

**Another Document (AD)**

**Formal Title for this document to be confirmed.**

**Between:**

|  |                        |
|--|------------------------|
| <b>Cheltenham Borough Council (CBC)</b>        | <b>Freehold owner</b>  |
| <b>Leckhampton Rovers Football Club (LRFC)</b> | <b>Licencee / User</b> |

**Property:                    Burrows Playing Field**

**Effective date:**

**Document owner:    Cheltenham Borough Council**

| <b>Version</b> | <b>Date</b> | <b>Description of change</b> | <b>Author</b>                    | <b>Approved by<br/>Authorised Officer<br/>for the Council</b> |
|----------------|-------------|------------------------------|----------------------------------|---|
| 1.0            |             | Original document            | Adam Reynolds and<br>Mark Beaney |   |
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## 1. Agreement overview

This (AD) ((AD)) is a capture of each party's intentions towards upkeep and improvements and use of Burrows Playing Field and pavilion.

It sets out the rationale for the project and how CBC and LRFC will allocate roles and responsibilities during and after the project is completed. It is intended to be a "working document" that will be reviewed at least annually so that each party remains clear about their individual and collective roles.

It is representational of how the parties intend to work together, and forge a working ethos towards positive change for the use of the playing fields and an improved offering on an enhanced playing surface.

It shows how the project will improve pitch quality and heightened benefits for all in terms of access to additional funding, investment of time (outside of the Council), pride and the ultimate results which will benefit all users.

Therefore, this Agreement will cover;

- Pitch improvement objectives, working arrangements and means of investment
- Managing pitch improvement works and roles
- Pitch maintenance and pitch management responsibilities and contributions
- Pitch hire and user policy

## 2. Stakeholders

- CBC (includes but is not limited to; Green Spaces operatives, staff and contractors and councillors).
- LRFC
- Leckhampton Primary School
- Local MP / Parish Council
- Fields in Trust
- All users (general public)

## 3. Goals and Objectives

This document gives significant weight to the benefits of sport and physical activity and enhancing that experience on Burrows playing fields, inline with the strong feeling and support of the stakeholders listed above.

Its purpose has an organic nature where it will log, assess and grow to support the affiliation between the Council and the sporting community in this locality. It will allow

future stakeholders, to contribute whilst understanding the original ethos and intentions.

It will allow CBC and LRFC to plan, design and maintain buildings, facilities, land and environment best suited to the community. It will protect and promote existing sport and physical activity provision and ensure new development does not prejudice its use. It will ensure long –term viability, effective management and maintenance of new and existing physical activity provisions. It will provide best value.

Ultimately the users are one of our customers and this (AD) allows the best possible experience for our customers, whilst providing value for money, community buy in, enhancement of an asset and an increased experience. This is being achieve via a proactive approach, **a new way of thinking** to meet the needs of a sporting community, which will be fit for purpose, well designed and hopefully encourage future generations to take part and have pride in the offering.

It will also provide the Licencee the opportunity to widen the sporting opportunity in its club, offering more girls football, women’s football, disabled football and walking football. Some of these cannot be undertaken at present due to the facilities falling short of current standards. It will therefore truly be an inclusive provision for all.

#### **4. Periodic review and ongoing amendments**

Although review dates will not be set, where matters change, require review, this document should be used to capture those changes. This allows all parties to be transparent and to stand up to scrutiny with well-reasoned responses. This document should be reviewed at a minimum once per a fiscal year.

Representatives of CBC and LRFC are primarily responsible for facilitating those reviews. Contents of this document may be amended as required, provided mutual agreement is obtained for the primary stakeholder and communicated to all affected parties. The document owner will incorporate all subsequent revisions and obtain agreements and approvals as required. However, it is down to the Licencee to ensure changes are captured, as consequences of losing sight of this document will affect them the most.

|                                    |                                |
|------------------------------------|--------------------------------|
| Current main lead for the Council: | Adam Reynolds                  |
| Assisted by:                       | Abigail Marshall (Surveyor)    |
| LRFC Lead Trustees                 | Mark Beaney and Andy Pitchford |

#### **5. Legal agreements**

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| a. Lease of the Pavilion         | LRFC (represented by Mark Beaney) |
| b. Licence for the playing field | LRFC (represented by Mark Beaney) |

#### **6. Intended works**

LRFC and CBC will work together to oversee the intended works. This will be subject to full tender processes as set out by CBC. There are 2 areas of work that will be carried out; levelling the playing field and refitting the pavilion.

### **Levelling and Drainage of the playing field**

The playing fields have been assessed by the Institute of Groundsmen who are experts in supporting this work. They have provided a full works specification to level the whole playing area in line with current football and cricket standards. The site will still have a small slope from top to bottom but this will be a consistent slope across the field. The expected outcome is an excellent playing area that can be used for football, cricket and general recreation for LRFC and the local community. These will be some of the best playing facilities in the area when the work is finished. It will be undertaken in 2 phases over 2 years to ensure that the Burrows is still available for use at all times for the local community. Each phase will include:

- Clear and prepare site
- Topsoil strip
- Installation of appropriate drainage
- Replace topsoil
- Seeding and growing of new grass
- Remarking pitches

### **Refitting the pavilion**

The pavilion has the opportunity to be improved to be a community hub. The current facilities are limited and the Leasee wants to have it at the core of the community.

The existing facilities are inadequate for many types of football including women's, girls and disabled football. They also do not meet the current requirements for youth and adult football. The plan is to refit the entire inside of the pavilion so that it can enable a wider community use including the additional football listed above. The plans have been drawn up by a qualified architect, in conjunction with the Football Foundation. The works will include:

- Removal of all the existing internal fittings in the pavilion, including internal walls, plumbing, electrics etc
- Reconfiguring the internal walls to meet the standards listed above
- Refitting all plumbing, electrics and furniture
- Redecorating the whole inside of the building

The estimated costs of the works is £660,000. LRFC and CBC are the joint beneficiaries of a s106 agreement for c£710,000. This is to be shared with the owners of King George V Playing Fields in Shurdington. The 2 beneficiaries are working together to finalise both their plans so that the money can be shared appropriately. The Football Foundation

have indicated that they will fund any shortfall to ensure a successful outcome. LRFC is not expecting any funding from the council to complete the project.

- **Timescales**

Subject to approval from the Council Cabinet:

- July 2020 – Agree HOTs and sign off from Cabinet for lease and licence
- August 2020 to October 2020 – Finalise lease and licence between parties
- September 2020 - Finalise plans for pavilion and works on the playing fields
- September 2020 – Secure funding from the Football Foundation
- October 2020 – Submit planning application for the works at the Burrows Fields
- October / November 2020 – Deal with any issues arising from the plans
- December 2020 – Start tender process for the pavilion and playing fields
- January 2021 – Send documents to tender
- February 2021 – Select appropriate contractors
- May 2021 – Start works on pavilion and first half of levelling of the playing fields
- August 2021 – First phase of works finish
- May 2022 – Start works on second phase of levelling of the playing fields
- August 2022 – Works finish

## 7. **Managing people’s expectations and PR (communication, stakeholder engagement)**

The project will affect the local community. The Burrows Field will be partially unavailable to the general public and sporting community as the works are carried out. In addition, there will be disruption as contractors for the field and pavilion will be on site over several months. However, fundamentally nothing will change to the public at the end of the project. The existing playing fields will still be used for the same purpose as they are now, just much improved. The pavilion will not change externally but will be a superb community facility.

All existing stakeholders are fully supporting this project. It has huge benefits to the Leckhampton Community and beyond. LRFC currently has around 600 people registered playing football and this is increasing every year. Most of these are under the age of 18. Local schools will also benefit from the excellent facilities.

LRFC will help to manage the communication to the local community and plans to do the following:

- Produce a document to outline the objectives of the project and the expected outcomes to share with stakeholders
- Hold face to face meetings with any members of the public who have further questions about the plans. Depending on the numbers they will either be in groups or individual format
- Provide detailed plans of the project and timeframes to anyone who wishes to have further information
- Publish progress on its web site regularly
- Liaise with the local council, MP and CBC to communicate with the general public as required throughout the project
- Ensure that the project has appropriate publicity when stages are complete
- Hold an open day at the end to “show off” the finalised facilities
- Actively encourage new people to partake in football and cricket whilst the project is ongoing and afterwards
- Promote the new football opportunities that will be available – women, girls, disabled and walking football

#### **8. Overview of pitch hire (current provision and provision going forward) fall back position.**

- LRFC will be responsible for taking all bookings for the site including football pitch usage, cricket pitch usage and pavilion hire (if appropriate)
- LRFC will have a minimum of 2 people who will be responsible for this at all times
- Bookings will be available either via telephone or online via the website
- The booking process will run annually from 1 September each year

#### **9. Management and Maintenance Roles**

##### **Before the works take place on the Burrows field**

##### **LRFC**

- Deal with all matters in relation to fund raising with FF or other organisations
- Arrange architect’s drawings for relevant matters for the pavilion / storage area etc
- Act as planning agent and deal with planning application and queries in relation to the Burrows fields and pavilion
- Respond to planning queries from the case officer and prepare written responses to consultation feedback to planning application

- Deal with all legal matters in relation to the lease / licence of the Burrows fields and pavilion

#### **CBC**

- Undertake the tender process for all works required in the project
- Establish internal project structure to deliver pitch improvements

#### **CBC & LRFC**

- Agree the optimum use of the space at the Burrows for sport in line with the local strategic plans including the Cheltenham Playing Pitch Strategy
- Agree project manager for overseeing the works
- Establish interim plans for the provision of sport on the Burrows whilst any works take place to minimise disruption
- Agree with stakeholders the allocation of the s106 monies held by Tewkesbury Borough Council. These include CBC, Tewkesbury BC, LRFC, Glos FA and Shurdington Parish Council

#### **During the works phase**

##### **CBC**

1. Hold all funds in relation to the pitch improvement project and be responsible for the payment of invoices in relation to the contract
2. Oversee financial management, and maintain project within agreed budget
3. Employer for all the works in relation to the Burrows fields and the pavilion. Will be responsible for either providing directly, or appointing specialist (from project budget):
  - Designer Supervisor,
  - H & S manager
  - Contract administrator
  - Topographical surveyor
  - Project management
  - Drainage discharge advice

#### **After the works are completed**

##### **LRFC**

- Responsibility for care and maintenance of the Burrows fields over and above that currently provided by CBC.
- Responsibility for all bookings for sport at the Burrows from the agreed start date. This will run annually from 1 September each year.
- Manage the usage of the site to ensure it remains in a suitable standard for sport.

#### **CBC**

- Continue the same level of care and maintenance at the Burrows fields during and after the project is completed as set out above. Existing operation encompasses the following:
  - a. grass cutting to four football pitches
  - b. line marking of four football pitches, one cricket square and boundary,
  - c. provision of fixed goal posts to four pitches,
  - d. one verti drain operation per year to four football pitches,
  - e. goal (AD)th restoration of four pitches, comprising soiling and seeding in close season
  - f. ad-hoc responsive maintenance of four pitches, hole filling etc
  - g. pest control.
- **CBC and LRFCC**ollate and share feedback with a minimum of an annual review