

Site Owner and Site User Grass Pitch Maintenance Agreement (GMA)

Preamble:

A: INTRODUCTION & SCOPE

- 1.0 This agreement has been developed to guide both the site owners (Melbourn Parish Council (MPC)) and site users (Melbourn Dynamos football club (MDFC)) who wish to work in partnership to improve the quality of Grass Football Pitches. It aims to set out the responsibilities of MDFC wishing to improve grass football pitches where the pitches are under the ownership of MPC. It is a vehicle to ensure these two partners work together to achieve the common goal of improving the quality of Grass Football Pitches.
- 1.1 This agreement relates **only** to the improvement of the grass football pitches 1,2,7,8,9 as shown (**see Appendix A**). Other agreements may exist for other aspects of site management at the site and with other partners. Such other agreements are not affected.

B: ETHOS AND PURPOSE

- 2.0 To establish an agreement setting out the roles and responsibilities of the two partners to thus enable them to achieve common aims and objectives to improve the quality of grass pitches at Millennium Copse site. (**The named site**). Note the Millennium Copse site, FF site number 30004595 named "Millennium Cops" in PitchPower reports, includes all pitches listed in Appendix A except pitches 3 and 4 which are not in scope of this agreement.. Pitches 5 & 6 will be covered by agreement with another party. For the purposes of this agreement all nominated pitches are defined as the Millennium Copse site
- 2.1 This agreement sets out:
- i) the role of the MDFC, the MPC and any third party contractor; and
 - ii) the information required by the Site Owner so that additional maintenance procedures to be carried out safely.
- 2.2 This agreement sets out a clear understanding of roles and responsibilities and should be developed in good faith and used as a working partnership document.
- 2.3 MDFC as nominated in the agreement has agreed to sign up to receive Football Foundation Grant Aid for the duration of 5 years to improve the quality of the Grass Football Pitches at the Named Site.

C: GENERAL CONTEXT OF PARTNERSHIP AGREEMENT

- 3.0 This agreement is **not a lease**. It is an agreement between the named club (MDFC) and Site Owner (MPC) to carry out additional maintenance procedures to improve the quality of pitches at Millennium Copse site. The site owner commits to give MDFC priority access to pitch bookings as far as is reasonable.

THIS AGREEMENT is dated 19/09/2023

BETWEEN:

(1) The Site Owner – Melbourn Parish Council, The Hub, 30 High Street, Melbourn, SG8 6DZ

and

(2) The Football Club – Melbourn Dynamos FC: 18 Howard Road, Meldreth, SG8 6LU

KEY CONTACTS

(1) Key Contact for Site Owner – The Clerk
(parishclerk@melbournparishcouncil.gov.uk)

(2) Key Contact for Football Club

- a. Club Chair: Mr. Blake Carrington (chairman.mdfc@gmail.com); and
- b. Club Treasurer – Mr. Ian Henderson (mdfcfinance@gmail.com)

KEY INFORMATION

- (A) Melbourn Parish Council is the owner of the ‘Millennium Copse’ site (**the named site**) by the way of Freehold
- (B) The grass football pitches at Millennium Copse site (**the named site**) are used by Melbourn Dynamos football club.
- (C) The parties enter into this agreement in order to set out the terms upon which the MPC and MDFC shall engage a contractor to carry out both routine maintenance works or carry out additional work to improve the quality of the grass football pitches as directed by the terms of a grant from the Football Foundation.
- (D) The Parties 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 Millennium Copse site (**the named site**) is attached in **Appendix A**. (Pitches 3, 4, 5 & 6 shown in Appendix A are not covered by this agreement).

KEY PARTNER ROLES

Site Owner

The site owner is responsible for the following:

- Giving its permission for Melbourn Dynamos football club to carry improvement works to the pitches identified as parish pitches on land adjacent to The Moor, Melbourn, as set out the Grass Pitch Assessment report (and as directed by their funding agreement with the Football Foundation).
- 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. This is shown in Table 1.
- As the affected site are accessible to the general public, the Site Owner is responsible for maintaining the relevant site-related public liability insurances.
- The site owner will grant its permission to the Melbourn Dynamos Football Club to performance test the pitches using the Football Foundations **PitchPower app**.
- The site owner will discuss any additional football based 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.
- Both parties to this agreement undertake to work closely together by frequently reviewing the MPC routine maintenance contracts together with the added work dictated by the Football Foundation grant. The objective will be to optimize the use of all funds available to both organisations.

Table 1: Site Owner Current Maintenance Procedures

Description of Task	Frequency
Mowing – Pitches 1, 2, 8 and 9	18 on average per annum
Line Marking 'when required' after each cut –Pitches 1, 2, 8 and 9	18 on average per annum
Aeration – Pitches 1, 2, 8 and 9	October (once per season)
Scarification – Pitches 1, 2, 8 and 9	End of season (once per season)
Feed and level – Pitches 1, 2, 8 and 9	October (once per season)
Repair work – Pitches 1, 2, 8 and 9	Ad-hoc
Mowing – Pitch 7	18 on average per annum
Line Marking 'when required' after each cut – Pitch 7	18 on average per annum
Aeration – Pitch 7	October (once per season)
Scarification – Pitch 7	End of season (once per season)
Feed and level – Pitch 7	October (once per season)
Repair work – Pitch 7	Ad-hoc

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 – and this is provided in Table 2.
- 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 carried out by a specialist maintenance contractor are in line with current Health and Safety practices.
- Ensure that accurate records are kept 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) where applicable.**
- Ensure that the Site Owner is supplied with the contract terms agreed between the MDFC and the specialist maintenance contractor. The following information from specialist maintenance contractors will be supplied to the MPC 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.

Table 2: Football Club Additional Maintenance Procedures

This table gives an overview of the current maintenance procedures carried out by the football club and the new works that is in the guidance given in the Pitch Advisors report.

Currently Undertaken or Will be Undertaken (as per grant report)	Description of Task	Frequency
Currently	Grass Cutting	On average every 16 days
Currently	Make safe before weekend playing	Ad-hoc but on average fortnightly
Currently	White Line Painting	On average once every 16 days
New	Overseeding (whole ground)	Twice per season
New	Application of Fertiliser	At least twice per season
New	Application of selective herbicide	Once
New	Goal Mouth Repairs	Monthly
New	Decompaction	Twice per season
New	Slitting	At least 4 times per year
New	Surface Grooming	Not funded

Payment of the Planned Additional Maintenance Procedures

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

Melbourn Dynamos Football Club is responsible for paying the contractor to carry out the works agreed but will agree with the Site Owner (Melbourn Parish Council) the timing of each element of this work so to ensure best-value to all parties.

The Melbourn Dynamos Football Club will agree with the Site Owner the most cost-effective solution to make this payment and provide full transparency of invoices and monies paid.

Melbourn Dynamos Football Club will be responsible for the monitoring of spend, collation of accounts and reports required by the Football Foundation to satisfy the terms of the PitchPower grant.

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 three months, with the first review due to take place before 16th January 2024

Signed by Site Owner:
Abigail Williams, Clerk to Melbourn Parish Council

Date:

Signed by Football Club:
Mr Blake Carrington, Club Chair

Date:

Appendix A – Site plan

