

3G Pitch Management & Development Plan 2024-25

Version	1.0
Created by	Ed Whitesmith – Leisure Services Manager Matthew Filmore – Deputy Town Clerk
Date approved	02.04.2024 - Leisure Services Committee

1. BACKGROUND

The 3G pitch ('the pitch'), located at Woodford Park Leisure Centre, was opened on 3 June 2016.



Funding for the installation was provided by means of a Football Foundation capital grant (£277,200) and a Public Works Loan Board loan (£255,000).

The Football Foundation's grant conditions require the following over a 21-year period from the date of acceptance of the grant (full details are contained in the Acceptance of Grant Contract):

- ◆ List the pitch on the FA 3G Football Turf Pitch Register, and maintain this registration through approved pitch testing and certification.
- ◆ Keep the facilities and equipment in good repair.
- ◆ Maintain appropriate insurance cover for the facility and its operation.
- ◆ Take into account and make appropriate provision for the enjoyment of the facility by people with disabilities.
- ◆ Charges to the public not to increase by beyond any increase in the Retail Price Index from the date the grant application was approved by the Foundation board.
- ◆ Display appropriate signage reflecting the grant received from the Football Foundation.
- ◆ Officially acknowledge the support of the Football Foundation in all publicity materials referring to the facility.
- ◆ Operate the facility in accordance with the Management Plan (encompassing the Development Plan and Business Plan).
- ◆ Provide usage information to the Football Foundation as requested.
- ◆ Keep properly audited accounts relating to the operation of the facility.

The Council must undertake satisfactory financial planning to ensure sufficient funds are available to maintain the pitch for the duration of the 21-year period.

The Council's objectives for the pitch are:

- ◆ To provide facilities that will attract new players, allow progression and advancement of playing standards
- ◆ To make facilities accessible to all, regardless of age, ability and ethnicity
- ◆ To assist with the development of the local workforce, including coaches, officials and volunteers
- ◆ To maintain the quality of both local playing facilities and equipment

This document sets out the Council's Management Plan, an annual summary, and the Development Plan.

The Management Plan sets out the processes the Council will follow with regards to the day-to-day management and maintenance of the pitch.

The Development Plan sets out what the Council intends to do in future to continue to meet the requirements of the funding agreement, and to optimise the use of the pitch.

2. MANAGEMENT PLAN

Finance

On an annual basis, the Council will transfer £12,000 into an earmarked reserve for the replacement of the pitch surface at the end of its lifecycle.

At the point of installation, the lifecycle of the pitch was anticipated to be 10 years, with the cost of replacement estimated to be £120,000.

Separate funds are allocated annually against a specific budget for repairs and materials for the pitch.

Any supplementary funding required for additional maintenance or capital investment / replacement equipment will require approval from the Council's Strategy & Resources Committee.

Hire Rates

Hire rates will be reviewed on annually by Council Officers, before formal approval by Full Council as part of the overall budget setting process.

As part of the review process, comparative charges will be ascertained for similar venues and facilities in the local area, with competitive and fair prices then set.

Operational Hours

The pitch operates from 9am each day, until 9pm on weekdays, and 6pm on weekends.

Bookings

Hirers will be required to complete a standard centre booking form for all to be invoiced bookings.

Casual ad-hoc hirers, where possible, will be asked to complete a booking form, but this may not always be required at short notice.

Hirers will be directed to the Council's [General Data Privacy Notice](#) for information on how the Council will manage their data, with all data processed in line with the Council's [Data Protection Policy](#).

Hirers will be provided with the standard terms and conditions of hire, including cancellation policy, at the point of booking (**Appendix A**).

Maintenance

In-house maintenance will be completed twice a week; including use of the tractor to drag brush the surface / application of additional rubber crumb.

Goals, goal nets and dividing curtains will be repaired, as and when required. Loose litter will be cleared from the pitch daily, with bins emptied as and when required.

An external maintenance contract will be maintained throughout the lifecycle of the pitch, providing six maintenance visits per year, providing a power sweep, decompaction and perimeter vegetation treatment. The external maintenance provider will be required to provide an annual report, highlighting areas that need attention or repair, which will then be actioned as appropriate.

The Council will ensure the pitch is included on the FA's approved 3G Pitch register, ensuring the testing and accreditation process takes place as required.

Health & Safety

Users will be advised to report all incidents, including accidents and injuries, to centre staff. When notified, centre staff will complete an incident report, with reports maintained on site.

Two appropriately stocked first aid kits will be maintained in the leisure centre reception at all times, where telephones are also located.

The centre will ensure at least one qualified first aider is on site at all times to support clubs, coaches and pitch users if required.

An external defibrillator is available at the pitch, funded via the Premier League Defibrillator Fund. A second defibrillator is located behind the leisure centre reception alongside the first aid kits.

A risk assessment will be maintained for the pitch, which will be reviewed annually.

Safeguarding

The Council maintains a safeguarding policy, and Council staff working with children and young people undertake annual child protection training.

Where partner clubs and organisations hire the pitch for use by children and young people, responsibility for safeguarding lies with those clubs / organisations.

Contact

Leisure Centre staff will be on site at all times when hirers are using the pitch.

Day to day responsibility for the management of the pitch lies with the Leisure Services Manager, who will provide an update report at each of the Council's Leisure Services Committee meetings.

3. ANNUAL SUMMARY (as at March 2024)

Finance

As at 1 April 2024, the earmarked reserve for the replacement of the 3G pitch surface stands at £96,000.

The most recent income and expenditure figures, including the budget for 2024/25, are as follows:

WOODFORD PARK LC	2022/23	2023/2024	2023/2024	2024/2025
INCOME	Actual	Budget	Revised Est	Budget
3G Pitch ots	£72,568	£65,762	£74,932	£85,208
Total	£72,568	£65,762	£74,932	£85,208
EXPENDITURE				
3G Repairs and Maintenance	£1,963	£2,100	£2,592	£2,600
3G Equipment Costs	£1,200	£2,800	£2,610	£2,950
WPLC 3G Pitch Sinking Fund	£ -	£12,000	£12,000	£12,000
Total	£3,163	£16,900	£17,202	£17,550
Net	£69,405	£48,862	£57,730	£67,658

Hire Rates

The following hire rates for 2024/25 were approved by Full Council on 6 February 2024:

	01/04/23 – 31/03/24	01/04/24 – 31/03/25	Increase	
Peak (full pitch)	£98.00 p/h	£100.00 p/h	£2.00 p/h	2.00%
Off Peak (full pitch)	£71.00 p/h	£73.00 p/h	£2.00 p/h	2.80%
Peak (5-a-side)	£41.00 p/h	£42.00 p/h	£1.00 p/h	2.40%
Off Peak (5-a-side)	£28.00 p/h	£29.00 p/h	£1.00 p/h	3.60%
Community (5-a-side)	£21.00 p/h	£21.50 p/h	£0.50 p/h	2.40%

Bookings

The current usage plan for 2024 is included at **Appendix B**.

Maintenance

The current external maintenance contract is with Technical Surfaces. The contract is due for renewal in June 2026.

The most recent condition report was completed in June 2023 (**Appendix C**) which confirmed the pitch is considered in good condition for its age. Two areas of damage were highlighted as a result of general wear and tear; both were repaired in November 2023 at a cost of £595.

In house repairs to the dividing curtains and goal nets took place in early March 2024, although dividing curtains are close to being beyond repair. The replacement and repair of goal nets is an ongoing issue, with new nets on the larger goals only lasting approximately four to six weeks before being torn.

The pitch's current testing certification expires in May 2025.

Health & Safety

The risk assessment (**Appendix D**) was last reviewed in February 2024; no current high-risk items were identified.

Statistics are not available for the number of incidents reported, but the number is low.

4. DEVELOPMENT PLAN

Finance

Should the Council continue transferring £12,000 per annum into an earmarked reserve for the replacement of the pitch surface, it is envisaged that, at the end of the lifecycle of the surface, the earmarked reserve will be below that of the full cost of replacement.

During 2024/25, the Council will obtain a current market estimate for the cost of replacing the pitch surface. Based on this estimate, and accounting for potential future price increases, the Council will re-assess and consider adjusting payments made to the earmarked reserve in future years with the intention of the reserve covering the entire cost of replacement.

If, at the end of the lifecycle of the pitch surface, additional funding is required, this will need to be met by the Council. At the end of the 2024/25 financial year, the Council's general reserve is budgeted to be £506,680.

Operational Hours

Following demand from partner clubs for additional use of the pitch during weekday evenings, the Council has applied for planning permission to increase the operational hours of the pitch until 9.30pm on Tuesdays, Wednesdays and Thursdays.

Bookings

The usage plan indicates capacity on the pitch during weekdays between 9am and 4pm. This is because there is little to no demand for these time slots. Due to low demand, the Council does not intend to actively seek out potential hirers to fill these slots, but this does not present a financial concern as pitch bookings, and resultant income, is strong at all other times, and more than sufficient to ensure the Council does not fail to maintain the pitch to the required standard in line with the funding agreement.

Maintenance

There is a desire to increase the time allocated to in-house maintenance to optimise the longevity of the surface; this will be dependent on securing additional staffing resource. Quotes are being gathered for the full replacement of the dividing curtains.

Health & Safety

Hirers will be reminded to report pitch incidents.

Pitch Objectives

To meet the objectives of the pitch, the Council has developed an Action Plan; an update plan is included at **Appendix E**.

APPENDIX A – Terms & Conditions



TERMS AND CONDITIONS

1. Application

All applications for the hire of any facility / venue must be made in writing using the official Application Form, which shall be read and construed with these Terms and Conditions and form part of the contract between the hirer and Woodley Town Council. The hirer must be 18 years of age or over and able to provide proof of Woodley residency or registered charity status where appropriate.

2. Booking Confirmation

Bookings are not considered confirmed until either full payment has been made for the hire of the facility / venue or until an invoice has been raised by the responsible officer.

3. Deposits

The responsible officer will confirm when the booking form has been received whether or not a damage deposit is payable at the time of booking. The responsible officer will confirm the value of the required deposit. The deposit will be returned in the form of a BACS payment or cheque providing no damage has been caused to Council property during the booking. The whole deposit or a proportion of may be withheld in the event of:

- Any damage being caused to Council property during or as a result of the booking.
- The facility / venue being left in an unsatisfactory condition.
- The booking overrunning the agreed booking times, which may also incur further additional charges (see section 4).

4. Charges / Payment

Charges for the facilities / venue are fixed by Woodley Town Council, who reserve the right to vary its charges without notice.

When a booking has been confirmed and an invoice received full payment must be made by the date indicated on the invoice. Late payments are subject to a 10% late payment fee that may only be waived at the Leisure Services Manager's discretion.

All bookings must include set up and set down time within the requested booking times. No booking may overrun its allocated booking time and any that does is liable to an excess charge (equivalent to twice the hourly booking fee plus any additional charge for any labour and/or overtime costs involved).

5. Cancellations / Amendments

a) By Woodley Town Council

The Council reserves the right to withdraw permission to use the facilities / venue. The Council will repay booking fees upon cancelling a booking provided that the hirer has been open and transparent as to the nature of the hire. The Council shall be under no liability for any expense or loss sustained by the hirer as a result of the cancellation.

b) By the hirer

In the case of cancelling or amending a booking the full fee will remain due unless the responsible officer has been notified in writing 21 days in advance of the date of the booking. Where notice of cancellation is received more than 21 days in advance of the booking the full booking fee will be repaid to the hirer minus a 10% administration charge that may only be waived at the Leisure Services Manager's discretion.

6. Refusal of Booking / Entry

The Council, through the responsible officer, reserves the right to refuse any application for the hiring of the facilities / venue without being required to provide a reason for the refusal.

The Council, through its responsible officers, reserves the right at its absolute discretion to refuse entry to the facilities / venue to any person and to evict any person when required.

The Council reserves the right to fix a maximum limit for persons attending an event / booking. The hirer is responsible for all administrative and other arrangements to ensure that the maximum number of persons is not exceeded. Where the maximum number of persons is exceeded, the Council reserves the right to refuse entry and evict persons as stated above.

7. Conduct and Control

The hirer agrees to:

- a) Supervise, control and be responsible for all participants, visitors, spectators and officials who are visiting the facility / venue as a result of their booking. This includes being fully responsible for ensuring that suitably competent, trained and qualified coaches and instructors are leading any sports coaching or exercise class bookings.
- b) Leave the facility / venue and all equipment included within as found at the beginning of the booking and in a tidy and clean condition when the period of hire ends. This includes the removal of litter and rubbish.
- c) Repay the Council on demand the full cost of making good any / all damage to the facility / venue, including damage to any equipment, suffered during the period of hire or as a result of the booking.
- d) Repay the Council on demand the full cost of removing and / or disposing of any equipment and / or waste left behind following the period of hire ending.
- e) Comply with any reasonable requests and instructions relating to the hire of the facilities / venue that the responsible officer or Centre staff makes.
- f) Not use the facilities / venue for any activities which are dangerous, offensive, illegal or immoral or which may become a nuisance to the Council, other hirers of the venue or the owner or occupier of any neighbouring property.
- g) Not do anything which might invalidate any insurance maintained by the Council in respect of the facilities / venue or which might increase the insurance premium payable for the facilities / venue.

8. Advertisements / Notices

No person shall place, fix or exhibit any advertising material or notices on or in any part of the facility / venue without first having obtained the previous written consent of the responsible officer. Those displayed without consent will be removed and disposed of / destroyed.

9. Collections or Lotteries

No collections, games of chance, sweep stakes or lotteries nor any betting of any kind may be conducted at the venue without the prior written consent of the responsible officer.

10. Intoxicating Liquor and Smoking

No hirer or person shall be permitted to bring alcohol onto the premises without the prior written consent of the Leisure Services Manager. No person under the age of 18 years is permitted to consume alcohol in any of the Council's hired premises. Smoking is not permitted in any Council premises. The hirer is responsible for ensuring that these rules are adhered to.

11. Teenage Birthday Parties

We are not able to accept any bookings for teenage parties or events (including 18th and 21st birthday parties).

12. Property Not Removed and Storage

The responsible officer may remove and store any property left by the hirer after the end of the period of hire. The hirer shall repay to the Council on demand the full cost of such removals and storage. The Council shall not be held responsible for any such property. The hirer agrees that the Council shall be entitled to remove and sell in such a manner as they think fit any property that is not claimed within 28 days. The proceeds of sale will belong to the Council.

The hirer may leave property in or upon the venue but only with the express written permission of the responsible officer, for which there may be a storage charge. The responsible officer may withdraw such permission at any time.

13. Prohibition of Assignment

The right to use the facilities / venue under the agreement shall not be sublet, assigned or otherwise transferred and the hirer shall not assign the benefit or burden of the agreement or any part thereof, or sublet or subcontract any part of the facility.

14. Liability

The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused whether to property or person sustained by any person or persons in the venue, except where such loss, damage, injury or death is caused by the Council's negligence or by any defect on or in its premises.

15. Indemnity

The Council may, at the discretion of the responsible officer, require the hirer to have in place adequate public liability insurance for the booking. This clause is applicable to some types of organised events or events that are open to the public and where an external company or organisation will be providing entertainment or equipment for the booking. Where insurance is required, the hirer shall;

- a) Produce to the Council / responsible officer details of the insurance maintained at least 14 days prior to the commencement of the period of hire.
- b) Be responsible for insuring against loss of or damage to the property and effects of the hirer and against death, injury, loss or damage. The hirer shall indemnify the Council against all claims made against the Council in respect of any such matter unless the death, injury, loss or damage is caused by or arises out of negligence of the Council.
- c) Indemnify the Council against all claims, demands, action and proceedings arising out of any infringement of copyright, or the unauthorised performance or use of any record apparatus or contrivance at the venue during the period of hire.

16. Variations to the Agreement

The Council reserves the right to vary the conditions of the agreement at any time on 7 days notice. Any variation so made shall be deemed to be incorporated in these conditions. The hirer may, within 7 days of receipt of such notice, terminate the agreement.

17. Violations to the Agreement

The Council reserves the right to terminate any event / booking if it appears to the responsible officer that any of the conditions have been or are being violated or if for any other reason it appears to be in the public interest to do so. Such determination shall not release the hirer from any obligation under these conditions or affect any right or remedy which the Council may have under these conditions or otherwise. The Council shall be entitled to retain for their own use and benefit any monies paid to them in respect of the letting.

18. Exclusion of Third Party Rights

No term of this agreement may be enforced by a third party as defined by the Contracts (Right of Third Parties) Act 1999.

APPENDIX B – Usage Plan

Day/Time		9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm
Monday - Pitch 1						Maintenance			ABC Kick	ABC Kick	Woodley Wanderers	Woodley Wanderers	Hanson Football
Monday - Pitch 2						Maintenance			Casual	Casual	Woodley Wanderers	Woodley Wanderers	MNF Old Boys
Monday - Pitch 3						Maintenance			Volta Sports	Volta Sports	Woodley Wanderers	Woodley United	Woodley United
Day/Time		9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm
Tuesday - Pitch 1									ABC Kick	ABC Kick	Woodley Wanderers	Woodley United	Woodley United
Tuesday - Pitch 2									Casual	ABC Kick	Woodley Wanderers	Woodley United	Woodley United
Tuesday - Pitch 3									Casual	Tyler Football	Woodley Wanderers	Woodley United	Woodley United
Day/Time		9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm
Wednesday - Pitch 1									Casual	Woodley United	Woodley Wanderers	Woodley United	Woodley United
Wednesday - Pitch 2									Casual	Woodley United	Woodley Wanderers	Woodley United	Woodley United
Wednesday - Pitch 3									Volta Sports	Woodley United	Woodley Wanderers	Woodley United	Woodley United
Day/Time		9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm
Thursday - Pitch 1						Maintenance			Casual	ABC Kick	Woodley Wanderers	Woodley Wanderers	Woodley United
Thursday - Pitch 2						Maintenance			Casual	Casual	Woodley Wanderers	Woodley Wanderers	Woodley United
Thursday - Pitch 3						Maintenance			Volta Sports	Volta Sports	Woodley Wanderers	Woodley Wanderers	Woodley United

Day/Time		9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm
Friday - Pitch 1									Casual	Casual	Woodley Wanderers	Woodley Wanderers	
Friday - Pitch 2									Casual	Casual	Woodley Wanderers	Calcot Royals	
Friday - Pitch 3									Volta Sports	Volta Sports	Woodley Wanderers	Berks & Bucks FA	
Day/Time		9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm			
Saturday - Pitch 1	Alderman Football	Woodley United	Berkshire Youth League	Berkshire Youth League	Berkshire Youth League	Casual	Casual	Casual	Casual				
Saturday - Pitch 2	Alderman Football	Woodley United	Berkshire Youth League	Berkshire Youth League	Berkshire Youth League	Casual	Casual	Casual	Casual				
Saturday - Pitch 3	Alderman Football	Woodley United	Berkshire Youth League	Berkshire Youth League	Berkshire Youth League	Casual	Casual	Casual	Casual				
Day/Time		9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm			
Sunday - Pitch 1		uSports	Casual	Berkshire Renegades	Berkshire Renegades	Berkshire Renegades	Casual	Casual	Casual				
Sunday - Pitch 2		Bootcamp	Casual	Berkshire Renegades	Berkshire Renegades	Berkshire Renegades	Casual	Casual	Casual				
Sunday - Pitch 3		Bootcamp	Woodley Wanderers	Berkshire Renegades	Berkshire Renegades	Berkshire Renegades	Casual	Casual	Casual	Bose Football			

APPENDIX C – Condition Report

94753

Woodford Park Leisure Centre

07/06/2023



TECHNICAL[®]
SURFACES

Maintaining Standards

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Site: Woodford Park Leisure Centre Date: 07/06/2023

Woodford Park Leisure Centre

BS:EN 15330:1 Req.



Documents Enclosed:

1. Overview of Average Data
2. Observations
3. Infill Depths
4. Test Data
5. Drag Brushing
6. Benefits of Maintenance
7. Test Methods

Submitted by:

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PITCH PERFORMANCE TEST / 94753

Site: Woodford Park Leisure Centre Date: 07/06/2023

Further to my visit on 07/06/2023, please find enclosed my findings from the pitch performance testing.

The surface is performing well and remains within the BS:EN Quality requirements. However, ongoing in-house and specialist maintenance is vital to ensure that the surface performance does not decline prematurely. Please see below for test results and refer to page 2 for our findings and recommendations.

A quotation for any specialist maintenance or ancillary items will be sent to you shortly for your consideration.

OVERVIEW OF AVERAGE DATA

Note: - Explanations of test methods and the effects of maintenance are included on the final two pages of this report.

Performance Tests	BS:EN 15330:1 Req.	FA Register Jul-22	Jun-22	Jun-23
Force reduction (%)	55-70% ±	59.0%	60.8%	60.4%
Vertical Deformation (mm)	4-9mm ±	8.6mm	8.9mm	8.6mm
Rotational Resistance (Nm)	25-50Nm ±	32.0Nm	38.2Nm	38.2Nm
Infiltration rate (mm/hr)	>180-mm/hr ±	>180mm/hr	>180mm/hr	>180mm/hr
Ball roll (m)	4-12m ±	9.7m	9.2m	9.1m
Vertical Ball Rebound (%)	45-75% ±	71.9%	61.0%	66.8%
Pitch Properties	Pitch Spec			
Infill Depth (mm)	40mm	38.0mm	37.5mm	38.4mm
Free Pile Height (mm)	20mm	11.0mm	11.5mm	11.0mm
Total Pile Height (mm)	60mm	60.0mm	60.0mm	60.0mm

All infill averages include all readings taken on the day of the test

Figure 1 – Overview of test results

Green within performance requirements

Orange monitor, performance is close to the performance boundaries

Red cause for concern, area is currently outside of the performance requirements and will require additional maintenance to rectify

Should you have any questions or queries related to the testing do not hesitate to contact me.

Kind regards,



Joseph Julian
Surface Performance Engineer

PITCH PERFORMANCE TEST / 94753

Site: Woodford Park Leisure Centre Date: 07/06/2023

Performance Test Observation	Status	Comments	Advisory Notice
Force Reduction	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Vertical Deformation	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Rotational Resistance	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Infiltration Rate	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Ball Roll	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Vertical Ball Rebound	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Infill Depth	⊗	The report identifies that the infill levels are currently within tolerance. However, we recommend that a nominal dressing is applied to ensure that the infill remains at the optimum level. It is also vital to continually redress high-use areas (penalty spots, corners) in-house as part of the regular maintenance, as these will be prone to displacement through use.	Regular Drag Brushing, Power Sweeping, and a Granular Top-up to optimum
Free Pile	⊗	The pile is lying flat and needs to be lifted to ensure that the playing characteristics are restored. If not recovered, this will impact on the pile structure, ultimately affecting the life expectancy and surface performance, if tested. Drag Brushing should be completed a minimum of twice per week, increasing where weekly usage exceeds 50 factored hours.	Regular Drag Brushing, Power Sweeping and a Powergrade®
Surface Contamination	⊗	Deeper-seated contamination has developed within the infill. If not addressed, this will inevitably lead to issues with regards to the draining and playing characteristics of the surface.	Regular Drag Brushing, Power Sweeping and a Revite®

 Good
 Monitor
 Action

PITCH DETAILS

Infill Depths

Average **38.4mm**

Infill depths on the half of the pitch furthest from the entrance **38.5mm**

Infill depths on the half nearest the gated entrance **38.4mm**

Pitch Specification

Tiger Atomic PRO 60
20kg/m² Garside 2EW
17kg/m² SBR
Tarmac Base
75 x 49.5m = 3712.5m²

Pitch Construction

May 2016

OTIS Recorded
 Factored Hours:

OTIS Currently Not in Use

Weather Conditions

Air temp – **16°C**
Dry Surface
 Wind speed – **0.2m/s**
 Rubber on site – **Unable to check.**

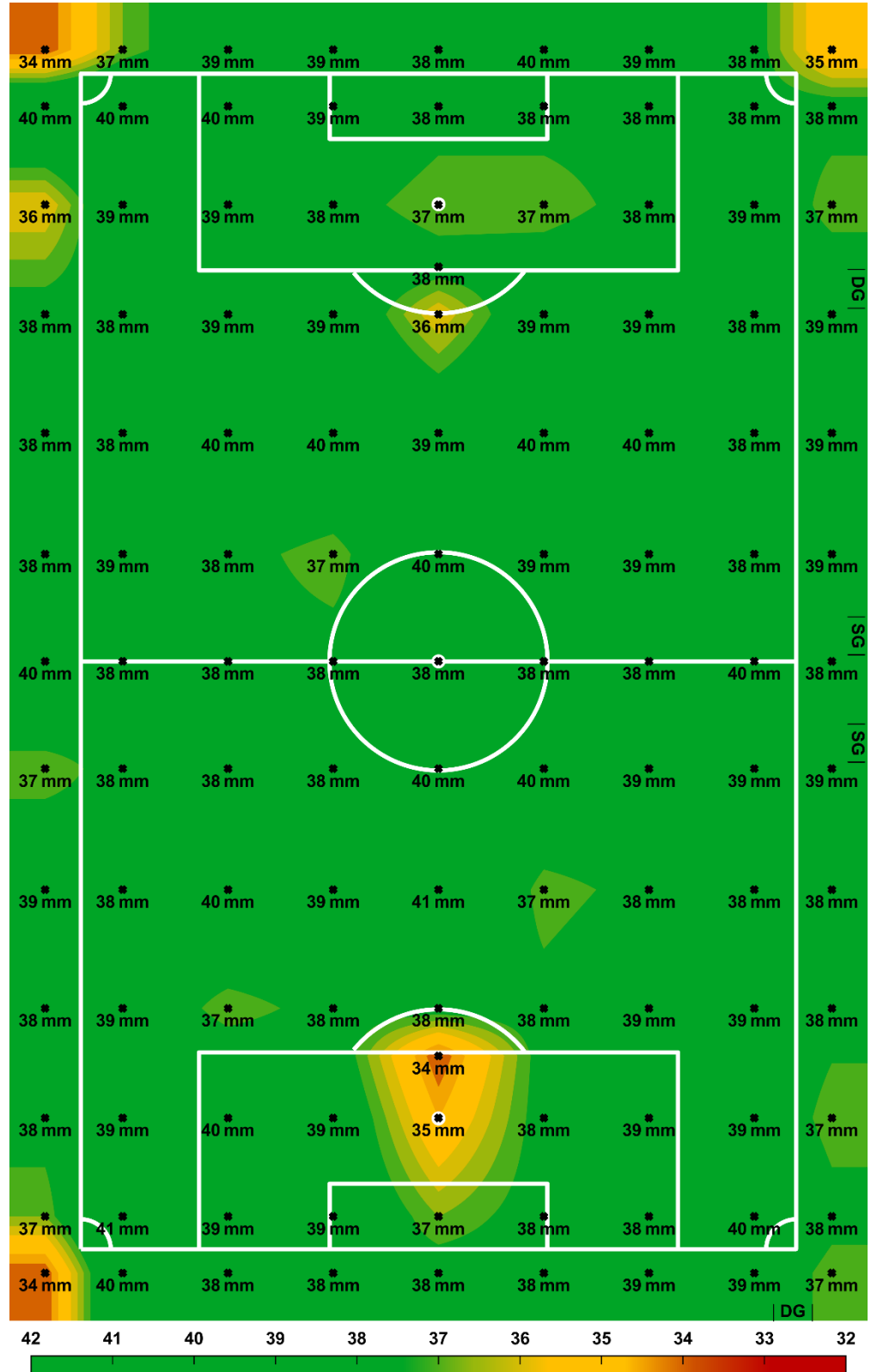


Figure 2 – Heatmap of infill depths

Site: Woodford Park Leisure Centre Date: 07/06/2023

Test data from each test location

Player Surface	Requirement	Location					Average*
		1	2	3	4	5	
Force reduction (%)	55-70% ±	61.1	61.7	59.9	59.0	60.5	60.4
Vertical Deformation (mm)	4-9mm ±	8.7	8.8	8.5	8.2	8.6	8.6
Rotational Resistance (Nm)	25-50Nm ±	41.2	37.4	37.8	38.8	35.7	38.2
Ball roll (m)	4-12m ±	8.0	9.1	9.1	9.6	9.7	9.1
Vertical Ball Rebound (%)	45-75% ±	66.7	68.1	68.1	62.2	68.9	66.8
Infill Depth (mm)	40mm	38.3	39.0	38.0	37.3	38.0	38.1
Free Pile Height (mm)	20mm	15.8	9.9	10.8	8.4	10.1	11.0
Fibre Length (mm)	60mm	60.0	60.0	60.0	60.0	60.0	60.0

*Infill depth average taken from test areas only

Figure 3 – Detailed test results

Test Locations

Six test locations across the surface. These include both high and low usage areas and represent an average condition of the surface.



Figure 4 – Test location plan

Free Pile Height



Figure 5 - Free pile height in Location 2 (far side penalty)



Figure 6 - Free pile height in Location 5 (near side penalty)

The free pile height shows a strong correlation with the ball roll distance, therefore it's imperative to ensure the fibres remain upright to control the ball roll properties. The free pile height is calculated by averaging the twenty highest fibres.

Note:- The testing data is provided for indicative use only. The test equipment used is calibrated prior to use to ensure accuracy and repeatability of data, however the data and results may vary from accredited laboratories and cannot be used in lieu of official accreditation.

DRAG BRUSHING

194753

Site: Woodford Park Leisure Centre Date: 07/06/2023

Summary - Tractor hours were low reading at 258 hours. With the expected minimum being 392 hours and the optimum being 784 hours. It is vital to improve the in house drag brushing and ensure the surface is being drag brushed at least twice a week. This will help in free pile recovery and help to distribute rubber levels across the surface. Regular in house drag brushing is important to help maintain the performance and longevity of a playing surface as well as helping to protect the warranty.

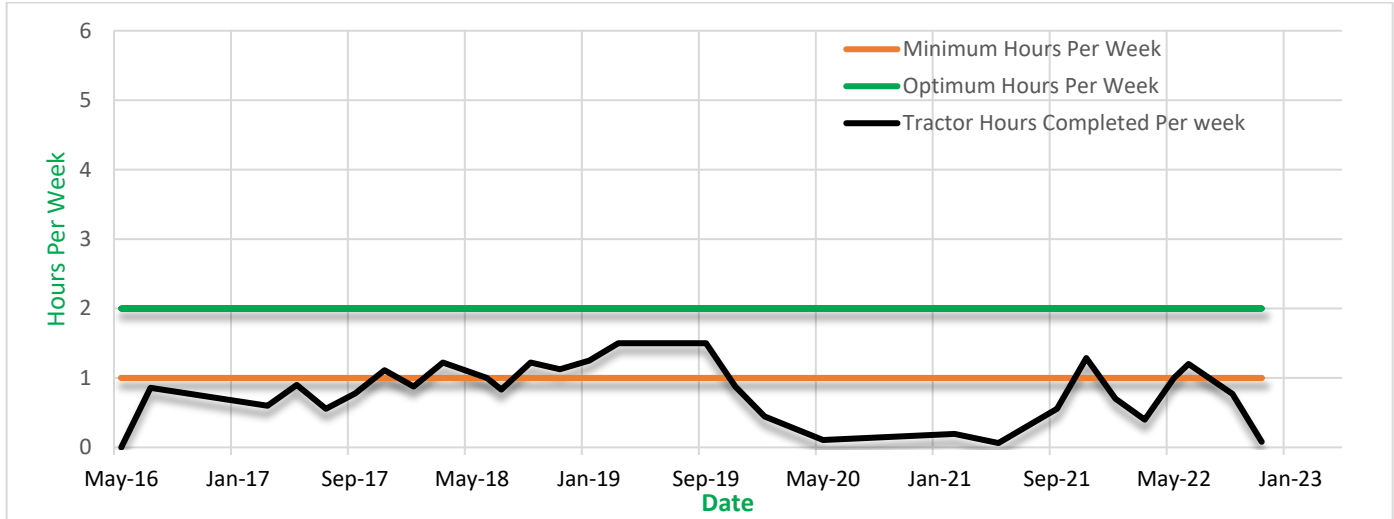


Figure 7 – Tractor hours per week

Summary of Tractor Hours on R.E.D. Range

	Per Drag Brush	Tractor Delivered	Nov-23
Hours Completed		18/05/2016	258
Expected Minimum	30m		392
Expected Optimum	1hr		784
Weeks			392

Figure 8 – Overview of tractor hours

The Tractor hours indicate the total amount of time taken when Drag Brushing the pitch. On average, Drag Brushing takes from 30 minutes to 1 hour including moving pitch equipment around. When recorded, Tractor hours should correlate to the Drag Brushing frequency (at least twice weekly) and expected total time taken.

Usage and Maintenance Requirements

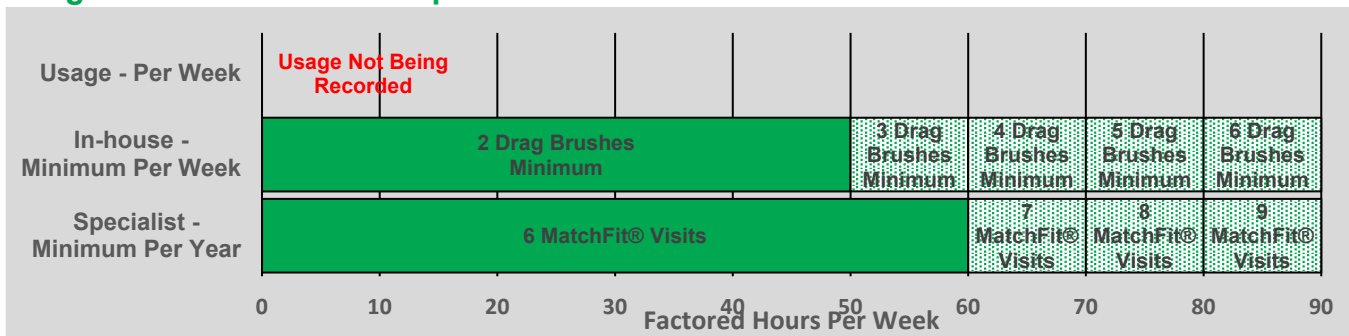


Figure 9 – Factored usage against maintenance requirements

This graph above outlines your current weekly usage as entered onto **OTIS**, and the minimum requirements for in-house and specialist maintenance based on your usage.

Surface usage should be calculated according to the intensity of use, rather than merely reflecting pitch bookings, and should be referred to as **Factored Hours**. 1 Factored Hour equates to 1 usage hour with 22 players on a full-sized surface of 6500m² (295m² per player). Factored Hours are adjusted pro rata for surfaces of varied sizes. Our online **OTIS** system automatically calculates Factored Hours, as well as giving you the ability to record in-house Drag Brushing and manage your **MatchFit®** pitch maintenance contract.

Site: Woodford Park Leisure Centre Date: 07/06/2023

Maintenance is a vital function of protecting and enhancing the life span of your 3G pitch. Effective maintenance can be categorised into **In-house** and **Specialist** processes.

The table below (Figure 10) outlines mandatory minimum daily, weekly, monthly & annual maintenance activities that must be carried out.

The maintenance taking place should reflect usage levels, and as pitch usage increases, the maintenance programme in place should be updated accordingly. For example, by upgrading from our **MatchFit® Plus** (6) to **MatchFit Premier®** (12) contract.

up to 50 hours' Factored Usage per week		FREQUENCY						
PROCESS	Daily	Weekly	Monthly	Bi-Monthly	Bi-Annually	Annually	At 3 Years	
Visits per year		104	12	6	2	1		
In-house	Pitch inspection	X						
	Drag Brushing		X2*					
	Leaf / Litter Collection	X						
	Top-Up of high-usage areas	X						
Specialist	Specialist Power Sweeping				X			
	Decompaction				X			
	Vegetation Treatment				X			
	Granular Top-Up					X		
	Revite®					X		
	PowerGrade®						X	
	Indicative Pitch Performance Testing						X	
	Mid-term inspection						X	
	Annual inspection						X	
Maintenance review					X			

*Depending on Reports and Recommendations

Figure 10 – Maintenance recommendation with usage under 50 factored hours

Where usage exceeds 50 Factored Hours per week, Technical Surfaces recommends increasing the brushing frequency:

Type	Frequency	Process	Factored Usage Per Week			
			50-60 Hours	60-70 Hours	70-80 Hours	80-90 Hours
In-house	Weekly	Drag Brushing	X3	X4	X5	X6
Specialist	Annually	Specialist Sweeping and Decompaction	X6	X7	X8	X9

Figure 11 – Factored usage vs required maintenance

In House Maintenance

In-house maintenance should be carried out by fully-trained staff working in different directions to help keep the free pile upright, controlling the ball roll distance and maintaining the performance of the surface, thereby maximising its lifespan. For more information on the benefits of the Drag Brushing process, please refer to page 6.

Specialist Maintenance

Outsourced specialist maintenance will be required throughout the life of your 3G pitch, as is detailed in the table above. It is important that relevant maintenance is scheduled into your calendar to ensure this work can be carried out. It is the responsibility of those in charge of the upkeep and running of your 3G pitch to ensure that the correct maintenance is carried out on the surface. Failure to instruct and carry out specialist maintenance could invalidate your manufacturer's warranty.

Specialist maintenance helps to loosen the infill, lift the pile and redistribute the infill, helping to maintain the performance of the surface and maximise the lifespan.

An appropriate maintenance schedule is mandatory to ensure the playing surface is kept in good condition, performance levels are protected, and the life span of the pitch is maximised.



BENEFITS OF MAINTENANCE / 194753

Site: Woodford Park Leisure Centre Date: 07/06/2023

Drag Brushing

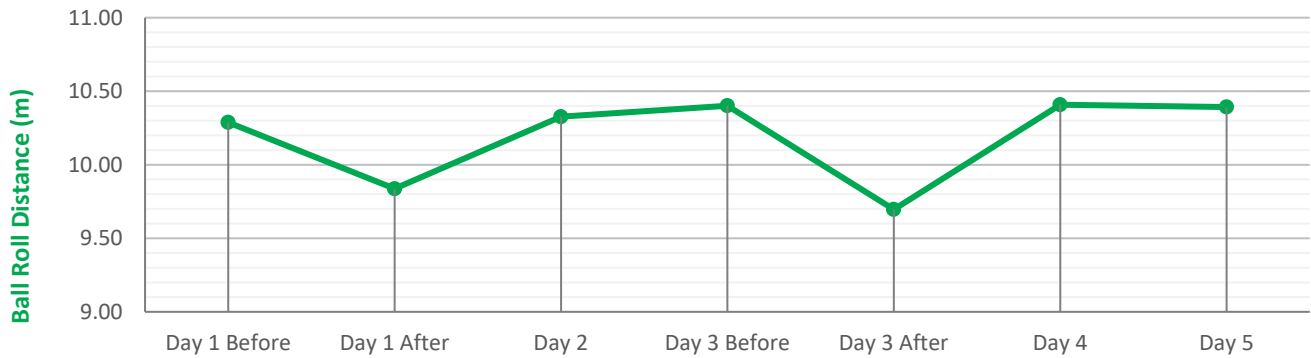


Figure 12 – Drag Brushing effects

The above graph shows the benefit of completing regular Drag Brushing, as well as the length of time that the process is beneficial for.

The graph shows a definite improvement in **Ball Roll Distance** as a direct result of the Drag Brushing process (6.4% within the FIFA Quality range), but the improvement is only present for 24-48 hours after Brushing is completed. This demonstrates the need to Drag Brush the surface to lift the free pile as regularly as possible, to help maintain performance levels and increase the longevity of the surface. Research conducted also found that slower Drag Brushing speeds helped to lift the free pile, even more, thereby further reducing the Ball Roll Distance.

Specialist Maintenance – This describes the less frequent maintenance processes, such as Power Sweeping, Decompactions and rubber top-ups, designed to help maintain the performance and increase the longevity of the surface. Technical Surfaces has optimised these techniques to maximise the benefit of the processes, helping to maintain the performance and increase the lifespan of the surface.

MatchFit® Process

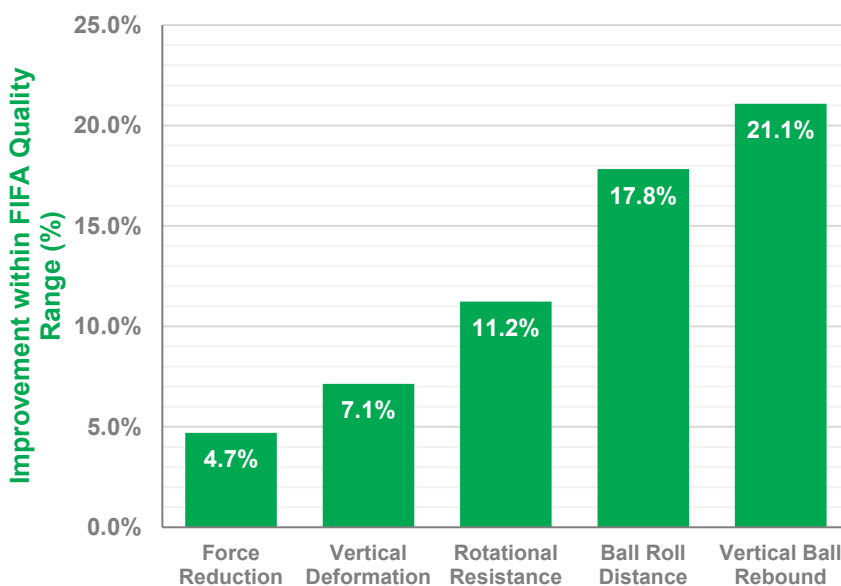


Figure 13 – Benefits of MatchFit®
An Explanation of test methods can be seen on page 8.

The **MatchFit®** process includes a Power Sweep and Decompaction. The Power Sweep uses brushes and a vacuum system to clean the upper layer of infill, to remove the fine and large debris from the surface. While decompaction loosens the upper 15-20mm of infill to help control the performance of the surface.

The **MatchFit®** process has been seen to improve the performance of the surface. It helps to raise the **Force Reduction** and **Vertical Deformation** while reducing **Rotational Resistance**, **Ball Roll Distance** and **Vertical Ball Rebound**.

This all helps to maximise the performance of the surface and increase the life expectancy.

BENEFITS OF MAINTENANCE / 94753

Site: Woodford Park Leisure Centre Date: 07/06/2023

Rubber Top-Ups

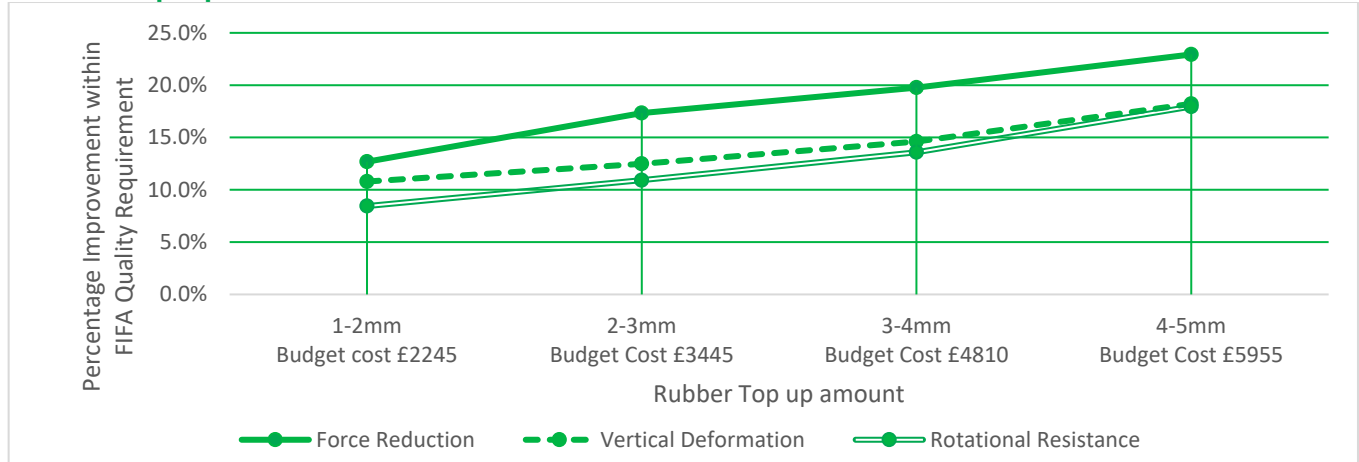


Figure 14 – Benefit of Rubber top up

This graph shows the benefits of completing a rubber top-up depending on the amount of rubber used.

A rubber top-up will increase the **force reduction** and **vertical deformation**, while also reducing the **rotational resistance** of the surface, improving the performance. The top-up will also help to control the **vertical ball rebound** and **ball roll distance**. These improvements will help to enhance and maintain the playing experience, as well as increasing the longevity of the surface. An explanation of the test methods and how they influence the surface feel can be seen on page 9.

Free Pile Benefits

A rubber top-up will benefit the free pile by improving the support structure to the fibre to help keep it in an upright position, thus helping to control the ball roll distance and avoid premature wear on the carpet fibres. Figure 1 (A) shows a surface with the correct level of infill supporting the fibres in an upright position, while figure 1 (B) shows a surface with low infill levels not supporting the free pile and allowing the fibres to flatten, which would increase the ball roll distance.

Redressing High-Use Areas

High-use areas on the surface should be redressed regularly in-house, to avoid damage to the carpet in these areas. The surface should be monitored in-house and high-use areas assessed depending on the surface.

High-use areas include, but are not restricted to:

- // Penalty Spots
- // Goal Mouths
- // Entrances

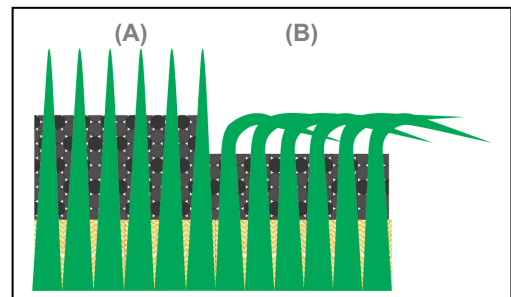


Figure 15 - The effect of infill depth on the structure of free pile. (A) Correct infill depth (B) Low infill depth



Innovate UK

Information provided on the benefits of maintenance processes, shown above, has been developed in collaboration with Loughborough University through a Knowledge Transfer Partnership, part-funded by Innovate UK.



Explanation of Test Methods

Performance testing is an important element of on-going pitch management and it can determine and justify the current maintenance schedule. The standards were developed by international and national sporting organisations to replicate good quality natural turf. Should the performance fall outside of the requirements reactive action is required. Regular performance testing can pre-empt the decline in play performance and provide a recommended programme of proactive maintenance to ensure on-going compliance with the performance regulations.

Play performance criteria is affected by the system design (carpet fibres, infill, shockpad and baseworks), the installation quality, the amount and type of use, the maintenance regime and geographic location. For third generation artificial grass pitches with rubber infill, the amount of as well as the ratio of sand and rubber infill, the compaction of the infill, the level of detritus and the uprightness of the fibres are the main factors which control the on-going play performance of the systems. These form the basis of good quality maintenance regimes.

Official pitch accreditation is often required for competition and league use, the level of accreditation will vary depending on the rules of the competition. The competition organiser should be contacted for details on the type and level of accreditation required. FIFA have, since 2001, developed the FIFA quality concept with the Quality Pro category for professional use and the Quality for community and training use. The FA maintains a pitch register for approved 3G pitches in England, which includes FIFA accredited pitches.

Infill Depth

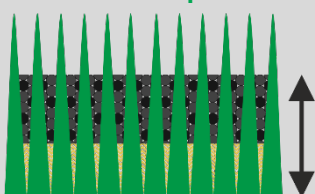


Figure 16 - Diagram showing infill depth

The total depth of the infill material, including both sand and rubber layers. There needs to be adequate levels of infill to keep the fibres lifted and control the pitch performance. Infill compaction and loss of rubber infill through play and environmental conditions will reduce the measurable infill depth.

Maintenance Recommendations

A decompaction process will increase the infill depths on compacted surfaces. However, over time the surface will require a rubber infill top-up due to the lost infill to return the infill depths to the manufacturer's specification.

Free Pile

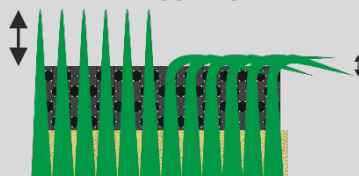


Figure 17 - Diagram showing free pile height

The height of fibres above the infill layer in their current state (flattened, angled or upright). It is an important parameter for controlling ball roll, ball rebound and traction properties. If fibres are flattened through usage, the ball roll will be too fast, and ball rebound, and traction will be higher than acceptable values.

Maintenance Recommendations

Regular in-house brushing will lift flattened fibres. It is important to ensure the direction of brushing is rotated so that the fibres remain upright.

Total Pile Height

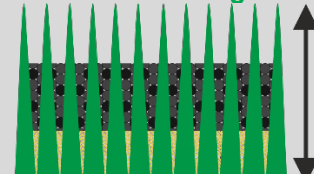


Figure 18 - Diagram showing total pile height

The total length of the carpet fibres pulled straight. An important property to assess how much infill the pitch can accommodate. A 40mm carpet can accommodate less infill than a 60mm carpet while maintaining the correct free pile height. As the pile height reduces, it indicates the wearing rate of the carpet and pitch life.

Maintenance Recommendations

Correct infill heights and upright fibres will ensure the fibres wear from the tips, as opposed to pitches with low infill and flattened fibres, which will have more of the fibre exposed to be worn.

Importance of Infill Material

A 3G artificial grass pitch has two layers of infill, sand at the bottom and rubber at the top. The role of sand is to support, stabilise and stop lateral movement of the carpet across the pitch. It also protects the fibres from excessive wear. The role of rubber is to provide cushion and support to the carpet. With higher shock absorbency, it aids the prevention of major injuries.

Force Reduction

55-70% ± – BS:EN 15330:1 Req.

Force Reduction (FR) is the surface's ability to absorb an impact which indicates the hardness of the surface. The lower the reading, the harder the surface and this implies a higher risk of impact injuries. On the other hand, a higher reading would indicate the surface is too soft and may cause increased player fatigue and over-use injuries. FR is affected by infill compaction, contamination and infill levels.

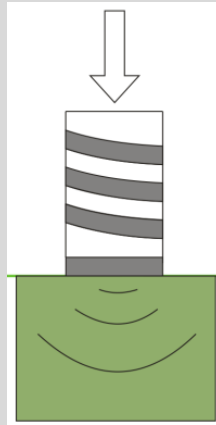


Figure 19 - Force Reduction Diagram

Maintenance Recommendations

If the usage levels are high, the surface is likely to compact meaning the pitch will be harder. To prevent this, regular power-sweeping and decompactions are required along with a periodic top up of the infill levels.

Vertical Deformation

4-9mm ± – BS:EN 15330:1 Req.

Vertical deformation (VD) indicates the stiffness of the surface. High VD values imply the surface is unstable and unpredictable causing an increase in injury risk. Low VD indicates a stiff compacted surface with a high risk of joint injuries. It is also affected by infill compaction, contamination and infill levels.

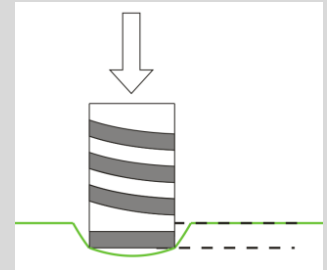


Figure 20 - Vertical Deformation Diagram

Maintenance Recommendations

To maintain the optimal VD level, regular PowerSweep and decompaction is required to keep them up to the playing standards. Over time, VD values may drop which would indicate infill top up is required.

Vertical Ball Rebound

45-75% ± – BS:EN 15330:1 Req.

This indicates the ball bounce behaviour. A result which is above or below the standards will cause unnatural and unpredictable play. A harder, compacted surface will generally have a higher rebound.

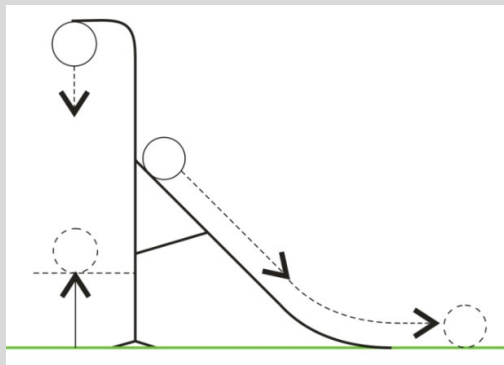


Figure 21 - Vertical Ball Rebound and Ball Roll Distance Diagram

Maintenance Recommendation

The ball rebound properties will be reduced by regularly decompacting the surface. Brushing the surface to increase the free pile height will also aid in reducing the ball rebound height. Generally, a softer surface will have a reduced rebound height.

Ball Roll

4-12m ± – BS:EN 15330:1 Req.

Ball Roll provides an indication of the ball roll speed across the surface. Ball roll distance should be within limits to ensure optimal playing characteristics. The rolling resistance is influenced by the uprightiness of the carpet fibres causing the ball to slow down, while flattened fibres will increase the ball roll distance. Infill levels will have a direct impact on the stability of the fibres and ensuring that they remain within tolerance will help to support the pile.

Maintenance Recommendation

Regularly brushing the fibres will maintain the uprightiness of the fibres. This is primarily an in-house process performed by dragging stiff bristled brushes in varying directions across the surface. A minimum of twice weekly brushing is recommended increasing proportionally with the amount of pitch usage.

Rotational Resistance

25-50Nm ± – BS:EN 15330:1 Req.

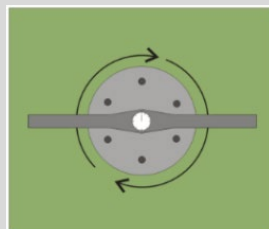


Figure 22 - Rotational Resistance Diagram

An indication of the ability for a player to turn and change direction on the surface with studded footwear. Too high a value may cause increased stress at the knee joint. Whereas low values may cause the performer to slip on the surface.

Maintenance Recommendations

Regular grooming to lift the fibres and decompacting the infill to loosen the infill will regulate the traction properties. Using the correct footwear during play is also important to ensure optimal traction.

APPENDIX E – Action Plan

Objective 1: To provide facilities that will attract new players, allow progression and advancement of playing standards.				
No.	Action	Who	Notes / Other Information	Progress
1.1.	Provide a home to a Mini Soccer Centre (MSC) to act as the feeder for backfilling community teams	3G Pitch Steering Group.	Woodley United currently run two mini soccer schools per week on the 3G pitch (Wednesday afternoons and Saturday mornings).	COMPLETED / ONGOING
1.2.	Host football matches and competitions for local primary schools	3G Pitch Steering Group.	Primary school matches currently take place sporadically throughout the year on the 3G Pitch. uSports also host primary school tournaments on an ad hoc basis.	COMPLETED / ONGOING
1.3.	Host a regular Mars Just Play football session for over 16's	3G Pitch Steering Group.	The Just Play session that ran through Woodford Park Leisure Centre unfortunately collapsed as a result of covid. However, the Berks & Bucks FA still host a Just Play session on the 3G Pitch every Friday evening.	COMPLETED / ONGOING
1.4.	Provide a facility which is capable of catering for all team training needs associated with Woodley Football Clubs. Also cater for Berkshire Youth development 7v7 and 9v9 matches	3G Pitch Steering Group.	New 3G football pitch installed in May 2016 and part funded by the Football Foundation. Both local partner clubs currently use the pitch for weekday training. The BYDL use the 3G pitch on Saturday mornings for 7v7 matches.	COMPLETED / ONGOING
1.5.	Allow local senior football clubs to use the future 3G football pitch	3G Pitch Steering Group.	Male and Female senior teams from Woodley United currently train on the 3G pitch during weekday evenings. Other senior groups also hire the pitch throughout the week.	COMPLETED / ONGOING
1.6.	Ensure facility hire costs are affordable to local clubs and organisations	Woodley Town Council.	Charges for grass and 3G pitches measured against other local facilities and reviewed by Woodley Town Council annually.	COMPLETED / ONGOING
1.7.	Host football camps in the school holidays for players of any ability	3G Pitch Steering Group.	uSports offer football focussed holiday camps on the 3G Pitch throughout every school holiday.	COMPLETED / ONGOING

1.8.	Enhancement of the local 5v5 adult provision	3G Pitch Steering Group.	5-a-side league was cancelled pre covid following a lack of interest by the provider. Currently no available space to host such a league on a weekday evening and previous leagues run by private organisations have often caused multiple operational problems. Any space that becomes available is offered to partner clubs first and likely to be taken and used for club training sessions. However, the pitch is hired regularly by smaller groups on a casual basis for adult small sided games.	REMOVED – Steering Group meeting 19/03/24
1.9	Extend the opening hours of the 3G Pitch to 9:30pm between Monday and Thursday to allow additional partner club usage through the week	3G Pitch Steering Group and Woodley Town Council.	Request considered and approved by the Leisure Services Committee in September 2023. Awaiting the formal and final result of the planning application expected in March 2024 following no noted objections.	See notes. Possible update for meeting on 19/03/2024.
1.10	To review 3G Pitch usage on a Saturday morning in an attempt to accommodate more partner club usage alongside the Berkshire Youth Development League.	3G Pitch Steering Group and Woodley Town Council.	Conversations have taken place with the BYDL who are unwilling to reduce their usage. Further review to take place following upcoming (potential) traffic measures on Haddon Drive. Temporary measures put in place by Wokingham Borough Council, unclear when to expect permanent change.	See notes. To revisit when progress on traffic management is made.

Objective 2: To make facilities accessible to all, regardless of age, ability and ethnicity.

No.	Action	Who	Notes / Other Information	Progress
2.1	Display on perimeter fence a code of conduct based on FA respect programme. Ensure parents / carers are aware of the code for community use.	3G Pitch Steering Group.	Respect banner that was previously on display inside the 3G Pitch damaged beyond repair and has been removed.	See notes. LSM to look into cost associated with new FA material.
2.2	Offer venue FOC for 'Respect' parent meetings each season for all clubs and	3G Pitch Steering Group.	Woodley Town Council and Berks and Bucks teamed up to offer x2 FOC respect presentations	COMPLETED

	parents to discuss the clubs expectations and sign codes of conduct.		to parents and clubs pre covid. Very poor attendance and so has not been explored again.	(although unsuccessful)
2.3	Woodford Park LC to host a Kick It Out activity each season open to all Woodley clubs to promote equality.	3G Pitch Steering Group.	No progress.	No progress.
Objective 3: To assist with the development of the local workforce, including coaches, officials and volunteers				
No.	Action	Who	Progress / Other Information	Progress (RAG)
3.1	Ensure necessary facilities are made available and affordable for FA coaching courses	3G Pitch Steering Group	To date, nine FA coaching courses have been hosted on the 3G pitch and within the classrooms at the Oakwood Centre (no courses hosted since covid pandemic).	COMPLETED / ONGOING
3.2	Ensure necessary facilities are made available and affordable for FA referee courses	3G Pitch Steering Group	No referee courses booked to date, primarily down to difficulty securing appropriate times and dates.	No progress.
3.3	Assist in the promotion of FA courses to local clubs and schools when booked	3G Pitch Steering Group	Local clubs made aware of previous courses. Information shared on social media when available.	COMPLETED / ONGOING
Objective 4: To maintain the quality of both local playing facilities and equipment				
No.	Action	Who	Progress / Other Information	Progress (RAG)
4.1	Maintain the 3G pitch to high standard following manufactures guidelines	Woodley Town Council	In house maintenance completed twice per week and external contract in place to provide maintenance six times per year. An annual pitch performance test takes place and results in a detailed report on pitch quality and related action points.	COMPLETED / ONGOING
4.2	Maintain the grass pitches to a high standard to allow for the best possible playing surface	Woodley Town Council	Pitches maintained by on site grounds team. Work currently underway to improve goalmouths of mini pitches. Town Council Officers to look into FA funding opportunities to improve the quality of the grass pitches.	RECOMMEND REMOVAL – Berks & Bucks FA to review requirement

4.3	Improve the quality of the football changing rooms at Woodford Park Leisure Centre to meet local standards	Woodley Town Council	Changing rooms are still in poor condition and have been highlighted as not fit for purpose via a separate Town Council working party. Other changing facilities available on site if needed.	See notes. Minimal progress but alternative available.
4.4	Ensure standard of goal post meets local and official needs and standards	Woodley Town Council	3G Pitch goals undergo regular repairs and new nets have either been installed or ordered. Goal frames on 3G Pitch likely will need replacing in a few years.	COMPLETED / ONGOING