing Field Association and Active Sport and Kent FA Strategic Fund.(JD checking if SPC can for this project?)

Sport and recreation management contract

- Notify 3 short listed contractors and agree date for tender submission – aim for mid-October 2025 with an opportunity for an “Queries and questions” interview early November 2025

Parish Council fees – RFO to update with projected fees for Council meeting

Project plan – update for Council meeting.

Group agreed to meet Friday 22nd August 2025 10am at parish office to discuss planning conditions and mystery shopper questions