



AGENDA

- 39. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES**
- 40. DECLARATIONS OF INTEREST**
- 41. SERVICES COMMITTEE MEETING – 02 DECEMBER 2024 - MINUTES**
- 42. ALLOTMENTS**
 - (i) General Update
 - (ii) Harmire Road
 - (iii) Raby Avenue
 - (iv) Demesnes
 - (v) Crook Lane & Town Head
- 43. PLAY AREAS**
- 44. MINI GOLF**
- 45. WEDNESDAY MARKET**
- 46. FLORAL AND OPEN SPACES**
- 47. GALGATE – CONDITION OF ROADSIDE TREE**
- 48. DOG FOULING PROJECT**
- 49. TENS FIELD – BARNARD CASTLE FC**

Detailed agenda can be viewed at:

<https://barnardcastletowncouncil.gov.uk/agendas-minutes/>

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**BARNARD CASTLE TOWN COUNCIL
SERVICES COMMITTEE**

17 FEBRUARY 2025

DETAILED AGENDA

39. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Cllr Chatterjee has submitted their apologies.

40. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Constitution (Members' Code of Conduct) (Minute 10/May/19 refers), Members will be asked whether they have any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members are reminded that a declaration can be given later in the meeting if a need arises during discussion.

41. SERVICES COMMITTEE MEETING – 02 DECEMBER 2024 - MINUTES (ENCLOSED)

Recommendation – That the minutes be approved as a true record.

42. ALLOTMENTS

(i) General Update

Since the Services Committee meeting in December 2024 one resident has been added to the Parishioner waiting list. The waiting list stands at 22 Parishioners and the non-parishioner list stands at 9.

The water will be turned on again at the beginning of March depending on the weather.

(ii) Harmire Road Allotment site

No issues

(iii) Raby Avenue

The boundary hedges have been cut back.

One plot has become vacant with it offered to the next person on the waiting list. Answer pending.

(iv) Demesnes

A small amount of vandalism occurred at the beginning of January with the tenants reporting the matter to the Police.

(v) Crook Lane & Town Head

No issues.

Recommendation – That the information is received and noted.

43. PLAY AREAS

Minor repairs to the Huck Unit at Dawson Road have been carried out, and the cantilever swing in the same play area is now back in use following the spare parts required. No other issues have been reported.

Recommendation – That the update be received and noted.

44. MINI GOLF

Preparations are due to get underway for the opening 2025 Season which this year will open on Saturday 12th April 2025.

Minor repairs have been identified and are currently being worked through by our maintenance supervisor. These will be completed prior to the Easter opening.

Quotations are currently being obtained to replace the facias on the kiosk which would also benefit from being painted, both works completed prior to the opening.

Confirmation has been received that one attendant who has worked at the course the previous two seasons will be returning in 2025. Therefore, recruitment will begin in the coming weeks for more attendants.

Recommendation – That the information be noted.

45. WEDNESDAY MARKET

In the weeks from 27 November 2024 to 5 February 2025 inclusive, total rental receipts have been £1224.00, an average of £153.00 per week. 1 charity pitch has been utilised, and trading opportunities are being offered to those on the waiting list to cover regular trader absences. The waiting list currently stands at 4.

The last market before Christmas was on 18th December, and the first in 2025 the 8th of January.

Recommendation – That the information is received and noted.

46. FLORAL AND OPEN SPACES

The winter bedding is in place.

The Chickweed problem in the Niche Living bed is being tackled by the most efficient way (on advice) which is removing by hand before the spring.

A further 3 planters will be replaced this year.

The lease of flowerbeds at Pearson Terrace has now been concluded. The council's maintenance supervisor will be looking at what needs to be planted in these in next few weeks.

Recommendation – That the information is received and noted.

47. GALGATE – CONDITION OF ROADSIDE TREE

The council has received a notification of a Sycamore on the green above the memorial garden that requires a decaying branch that requires removing.

Recommendation – That the council engage an arborist to carry out the work.

48. DOG FOULING PROJECT

Verbal updates will be given at the meeting.

49. TENS FIELD – BARNARD CASTLE FC

Tens Field has charitable status as a Field in Trust with the Town Council as managing Trustees.

Barnard Castle FC (Previously Bowes FC) are looking to apply for a Grass Maintenance Grant through the Football Foundation to improve the playing surface at the Tens Field over a six-year period. Improving the playing surface for both the football club, and anyone using the space.

Recommendation – (a) That the information is received and noted; and (b) That as Proper Officer, the Town Clerk countersigns the Landlord and Tenant form, and the Pitch Maintenance Agreement on behalf of the Town Council.

**BARNARD CASTLE TOWN COUNCIL
SERVICES COMMITTEE**

02 DECEMBER 2024

PRESENT: Councillors Turnbull, Ewart, Blake, Chatterjee, Bigge, Foote-Wood & Connelly

Also in attendance: Teesdale Mercury

Officers: Mr Clark (Town Clerk)

28. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

None.

Resolved – That the submitted apologies be approved.

29. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Constitution (Members' Code of Conduct) (Minute 10/May/19 refers), Members will be asked whether they have any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members are reminded that a declaration can be given later in the meeting if a need arises during discussion.

30. SERVICES COMMITTEE MEETING – 07 OCTOBER 2024

Resolved – That the minutes be approved as a true record.

31. ALLOTMENTS

(i) General Update

Since the Services Committee meeting in October 2024 one resident has been added to the Parishioner waiting list, with one coming off. The waiting list stands at 21 Parishioners and the non-parishioner list stands at 9.

The water will be turned off for the winter on Thursday 5th December and turned back on late February or early March depending on the weather.

(ii) Harmire Road Allotment site

No issues

(iii) Raby Avenue

No issues

(iv) Demesnes

No issues.

(v) Crook Lane & Town Head

No issues.

Resolved – That the information is received and noted.

32. PLAY AREAS

Work on the identified repairs has almost been completed. When completed the \$106 grant will be requested.

No other issues.

Resolved – That the update be received and noted.

33. MINI GOLF – 2024 SEASON REVIEW

Received – **Appendix A.**

34. WEDNESDAY MARKET

In the weeks from 25 September to 20 November 2024 inclusive, total rental receipts have been £2,010, an average of £201 per week. 3 charity pitches have been utilised, and trading opportunities are being offered to those on the waiting list to cover regular trader absences. The waiting list currently stands at 4.

The last market before Christmas is on 18th December, and the first in 2025 being the 8th January.

Resolved – That the information is received and noted.

35. FLORAL AND OPEN SPACES

The winter bedding is in place.

The council Maintenance Supervisor has repaired several loose steps at Bede Kirk following a referral from a resident.

Resolved – That the information is received and noted.

36. 2025/26 BUDGETARY BID

Received – **Appendix B**

Resolved – (a) That the Play Areas budget be set at £2,995 To cover inspections and general small items of maintenance/spares;

(b) That any underspend at the end of the year is vired to Play Area Repairs and Future Maintenance EMR

(c) That the ground maintenance budget (grass cutting & Floral) be set for 2025/26 at £22,660 (£14,060 grass cutting & £5,400 floral displays, £3,200 watering);

(d) That any underspend in the 2024/25 Grounds Maintenance budget be vired into the Grounds Maintenance Ear Marked Reserve;

(e) That the contracts for CE & CM Walker and One3One be extended to 2025;

(f) That the Play Areas 2025/26 Income budget (Tens Field Rental) be £100 (no change);

(g) That the Play Areas Repairs and Future Provision earmarked reserve continues;

(h) That the play areas inspection contract awarded to Park Lane Playgrounds be extended for the 2025/26 financial year;

(i) That Wednesday Market expenditure is set at £8,000 and Income at £8,000 for 2025/26 with any surplus at EOY vired to the Wednesday Market EMR.

(j) That War Memorials 2025/26 budgetary allocation be £NIL;

(k) That the Floodlighting budget be £636 (reduction of £141 on 2024/25);

(l) That Lowfield Gardens be requested to carry out the 2025 floral displays watering service;

(m) That the Mini Golf Income be £11,000 and Expenditure be £11,000; and surplus funds from the 2024 season distributed as follows: 60% General Reserves and 40% to the Mini Golf EMR

(n) That the 2025 fees and charges be as follows (no change):

£3.00 per round for all users (£2.50+20% VAT);

£9.00 group ticket (up to 4 players – saving £3.00) (£7.50+20% VAT);

£15.00 loyalty ticket (7 rounds in advance – saving £6.00) (£12.00+20% VAT);

£1.00 lost ball (83p+20% VAT);

£6.00 damaged club (£5.00+20% VAT);

(o) That the 2025/26 Allotments Expenditure be £4,027 and Income be £4,027;

(p) That the allotment rental for 2026/27 for a full plot remains at £48.00.

(q) That the allotment rental for a half plot for 2026/27 is £30.

(r) That the dog agility fee for 2025/26 remains at £25.00

(s) That the Wednesday Market standard pitch fee for 2025 remains at £12, large pitch £18, and additional metre (or part) beyond 10m £2. Charity pitch remains at £0

37. DOG FOUL PROJECT

Cllr Turnbull gave members a verbal update:

- Meeting held 21st November – 1 member of the public, Cllr's Ewart & Foote-Wood, Neighbourhood Warden manager, Sarah Robinson, Annalisa Ward (TAP), Nicky Carter (Teesdale Mercury) and Aiden McCabe (Clean & Green) were in attendance. Main points:
- Raise awareness to 'pick up'.
- Raise awareness of the Neighbourhood Warden service with monthly drop sessions where residents can discuss things like dog fouling, litter, anti-social behaviour. Next sessions are 6th December in the library and 7th January in the Witham.
- More linking in with Civic Pride.
- Working with the children (educating).
- Exploring funding options.
- Potential CCTV.
- Looking at being creative and raising the issue in different ways.
- Planning a walk round town to look at bins and locations with all members welcome to join.
- A dog Day could be looked into.
- Group will be looking to work with the 'Meet'.

It was referred that the issue was not necessarily the amount of bins but getting people who let their dog foul, to use them. A responsible dog owner will pick up and deposit in the next available bin.

The reporting of dog fouling should be made more practical and quick.

Resolved – (a) That the information is received and noted; and (b) That the notes from the recent meeting are circulated to members.

38. TENS FIELD

Tens Field has charitable status as a Field in Trust with the Town Council as managing Trustees.

In September 2020 the council approved that the Bowes Football Club could improve the pavilion and car park areas, subject to planning. (Minute 5.4/Sept/20 refers). The works were subsequently given planning permission and completed in June 2022, with the site now able to provide for 20 cars on match days. This has significantly improved the parking in surrounding residential areas.

The football club are now seeking the town council's approval, as Managing Trustees, for them to be able to provide for a further 10 to 15 cars (using the same interlocking plastic grass grid as before).

Resolved – That the Town Council as Managing Trustee under the Charities Act 2011 for Tens Field approve, subject to any planning permissions required, for Bowes Football Club to extend the car park to accommodate a maximum of 10-15 cars.

Appendix A

**BARNARD CASTLE TOWN COUNCIL
SERVICES COMMITTEE – 02 DECEMBER 2024
MINI GOLF – REVIEW OF 2024 SEASON**

Introduction

This report provides members with a review of the 2024 Mini Golf season.

Background to the Report

The 2024 operating season was the tenth full season since the course was redesigned in 2013. The 2024 season ran from Friday 29th March 2024 until Sunday 3rd November 2024; with the course open every weekend, bank holidays and full weeks in line with local school holidays. This year the course was operated by three attendants.

Data

The range of ticket options continued to be popular. Visitor numbers for the whole season, compared to the previous seasons, are as follows:

Season	Single tickets	Group tickets (4)	Loyalty tickets (7)	Total rounds	Average no. visitors per day
2019	2,133	2,028	175	4,336	38
2021	2,443	2,572	308	5,323	78
2022	3,513	2,644	301	6,458	56
2023	2,862	2,788	350	6,000	52
2024	3,049	2,372	327	5,748	50

As always, the usage of the course is dependent on the weather. For 2024 there were 117 operating days. The course did not experience any particularly bad weather days which resulted in closure of the course, however the unfavourable weather over the summer resulted in some quieter periods. This has always been a service where visitor numbers are naturally dictated by the weather.

There remains a problem with falling twigs/leaves and bird guano on the course. Each attendant has been trained to operate a petrol leaf blower which is used as part of their regular cleaning routine. However, the trees and resultant debris will always need to be borne in mind when maintenance issues are considered.

The Council's market and maintenance supervisor assists with the upkeep of the course as do the attendants prior to the start of their shift.

Groups and registered charities are able to hire the course between the hours of 5.00pm and 9.00pm during term time and 6.30pm and 9.00pm during school holidays with

supervised school parties being able to use the course for practical lessons on weekdays during term time. During 2024 there was one private hire booking.

Information about the Mini Golf facility, including opening days and times, has been available on the Town Council's website.

Conclusion and Future Steps

Mini Golf is run as a 'self-funding service' with a 'Mini Golf Holding Account' set up to enable underspends to be set aside for future repairs and upkeep of the facility. As a course, it is also imperative that every effort is made to 'future proof' it.

The 2025 season will be the twelfth operating season for the course and the eighth since the re-felting of the course in 2017.

The final net income and expenditure figures, compared to the previous four seasons, are as follows:

Season	Budget Income	Budget Expenditure	Income	Expenditure
2019	£10,000	£10,000	£9,471	£7,227
2021	£10,000	£10,000	£11,490	£9,002
2022	£10,000	£10,000	£14,447	£9,586
2023	£10,000	£10,000	£12,580	£8,369
2024	£10,000	£10,000	£12,639	£8,791

The total income for 2024 season, including VAT is £15,167. The overall income and expenditure have remained broadly stable since 2014.

Members should be mindful that there will be further expenditure from the 2024/25 budget in respect of grounds maintenance, any repairs/modifications following the winter period, costs associated with equipment replenishment and recruitment, if required, prior to the start of the 2025 season.

For the 2025 season, given the increases in costs experienced across the council's supplies and services, it is no longer feasible to raise the mini golf attendant wage in line with the adult rate of national minimum wage. From April, the NMW will be £12.21, for those aged 21 and over. The rates for 18-20 will be £10.00 and for 16-17, £7.55. It is recommended that the current mini golf attendant wage of £10.18 is frozen for 2025 and that it should only be reviewed in future if the 18-20 NMW rate rises to this amount or if the council employs an attendant aged 21 or over, in which case the appropriate NMW rate will apply to that individual(s).

Recommendation –a) That the information be noted; and (b) That the mini golf attendant's salary for 2025 remain at £10.18 an hour.

Claire Atkinson
RFO

Appendix B

**CASTLE TOWN COUNCIL
SERVICES COMMITTEE 02 DECEMBER 2024**

BUDGETARY BIDS 2025/26

1. Introduction

- 1.1 This report is to consider budgetary bids, including fees and charges where applicable, for Play Areas, Wednesday Market, War Memorials, Floodlighting, Grounds Maintenance (grass cutting/Floral displays), Mini Golf, and Allotments, for inclusion in the overall Town Council budget for 2025/26.

2. Outcomes from Previous Meetings

- 2.1 It was resolved by Resources Committee on 02 September 2024 (minute 16(c)/September 24/refers) that non-pay inflation of 5% be assumed.

3. Play Areas

- 3.1 The town council currently manages seven play areas; Green Lane, Dawson Road, Kalafat, Marwood Drive, Bouch Way, Scar Top and The Lower Demesnes.
- 3.2 The Play Areas expenditure budget covers the costs of annual minor general maintenance and quarterly play area inspections. Quarterly inspections across all sites is currently £720.00 pa (net). The remainder of the budget is used for the cost of minor repairs/spare parts.
- 3.3 The Play Area inspection budget is recommended to increase by £145 only to cover the expected increase in the inspection fees.
- 3.4 The Play Area Repairs & Future Provision Ear Marked Reserves (EMR) stands at £375.00 following the significant repairs that have been required in 2024/25.
- 3.5 Bouch Way Play Area has its own Earmarked Fund for repairs and future replacement (£10,863.29) and remains in place as is.
- 3.6 Park Lane Playgrounds have been carrying out quarterly play areas inspections in 2024/25. They offer good value for money, providing comprehensive reports and advice and have carried out play area repairs quickly and efficiently, when required to do so. It is proposed that their contract be extended for 2025/26 with the budget increasing by the assumed non pay inflation figure of 5%.

4. Wednesday Market

- 4.1 The anticipated out-turn income for the Wednesday market is expected to be in the region this year of £8,000. Expenditure is similarly anticipated to be approximately £8,000. This relates primarily to the costs associated with setting out the market (salaries). Any surplus income is transferred at year end to the Wednesday Market Ear Marked Reserve.
- 4.2 Current pitch fees: Standard Pitch (0-6m) £12.00, Large Pitch (6-10m) £18.00, Additional metre (or part) beyond 10m £2 and Charity Pitch £0.
- 4.3 No change is proposed to the 2025/26 fees and charges for the Wednesday Market

5. War Memorials

- 5.1 Annual Inspections of each Memorial, and its immediate surrounds are carried out each year by the Chair of Services and a member of staff (spring). Any issues identified at those inspections are referred to the committee.
- 5.2 There is currently £1,500 in the War Memorial Earmarked Reserve.
- 5.3 In 2024/25, the War Memorials budget was approved as NIL. In 2025/26 the recommendation is for no change, and continually reviewed annually.

6. Floodlighting

- 6.1 This Council continues to be responsible for the electricity and maintenance costs of the Castle floodlights and has an associated budgetary allocation. The electricity costs are recharged to this council by Durham County Council on an annual basis. From 2015, following installation of external floodlighting to the Market Cross, the revenue costs, including electricity, of this lighting scheme are now met by the town council on the same basis.
- 6.2 The recharge for this financial year amounted to £605 (net). Given this was under budget the recommendation for 2025/26 is to reduce this budget element to £636.

7. Grounds Maintenance (grass cutting/floral displays)

- 7.1 Currently the grass cutting contract carried out by CE & CM Walker is currently valued at £13,398, the floral displays by One3One at £4,121, and the watering services by Lowfield Gardens at £3,000.
- 7.2 The actual figure for One3One was £4,893 slightly above budget due to having 3 planters replaced. Their quote for 2025, including replacing 3 further planters is £5,400.
- 7.3 The grass cutting budget is recommended to rise by the agreed non pay inflation figure of 5% to £14,060.
- 7.4 The watering and weeding carried out is recommend to increase to £3,200.
- 7.5 The predicted underspend on the overall Grounds Maintenance budget agreed for 2024/25 is anticipated to be approximately £2,728. This underspend will be placed into the Grounds Maintenance Ear Marked Reserve. The underspend is due to works at Bede Kirk no yet carried out. When this has been organised the money would come from the Ground Maintenance EMR.
- 7.6 The contract for CE & CM Walker, Lowfield Gardens, and One3One be extended to 2026. This offers greater value and give consistency of works.

8. Mini Golf

- 8.1 Mini golf is a classed as a totally 'self-funding service', with no demand on the precept.
- 8.2 The 2024 income and expenditure is reported in the review of the 2024 season (agenda item 30). It is recommended that the estimate income and expenditure for 2025 be £11,000.

- 8.3 It is proposed that ticket prices remain unchanged for the 2025 season.
- 8.4 The mini golf attendants are employed on a seasonal basis and are included on the council's payroll and subject to the appropriate PAYE and National Insurance contributions. Expenditure in respect of employer National Insurance contributions also needs to be taken into account. It is proposed the attendants hourly rate remains at the present £10.18ph.
- 8.5 Since the 2013/14 budgetary cycle, Fees and Charges have been on a 'per season' basis to avoid changes in ticket prices should the season commence prior to 31 March (which would be the case if ticket prices were on a financial year basis).

9. Allotments

- 9.1 The Allotments are an entirely self-funding service. After all expenditure relating to the service has been made in each year, any remaining underspend is transferred into the Allotments Improvement Earmarked Reserve.
- 9.2 The Allotments Earmarked Reserve was set up in December 2010 to facilitate essential capital projects i.e., upkeep and refurbishment of paths, boundary repairs, tree works, fencing and standpipe repairs etc.
- 9.3 The Allotment Improvements Ear Marked Reserves stands at £7,395.00.
- 9.4 The budgetary bid for 2024/25 was set at £4,303 for both expenditure and income based on 86 active gardens and income £150 received from Northern Powergrid (Northeast) Limited in respect of the annual rental for the electricity sub-station, sited at the Crook Lane allotment along with the annual income of £25 relating to the licence granted to the Dog Agility Group for access to the water supply to the Demesnes allotment. For 2025/26 there are 84 active plots – 74 full and 10 half which equates to £4,027 for income and expenditure for 2025.
- 9.5 The plot rental for 2025/26 has already been determined at £48.00 because 12 months' notice must be given to tenants. It was also approved to reduce the fee for a half plot to £30 from 2025 (min 15(vi)/April/24 refers) . This would result in a 2025/26 budgetary allocation of £4,027 for both expenditure and income which includes the additional income from the sub-station of £150 and Dog Agility of £25.00.
- 9.6 With the allotments being self-funding and generating sufficient funding to cover costs I recommend no increase in allotment rental for 2026/27

10. Conclusion

Budgetary bids agreed at this meeting will be considered *en bloc* at the meeting of Resources Committee scheduled for 06 January 2025.

Recommendations – (a) That the Play Areas budget be set at £2,995 To cover inspections and general small items of maintenance/spares;

(b) That any underspend at the end of the year is vired to Play Area Repairs and Future Maintenance EMR

(c) That the ground maintenance budget (grass cutting & Floral) be set for 2025/26 at £ 22,660 (£14,060 grass cutting & £5,400 floral displays, £3,200 watering);

- (d) That any underspend in the 2024/25 Grounds Maintenance budget be vired into the Grounds Maintenance Ear Marked Reserve;
- (e) That the contracts for CE & CM Walker and One3One be extended to 2025;
- (f) That the Play Areas 2025/26 Income budget (Tens Field Rental) be £100 (no change);
- (g) That the Play Areas Repairs and Future Provision earmarked reserve continues;
- (h) That the play areas inspection contract awarded to Park Lane Playgrounds be extended for the 2025/26 financial year;
- (i) That Wednesday Market expenditure is set at £8,000 and Income at £8,000 for 2025/26 with any surplus at EOY vired to the Wednesday Market EMR.
- (j) That War Memorials 2025/26 budgetary allocation be £NIL;
- (k) That the Floodlighting budget be £636 (reduction of £141 on 2024/25);
- (l) That Lowfield Gardens be requested to carry out the 2025 floral displays watering service;
- (m) That the Mini Golf Income be £11,000 and Expenditure be £11,000; and surplus funds from the 2024 season distributed as follows: 60% General Reserves and 40% to the Mini Golf EMR
- (n) That the 2025 fees and charges be as follows (no change):
 - £3.00 per round for all users (£2.50+20% VAT);
 - £9.00 group ticket (up to 4 players – saving £3.00) (£7.50+20% VAT);
 - £15.00 loyalty ticket (7 rounds in advance – saving £6.00) (£12.00+20% VAT);
 - £1.00 lost ball (83p+20% VAT);
 - £6.00 damaged club (£5.00+20% VAT);
- (o) That the 2025/26 Allotments Expenditure be £4,027 and Income be £4,027;
- (p) That the allotment rental for 2026/27 for a full plot remains at £48.00.
- (q) That the allotment rental for a half plot for 2026/27 is £30.
- (r) That the dog agility fee for 2025/26 remains at £25.00
- (s) That the Wednesday Market standard pitch fee for 2025 remains at £12, large pitch £18, and additional metre (or part) beyond 10m £2. Charity pitch remains at £0

ITEM 44



44 N3T1

ITEM 44



44 1371

Trn 47



Durham
County Council



Barnard Castle Football Club organisation be signing up for a period of up to 10 years to the Football Foundation to use their best endeavors to improve the grass pitches at Tens Field site.

KEY CONTACTS

- (1) Key Contact for Site Owner – Barnard Castle Town Council, Woodleigh, Flatts Road, Barnard Castle – Martin Clark (Town Council Clerk) - 01833 690970 - clerk@barnardcastletowncouncil.gov.uk
- (2) Key Contact for organisation – John Close (Secretary), 07999339512, john_close@hotmail.co.uk

KEY INFORMATION

- (A) Barnard Castle Football Club is the owner of Tens Field site by the way of Freehold or Leasehold
 - (B) If leasehold, please state the length of the lease
 - (C) The pitches at Tens Field site are used by Barnard Castle Football Club organisation.
 - (D) The parties enter into this agreement in order to set out the terms upon which the eligible organisation shall engage a contractor to carry out works or carry out the work to improve the quality of the grass pitches.
-
- (E) It is advised that the partners 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 Tens Field site is attached in **Appendix A**.

KEY PARTNER ROLES

Site Owner

The site owner is responsible for the following:

- Giving its permission for Barnard Castle Football Club organisation to carry improvement works to the pitches on Tens Field site as set out the Grass Pitch Assessment report (and in line with their funding agreement with the Football Foundation – delete if not applicable).
- 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.

- If the site is accessible to the general public, the site owner is responsible for maintaining the relevant public liability insurances.
- The site owner will grant its permission to the eligible organisation to performance test the pitches using the Football Foundation's **PitchPower web app**.
- The site owner will discuss any additional site user/booking requests with the organisation to ensure that the pitches aren't being overplayed and the organisation can continue to meet the required performance standard.

Site Owner Current Maintenance Procedures

List below the current maintenance procedures that are the responsibility of the site owner

Description of Task	Frequency
None – The Tens Field site is completely managed by Barnard Castle Football Club	

Add additional rows if required

Eligible organisation

The eligible organisation is responsible for the following:

- Providing an annual schedule of pitch maintenance works required that are in addition to what is carried out by the site owner.
- 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 are carried out by organisation officials or specialist maintenance contractors are in line with current Health and Safety practices.
- Ensure that it keeps accurate records 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)**.
- Ensure that the Site Owner is supplied with the following information from specialist maintenance contractors 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.

Barnard Castle Football Club organisation Additional Maintenance Procedures
Give an overview below of the current maintenance procedures carried out by the eligible organisation (this should include the guidance given in the Pitch Advisors report).

Description of Task	Frequency
Hedge Trimming	Every autumn
Grass Cutting	Weekly during spring and summer months
Flower bed maintenance	Weekly during spring and summer months
Aerating and Scarifying	Annually

Add additional rows if required

Payment of the Planned Additional Maintenance Procedures

Barnard Castle Football Club Eligible organisation has received a Football Foundation Grant towards carrying out additional works set out above and detailed in the PitchPower Assessment Report.

Barnard Castle Football Club Eligible organisation is responsible for paying the contractor to carry out the works agreed.

The Eligible organisation should agree with the Site Owner the most cost-effective solution to make this payment.

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 constituent body and the Football Foundation.

This agreement will be subject to review every twelve months, with the first review due to take place in <May 2025>.

Signed by Site Owner:

Name:

Date:

Signed by Eligible organisation:

Name: **John Close** *J. Close*

Date: **06.01.24**



Grass Pitch Maintenance Fund - Landlord and Tenant Form Template

(To be used when the security of tenure is less than ten years and/or has a break clause in favour of the Landlord)

INTRODUCTION

To be eligible for the Football Foundation Grass Pitch Maintenance Fund (GPMF), eligible organisations need security of tenure (SoT) on the pitch(es) they are applying for funding for. They need to either own the freehold or have a lease or license with a minimum of 12 months left to run and permission from the Landlord.

The purpose of this template is to:

1. Enable an eligible organisation with less than ten years SoT and/or a break clause, in favour of the Landlord, apply for GPMF to improve the grass pitch(es).
2. Provide comfort to the eligible organisation and Football Foundation that the Landlord knows of no current reason why the current SoT would not be extended beyond its current term and no current reason or intention to activate a break clause.

This template is not an extension of a lease or licence; it simply sets out the agreement for the named eligible organisation with the Landlord, to carry out additional maintenance procedures, as recommended in their PitchPower Assessment Report, to improve grass pitches.

Grass Pitch Maintenance Fund – Landlord and Tenant Form

THIS TEMPLATE is dated

BETWEEN:

1. Landlord (enter name and address) – Barnard Castle Town Council - Woodleigh, Flatts Road, Barnard Castle, DL128AA
2. Eligible organisation (enter name and address) – Barnard Castle Football Club, Tens Field, Off Kalafat, Barnard Castle, DL128LP

KEY CONTACTS

(Enter key contact name and contact details)

1. Key Contact for Landlord – Martin Clark, 01833 690970, clerk@barnardcastletowncouncil.gov.uk
2. Key Contact for eligible organisation – John Close, 07999339512, john_close@hotmail.co.uk

KEY INFORMATION

1. The site (enter site name and address) Tens Field, Off Kalafat, Barnard Castle, County Durham, DL128LP
2. (enter name of landlord) Barnard Castle Town Council knows of no current reason why the current SoT with (enter organisation name) Barnard Castle Football Club would not be extended beyond its current term and no current reason or intention to activate a break clause for the above site.
3. (enter name of organisation) Barnard Castle Football Club, should they be awarded GPMF funding, will be signing up to Football Foundation terms and conditions for a period of ten years.
4. If the SoT is not extended or a break clause is activated the GPMF funding would stop.

Signed by Landlord:

Name:

Date:

Signed by eligible organisation:



Name: John Close

Date: 06.01.24

