

Appendix A

3G Multi-Sport Working Group meeting with Swale Community Leisure (SCL)

Minutes 15th January 2026

1. Welcome and Introductions

Cllrs Sharp, Arger, Martin, Hotson, Pett, Perry, Jeff Davies (Kent FA) Dave Harcourt (SCL CEO) Ben Ryder (SCL DCEO) and the Clerk

Apologies – Cllr Alesi and Rhodes plus Mike Evans (MBC) due to emergency planning work.

2. Background – Clerk

- a) Planning / construction of 3G pitch - planning obtained October 2025, aiming to discharge the planning conditions by 16th February 2026 and start on site before the end of March 2026. Estimated completion / handover end June / early July 2026.
- b) Sport and Recreation Management Contract – use Sport England standard lease to occupy and management contract – already circulated to SCL – would need to amend to site specific.
- c) Partners on site are.
 - the community as a whole,
 - SMFC CIC senior team play in SCEFL and have an annual ground and pavilion hire agreement which includes the kitchen in the pavilion plus they do the maintenance of the pitch.
 - SMFC CIC have planning permission for separate clubhouse, if it takes place, remove use of pavilion kitchen from ground and pavilion hire agreement. A separate lease to Council if it occurs.
 - SMYFC CIC – annual hire pitch and pavilion agreement for 3 grass pitches
 - Girl Guides Centre – a separate lease for the building, access – just being updated. An annual licence for priority use of grass area between the Girl Guides Centre and fencing to main pitch is being introduced.

3. General questions, answer and discussion

Ref	Area	Question	Answers
	Governance	What are the links between SCL and Swale Borough Council? Charitable status	No links to Swale Borough Council Originally formed with Serco when they won the contracts to manage the Swale Leisure facilities, 2002. Set up as an independent organisation in 2010. Voluntary Board, Chairman in place for 10 years, do not take any dividends etc. Surplus fed back into services Charity organisation managed via the Financial Conduct Authority. See link to SCL website below for background, facilities, and services. Swale Community Leisure
3.3a	Health and Safety Polices	Standard documents - need to confirm site specific documentation – ask for example from another site?	SCL generic documents circulated and would develop site specific ones if appointed.
3.3b	CV's	Can you expand on experience of Health and Safety work at other sites?	SCL staff trained in all areas in leisure provision - Health and safety Coshh etc. SCL use Bright HR package which includes a training package for staff.
3.1	Open / closing	Important to liaise with Girl Guides / Football club.	SCL emphasised this is a shared site so important to initiate joint working with GG and FC especially. Opportunities to help each other.
3.2	Security	Important to liaise with Girl Guides / Football Club	SCL: again, this is a shared site so important to initiate joint working with GG and FC especially. Opportunities to help each other.

			<p>ASB in area – used to managing ASB at other sites and working with partners.</p> <p>Also link in with Kelly Homes Trust that works with challenging young people</p>
3.4	Cleaning pavilion	SPC undertake deep clean before handover, need to clarify arrangements with Football Club, see latest agreement?	<p>The Council has a Service Contract Cleaner for lobby / toilets only - doing a good job but no TUPE implications. SMFC currently clean changing areas, corridor, and kitchen as part of their agreement.</p> <p>SCL would work with partners and are used to cleaning sports facilities.</p> <p>Council would deep clean before hand over.</p>
3.5	Grounds maintenance	Based on landscape plan, fine. Confirm new gate in fence near north hedge for vehicle / pedestrian access.	<p>SMFC manage / maintain the main pitch to SCEFL standards.</p> <p>Council Service Contract for Ground maintenance to maintain the grounds and 3 junior pitches to recreational standard.</p> <p>Council Service contractor uses Council mower.</p> <p>As Service Contract no TUPE implications, although knows the grounds and has good local contacts.</p> <p>Only item aware of “gate to overflow car park” needs replacing.</p> <p>Council would check skatepark before handover.</p> <p>SCL take on all site maintenance – 3G pitch maintenance in contract as per Football Foundation requirements.</p> <p>Clarify main pitch maintenance with SMFC if appointed.</p>

3.6	General maintenance	Review schedule of dilapidation, update audit confirmation of checks – legionella etc.	Council carried out all work so far to good standard, just cropped up that pavilion gutters needs some work and heating needs fixing. Health and Safety Tests up to date Legionella, Fire Tests etc
3.7	Refreshments	Good submission but depends on Football Clubhouse – require discussions. Food standard checks currently done by SMFC CIC – handed over	SMFC potential clubhouse potential then pavilion kitchen to contractor. SCL intend to work with club and girl guides regarding site refreshments. Council has entertainment, alcohol music licences for site – SMFC has a DPS
3.8	Community events	Good but can you flesh out some examples.	SCL outlined some community events. Children's holiday clubs, activities, Sport in the park – for community groups to promote themselves and the site. Kelly Homes Trust activities Promote Health and Well-being link into initiatives such as Food Schemes and SEND, Disability Active Work in Maidstone and Dover outside facilities contracts Link into existing SCL chartable objectives and existing community programme see below. Community Projects Swale Community Leisure
3.9	Fees and Charges	Good but can you flesh out, see latest Council fees and charges plus Football Foundation Fees and charges	SCL - based upon the information sent – Football Foundation bid. SCL additional income driven from focus on community programme of events, activities, birthday parties, holiday sports camps, birthday parties etc.
3.10	Booking system	Check meets Football Foundation requirements.- see note from Football Foundation.	SCL understand yes but will liaise further with Football Foundation further if appointed.

		<p>This system will enable the collection of data regarding the usage of the facilities, unless otherwise agreed in writing with the Foundation.</p> <p>The system is ClubSpark and you can book a demo via: https://clubspark.com/book-a-demo</p>	<p>SCL it is important that we all get the data / information as required.</p> <p>(It is in the contract default performer indicator that they must provide the required data)</p>
3.11	Insurance	<p>Checked with Football Foundation – Council insure the structure of the pitch / buildings.</p> <p>Example of other insurances from SCL.</p>	<p>Council insure pavilion, skatepark and pitch as an asset of the Council.</p> <p>SCL handed over their current public liability / professional indemnity insurance - will amend as required for Jubilee Field – if appointed.</p>
3.12	Performance management	Double check Football Foundation requirements – see 3.10 above.	See 3.10
3.13	Reporting and monitoring	Football Foundation - project group / clarify Cllrs / Officer client role and report direct to Council rather than a JFWG.	<p>Various levels</p> <p>Project Steering Group with Kent FA – initially monthly then quarterly – this is to support the Council to deliver the Football Foundation grant objectives.</p> <p>Initially monthly with core Councillors (JFWG?) and then quarterly to Council</p> <p>Once settled down quarterly to Councillor JFG / Council</p> <p>Also, management contractor organise a user / partner group meeting – football clubs, girl guides etc – with a Council representative.</p>

			Important that Cllrs understand that initially an element of Delegated Authority will be required – suggested to Clerk in consultation with several Cllrs – Council need to clarify and decide.
3.14	Branding and Advertising	Supportive but clarify what / if planning permission required once construction has started.	Enquiry by a sportswear company of a donation towards capital cost and for “naming rights” would have to be appropriate to Local Authority SCL ok, would liaise with Council if appointed. Advertising on pitch surround will require planning permission – so Council will enquiry once construction starts
3.15	Added value	Good, need to flesh out some detail.	Potential for social added value – community events , free use for targets groups etc Improve skatepark – SPC have a grant of £5,000 from MBC for 2027/28 Longer term – Environmental improvements – Air Source Heat pumps, Gym etc via joint working with Council
3.16	Business Plan	Good, need to flesh out fees / charges / usage programme. Utility costs and staff costs based on current levels. Need to clarify sinking fund – see contract fee	SCL based on the Football Foundation bid, some councillors doubtful of Football Foundation bid but SCL confident will deliver.
3.17	Contract fee	Note VAT advice to retain the contract fee into the site – sinking fund, council ditch / hedge row responsibilities £1,000 per year.	Council would welcome contract fee – but need to ensure we do not get close to threshold to ensure we avoid VAT registration or attract VAT onto building costs. (Council to clarify) Potential for SCL to take on “boundary / ditch works” Council estimate £1,000.

			<p>Application took so long in planning that Football Foundation suggest increase sinking fund towards £30,000 for pitch.</p> <p>If SCL appointed will need to finalise and agree, comfortable with all options discussed</p>
	Other questions	<p>Can you forward summary of facilities and services?</p> <p>Have SCL managed a Parish Council site before?</p> <p>Have SCL worked with a semi-professional football club before</p>	<p>See link Swale Community Leisure</p> <p>No either Borough Council or school sites</p> <p>No.</p>
		SCL asked about Timescales	Council seeking to make decision 26 th January 2026 and will be in contact.
		If appointed could SCL join construction meetings, start to meet partners, start to develop marketing	If SCL appointed group would welcome SCL input.

Cllrs thanked Dave Harcourt and Ben Ryder of SCL – who then left the meeting.

Cllr Pett left the meeting.

4. Next steps

Group discussion

- Generally, very positive and impressed with SCL.
- Would need to work through standard Sports England lease and management contract and report back to Council. Note just tweaking to the site not changing, suggest Clerk and Chairman but another Cllr welcome to join series of meetings in February and March 2026.
- Discharge of Planning Conditions due 16th February 2026 – if we wait and or they are delayed and wait for another Council meeting we could miss confirming contractors to build the 3G Multi-Sport pitch in time to start before end of March 2026.
- Note Football Foundation tranche of funding needs to start on site before the end of March 2026 – even if just digging a hole.
- Therefore, at next Council meeting recommend subject to discharge of planning conditions commence construction work.

- Clawback clause – any Football Foundation grant of this size has a 21-year clawback clause, this is to safeguard the Football Foundation outcomes – i.e. the delivery of the development plan for the site. The only time Football Foundation have activated the Clawback clause was when the land owner sold the land on which the 3G pitch was built.
- Clerk still chasing solicitor and Football Foundation, who are unlikely to change national terms and conditions.

Group suggest report to Council on 26th January 2026

- i. Appoint Swale Community Leisure as Sport and Recreation Management contractor for the Jubilee Field, subject to finalising the management contract.(Cllr Houston has reservations about the whole site being contracted out)
- ii. Delegate Authority to the Clerk in consultation with the Chairman to finalise the Sport and Recreation Management Contract and report back to Council in March 2026.
- iii. Subject to MBC approval of discharge of conditions (16th February 2026) commence construction works on the site before the 31st March 2026.