

Leisure & Rec Committee Report

Title: Seven Fields Changing Rooms, Access Control System Upgrade

Committee: Leisure & Recreation Committee

Date: 4th December 2025

Officer: Andrew Briggs

1. Purpose of Report

To update Members on the option of installing a Paxton Net2 digital access control system at Seven Sields Changing Rooms, outline the security and operational issues associated with the current arrangements, provide full cost information, and seek approval to request funding via:

1. A Football Foundation grant (supported by Wiltshire FA), and
2. If unsuccessful, a Public Works Loan Board (PWLb) contribution through the Finance Committee.

2. Background

Seven Fields Changing Rooms is currently the Council's highest risk site with respect to unauthorised access, booking compliance, and safeguarding of facilities.

Although the main entrance is secured, a single internal door contains the physical keys for all other internal areas. Once that internal key door is accessed, all changing rooms, storage spaces, and operational areas become fully open with no further access control.

This has resulted in:

- Unauthorised match play
- Non payment for pitch usage
- Loss of income
- Inability to reconcile bookings vs. actual usage
- Security vulnerabilities

To address these issues, OSE Security Systems Ltd has provided a full specification for a **Paxton Net2 networked access control system**, enabling digital management of all building and gate access points



Seven Fields
Changing Rooms ACC

An email has also been sent to the Wiltshire FA, requesting their recommendation to the Football Foundation for a Changing Room / Pavilion Grant (Football Foundation Programme) to support costs:

<https://footballfoundation.org.uk/grant/changing-pavilions-and-clubhouses>

3. Overview of Proposed System

The contractor specification outlines a complete digital access solution including:

Key features

As described in the Net2 product literature



Net2-Customer-leaflet.pdf

- Centralised PC based control of all doors
- Real time event monitoring and alerts
- Scalable design, can expand to other Parish sites
- Remote administration via web or mobile
- Integration with CCTV, fire alarms, and additional systems
- Automated scheduling and user permissions
- Anti pass back protection to prevent code/token sharing
- Emergency lockdown capability

Door coverage

The specification covers 12 access points, including:

- Changing Rooms 1 to 9
- Kitchen
- Electrical Room
- Disabled Toilet
- External Gate (with external maglock)

Each access point includes:

- Keypad reader
- Paxton Net2 controller
- Maglock
- Exit buttons
- Emergency release
- Key-switch override
- Cabling and integration to a central management PC

This system removes reliance on physical keys entirely.

4. Officer Assessment of Need

4.1 Operational Improvements Expected

The Net2 system will:

- Prevent unauthorised access
- Restrict entry to booked teams only.
- Provide full logs of all door activity
- Enable timed access windows
- Support health & safety compliance through emergency release.
- Reduce staff time associated with manual code changes, key distribution, and complaint handling

5. Cost Summary

Capital Cost

OSE Security Systems quotation:

- **£16,786.00 + VAT** (installation, supply, commissioning)

Annual Maintenance

- **£85.00 + VAT per year** (includes 1 scheduled maintenance visit)

Council Provided Infrastructure Requirements

The system requires the Council to provide:

- Internet connection and network cabling
- Electrical sockets/spurs in the electrical cabinet
- (Optional) Fire alarm integration point
- Welding to external gate posts (or purchased as an add on)

These works will incur additional costs, to be confirmed following internal assessment.

No Software Licence Fees

Paxton Net2 Pro includes:

- **Lifetime free upgrades**
- No annual licensing charges
(as confirmed in Net2 product literature)

6. Funding Options

6.1 Football Foundation Grant

The Council has written to the Wiltshire FA seeking endorsement for a Football Foundation grant under the Changing Pavilions & Clubhouses scheme. If successful, this could offset a significant portion of the capital cost.

6.2 Public Works Loan Board (PWLB)

If external funding is unsuccessful or only partially awarded, the only viable route to fund this capital project is via a PWLB loan, supported by the Finance Committee.

Under this approach:

- Leisure & Recreation Committee would approve the project in principle
- A formal request would be sent to Finance Committee to secure PWLB borrowing for the full or remaining balance

7. Alternatives Considered

7.1 Mechanical Code Locks

Cheaper but require manual updating weekly or monthly, still allow code sharing, and do not provide an audit trail.

7.2 Status Quo

Not viable long term due to security vulnerabilities, revenue loss, and repeated unauthorised use.

7.3 Staffed Access

Operationally impractical and significantly more expensive long term.

Conclusion

Digital access control is the only option that addresses all operational, financial, and safeguarding concerns.

8. Recommendations

Members are asked to:

1. Acknowledge the requirement for installation of the Paxton Net2 Access Control System at Seven Fields Changing Rooms as outlined in this report.
2. Support the submission of a Football Foundation grant application, with Wiltshire FA endorsement.
3. Approve that, should external funding not be available, the Leisure & Recreation Committee will request PWLB funding via the Finance Committee to meet the outstanding cost.
4. Authorise officers to cost the enabling works required for installation (networking, electrical connections).

