

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 24th FEBRUARY 2022

#### Item 9 – Pitch Allocations 2022/2023

##### Purpose

To consider pitch capacity and set the fees and process for allocations for the 2022/2023 season.

##### Pitch Capacity

In accordance with the Council's Pitches Policy & Procedures (adopted 15th January 2015), Policy & Resources Committee determines by February each year the type, level and capacity of football pitch provision.

Following assessment by the Deputy Chief Executive & Community Services Manager and advice from the Senior Ground staff, capacity is recommended as follows for 2022/2023

<b>Pitch Capacity 2022/2023</b>			
<b>PARK</b>	<b>SPORT</b>	<b>PITCH</b>	<b>CAPACITY</b>
Mossdale Meadows	Football	Senior Pitches (1 & 2)	95 matches
	Football	Junior Pitches	100 matches
	Football	Mini Pitches	40 matches
Thorpe Astley Park	Football	Senior Pitch	30 matches
<i>Shakespeare Park</i>	<i>Bowls</i>	<i>Bowling Green</i>	<i>1 club</i>
	<i>Football</i>	<i>Junior Pitch</i>	<i>50 matches</i>
	<i>Football</i>	<i>Mini Pitch</i>	<i>40 matches</i>
	<b>TOTAL</b>		355 matches

Braunstone Town Council parks staff have been consulted on the capacity of the pitches and number of teams playing and have advised that no change is required to the current capacity for 2022/2023 season.

##### Terms & Conditions

In accordance with the Council's Pitches Policy & Procedures (adopted 15th January 2015), Policy & Resources Committee also determines by February each year whether the current Terms & Conditions are fit for purpose.

The current Football Terms & Conditions are attached at Appendix 1. The Bowling Terms & Conditions, along with the Football Terms & Conditions for Shakespeare Park will need to be reviewed and will be submitted to the Committee for approval in April 2022.

## Pitch Fees

In accordance with the Council's Pitches Policy & Procedure (adopted 15th January 2015) Policy & Resources Committee sets by February each year the pitch fees for the forthcoming season. No change to the Pitch fees for the 2022/2023 has been proposed and confirmation of the pitches and fees are attached at Appendix 2.

## Shakespeare Park

Given the Council will be meeting the capital and interest repayments on the loans drawn to finance the works on the new Sports Pavilion facility; the running costs of the facility would need to be met by the users. Therefore, Policy & Resources Committee on 26<sup>th</sup> August 2021 resolved "*that the existing annual pitch allocations arrangement for Shakespeare Park, Bowls and Football, be discontinued beyond the current (2021/22) season*" (Minute 21, resolution 2).

Detailed work has now been undertaken on the draft legal agreements, which are submitted for initial consideration under a separate confidential item on the agenda, due to legal confidentiality being required at this stage. It is likely that the arrangements won't be fully implemented until the autumn with an informal Management Committee in place for the beginning of the Bowls Club season 2022/23 working with the Council on the legal arrangements.

Interim arrangements are therefore needed for the 2022/2023 seasons in respect of pitch allocations for both football and bowls.

The Shakespeare Park Capital Project began 2015 with the formation of a joint Working Group between the Council, Shakespeare Park Bowls Club and Braunstone Junior Football Club, which has now been renamed Braunstone Athletic Football Club, since their older junior teams have now formed adult teams).

Therefore, it is recommended that both the Shakespeare Park Bowls Club and Braunstone Athletic Football Club be offered a bespoke agreement for 2022/2023, pending approval of a longer term 10 year agreement alongside the establishment of the Management Committee for the new Sports Pavilion.

Braunstone Athletic will have access to the Junior pitches for 50 matches and the Mini pitches for 40 matches on Shakespeare Park, alongside access to the Football Store and the Pavilion Clubroom, kitchen, toilets and Changing Rooms on matchdays, open days and for the club's meetings for the equivalent of £761 for the 2022/2023 season (the price for 50 junior pitch matches and 40 mini pitch matches).

Shakespeare Bowls Club will be offered access to the Bowling Green, subject to:

1. the Bowls Club them carrying out the agreed maintenance programme using a suitably qualified contractor to supply all materials and undertake the following work :-

- a) APRIL supply and apply fertiliser and weedkiller
  - b) JUNE supply and apply fertiliser and weedkiller
  - c) Summer Green Cutting (3 cuts per week)
  - d) OCTOBER supply and spread 6 tonnes of Top Dressing, spread seed with dimple spreader
  - e) JAN / FEB supply and treat with weedkiller
  - f) MARCH supply and apply Moss/Worm/Turf Tonic Treatment
  - g) In the event that 2022/2023 is year 4 in the maintenance cycle: hollow tine the green and apply additional top dressing
2. the Bowls Club organising and promoting Public Coaching Sessions – at least 7 public coaching sessions during the season (preferably at monthly intervals). Each session to be given widespread publicity, i.e. notices at the Civic Centre, libraries, Community Centres, Bowling Green, Notice Boards and a series of advertisements in the Braunstone Life.

The Town Council will contribute the £645, which has previously been given to the Bowls Club towards Green Maintenance, towards the building costs giving the Bowls Club access to the Bowls Store and the Pavilion Clubroom, kitchen, toilets and Changing Rooms on matchdays, open days and for the club's meetings (the equivalent of £645 for the 2022/2023 season).

#### Recommendations

1. that pitch type and capacity be approved, as set out in Table 1 of the Pitch Capacity section of the report;
2. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 2, with a closing date for applications on Monday 11<sup>th</sup> April 2022; and
3. that delegated authority be given to the Chief Executive & Town Clerk to make bespoke arrangements in respect of Bowls and Football pitches at Shakespeare Park, within the framework as set out in the relevant section in the report.

#### Reasons

1. To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of parks users.
2. To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.
3. To make interim arrangements with Shakespeare Park Bowls Club and Braunstone Athletic Football Club in respect of the 2022/2023 while arrangements were finalised for a longer term 10 year agreement alongside the establishment of the Management Committee for the new Sports Pavilion.

**CURRENT STANDARD TERMS AND CONDITIONS (FOOTBALL)**

The permission for pitch allocations is subject to :

Fee Payments

- (1) The club paying the season fee by the specified dates. If they fail to do so the Club shall not be entitled to use the pitch for the purposes of playing football at any time during the season.
- (2) If on, or after the signing of the Agreement the Club disbands or resigns from the Football League, the Club shall give written notice to the Council within seven days thereafter. Upon receipt of such notification the Council may refund to the Club a percentage of the hire charge pro rata depending in the number of weeks remaining in the football season on the provision that the Club shall not be entitled to any refund if it fails to notify the Council within seven days.

Pitch Marking

- (3) The Council will mark out the pitches at the commencement of each season, thereafter each club will be responsible for white lining a pitch as and when required.

Match Fixtures

- (4) The Club Secretary is required to submit a fixtures list to the Executive Officer & Town Clerk before the commencement of the season. All matches must be booked in advance in order to confirm use of the pitch in order to avoid pitches being booked out ad hoc.
- (5) A club which shares facilities (pavilion/changing rooms, pitches etc) shall come to mutually agreeable arrangements with other clubs sharing those facilities for the timing of matches and for the general maintenance and cleanliness of dressing rooms etc.
- (6) At the end of the season no matches/training sessions shall take place on the pitches after **31<sup>st</sup> May**. No matches or training will be allowed until 1<sup>st</sup> August. It should be noted that the pitches may not be marked out until mid August.

Cancellation of Matches

- (7) It will be the responsibility of the appointed referee to decide whether or not play should take place.
- (8) Should the club's Team Manager/Representative consider the pitch to be unfit for play on any particular match day he/she should set out his/her reasons in writing and hand a copy to the appointed Referee. A copy of the club's representations should also be forwarded to the Executive Officer & Town Clerk, so as to be received on the day immediately following the date of the match concerned. In these circumstances the Council will not hold the club responsible for any damage caused to the pitch. However, the clubs may be held responsible for damage caused to pitches due to over-usage and additional games not included on the fixture list.
- (9) The Council shall not be responsible for any loss or damage arising or for any loss due to any acts or restrictions imposed on the Council, which may cause the pitch to be temporarily closed or the hiring to be interrupted or cancelled.

Keyholders

The club will appoint a "Keyholder". The Club's Keyholder should be advised that they are responsible for:-

(a) ensuring that all doors (**including fire doors**), garages, sheds, park gates and premises are locked and made secure **for the duration of matches** at the **end of each day's play** whenever the facilities have been used by the club.

(b) ensuring that the club rooms/changing rooms etc are left in a clean and tidy condition. Ensuring cleanliness of the pitches in surrounding areas, ie. **litter picking following the match**.

Please note that a charge of £15 will be made to a club if changing rooms are left in an unacceptable condition or pitches are not litter picked after a match.

(c) ensuring that any damage to the Council's property or equipment is immediately notified to the Executive Officer & Town Clerk.

- (d) ensuring that any equipment or articles belonging to the Club are removed from the changing rooms facilities.

Parking (Applicable to Mossdale Meadows only)

- (10) Pitch allocations at Mossdale Meadows are conditional upon the club appointing a Warden to ensure that there is not inconsiderate parking on the Kingsway Grass Verges. The Warden should advise visitors to use the car parking facilities off Kingsway or the extra car parking available at the Braunstone Civic Centre (ie. No vehicular access to the pavilion and pitch via the bridle road).

Emergencies & Health & Safety Information

- (11) Fire & other Emergencies

In the unlikely event of an emergency club representatives should comply with the action stated on the Fire Notices on display around the sports pavilion.

The club should appoint a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.

- (12) First Aid

**First aid provision -**

Clubs are advised to provide adequate and appropriate equipment and facilities for their members. It is suggested that club appoint First Aiders and provide first aid boxes.

The following organisations provide 'First Aider' training courses:-

St John's Ambulance, 112 Regent Road, Leicester, LE3 7LT, Telephone 0116 2553954

British Red Cross, 244 London Road, Leicester, LE2 1RH, Telephone 01162705087

**Box Contents -**

First aid boxes should be marked with a white cross on a green background, and should be kept fully stocked with only approved items, i.e. **no** medicines, pills, ointments etc. in case of possible adverse reactions on the part of persons being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.

<b>FIRST AID BOXES - RECOMMENDED TYPE AND QUANTITY OF ITEMS</b>			
	<b>NUMBER OF CLUB MEMBERS</b>		
	<b>1 -</b>	<b>6 - 10</b>	<b>11 - 50</b>
GUIDANCE CARDS	1	1	1
INDIVIDUALLY WRAPPED STERILE ADHESIVE DRESSINGS	20	2 0	4 0
STERILE EYE PADS, WITH ATTACHMENTS TRIANGULAR	1	2	4
BANDAGES	1	2	4
STERILE COVERINGS FOR SERIOUS WOUNDS	3	2 6	4 8
SAFETY PINS	6	6	12
MEDIUM STERILE UNMEDICATED DRESSINGS	1	2	4
LARGE STERILE UNMEDICATED DRESSINGS	1	2	4
EXTRA LARGE STERILE UNMEDICATED DRESSINGS	1	2	4

- (13)

- (13) Personal Property  
The Council shall not be responsible for any loss or damage to any property arising out of the hiring.
- (14) Insurance  
Hirers of the Council's facilities should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £5,000,000.
- (15) Electrical Equipment  
Clubs are asked to provide proof of electrical testing before any of equipment is connected to the Council's power supply. No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.
- (16) Alterations to Premises and Defect Reporting  
No alterations or additions will be made to the town Council's premises without the consent of the Council.
- (17) Serving Food  
Information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555
- (18) Slips and Falls  
To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Floors should not be too highly polished.
- (19) Health & Safety Policy Statement  
A copy of the Council's Health & Safety Policy Statement may be inspected at the Executive Officer & Town Clerk's office. Should clubs require any further information please do not hesitate to contact the Executive Officer & Town Clerk.
- (20) Child Protection Policies  
Allocation of Football Pitches will be conditional upon CRB Enhanced Disclosure being obtained in accordance with the FA CRB Unit Guidance and the Disclosure & Barring Scheme Service.
- Braunstone Town Council requires that Clubs acknowledge their responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. Clubs must subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.
- Clubs must ensure that all current and new club members with direct access to children and young people are required to complete a CRB Enhanced Disclosure via The FA CRB Unit.
- Further advice on child protection matters can be obtained from:
- The County Football Association's Child Protection Officer, whose details can be found in the County Handbook.
  - The Football Association/NSPCC Child Protection 24 Hour Helpline 0808 800 5000
  - The FA child protection team on 0207 745 4649.
- A copy of the Town Council's Safeguarding Children and Child Protection Policy is issued to all teams using the Council's facilities.
- (21) Members of football clubs shall not, without prior written consent of the Council, assign or sublet the pitches or changing rooms to other teams not listed on the allocations list.



## BRAUNSTONE TOWN COUNCIL

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

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### **NOTICE** **PITCH APPLICATIONS 2022/2023 INVITED** **at Mossdale Meadows and Thorpe Astley Park**

Braunstone Town Council will shortly be considering applications for pitches for the coming season. Applications, in writing, are invited from interested clubs, to be received no later than **Monday 11<sup>th</sup> April 2022**. When making applications, clubs should specify (where applicable) the number of matches, the number of teams, senior or junior, day and time of match, etc.

Following assessment of the current pitches, capacity for 2022/2023 is as follows:

<b>Pitch Capacity 2022/2023</b>			
<b>PARK</b>	<b>SPORT</b>	<b>PITCH</b>	<b>CAPACITY</b>
Mossdale Meadows	Football	Senior Pitches (1 & 2)	95 matches
	Football	Junior Pitches	100 matches
	Football	Mini Pitches	40 matches
Thorpe Astley Park	Football	Senior Pitch	30 matches

<b>Soccer - Senior (per team)</b> <ul style="list-style-type: none"> <li>• ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON</li> <li>• NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31<sup>ST</sup> MAY</li> </ul>	10 matches: <b>£400</b> 15 matches: <b>£600</b> 20 matches: <b>£800</b>
<b>Soccer - Junior Under 18s (per team)</b> <ul style="list-style-type: none"> <li>• ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON</li> <li>• NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31<sup>ST</sup> MAY</li> </ul>	10 matches: <b>£125</b> 15 matches: <b>£185</b> 20 matches: <b>£245</b>
<b>Soccer - Mini (under 10's) (per team)</b> <ul style="list-style-type: none"> <li>• ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON</li> <li>• NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31<sup>ST</sup> MAY</li> </ul>	10 matches: <b>£37</b> 15 matches: <b>£55</b> 20 matches: <b>£73</b>
<b>Casual Hire – Bowls, per person</b>	<b>£1</b> per hour
<b>Ad-hoc pitch hire – Senior Football Pitches &amp; changing rooms</b> (minimum 2 hours)	<b>£13.40</b> per hour
<b>Ad-hoc pitch hire – Junior Football Pitches &amp; changing rooms</b> (minimum 2 hours)	<b>£4.20</b> per hour
<b>Ad-hoc pitch hire – Mini Football Pitches &amp; changing rooms</b> (minimum 2 hours)	<b>£1.25</b> per hour