

Fit for Battle Working Group

Tuesday 11th December 2018 at 10.30 am at Battle Baptist Church (Manna House)

Present

Battle Town Council – Cllr Glenna Favell (Convener), Cllr Jill Gyngell

Battle Health Pathway - Sue Burton, Vikki Cook

Battle Baptist Football Club – Colin Povey, Andy Garlick (minutes)

Step-Up Sports Consultancy – Annette Buswell

1. Apologies

Gary Walsh (Walking Football).

2. Review of the minutes of 2nd October 2018

As agreed by e-mail, with one change from Sue Burton agreed today.

Under: 4. Update from BHP; “Fund raising (general)”; second bullet; last sentence to read:
”A site visit is now *suggested*”.

3. Update from BTC

Cllr Glenna went through the BTC actions listed at item 8 of the minutes of 2nd October. As of today:

- all completed actions that were listed under para 8 on 2nd October are now set out in the body of today’s minutes;
- this means that para 8 comprises updates on all ongoing actions, as well the actions arising from today’s meeting.

New Pavilion

RDC have given their planning consent to the new pavilion, subject to following being submitted and approved in writing:

- shutters – details of the materials (preferably wood), design and colour;
- full height windows in the café and club room - details of the treatment of the glazing to reduce external light emissions together with glare and reflection;
- external surfaces – if an alternative finish to the materials utilized on the adjacent Guide Hut is used.

Costs for drawing up the Pavilion specifications and carrying out the tender process have been passed to Annette.

Community Consultation

BTC have sent out the questionnaire on the Pavilion to sports clubs and organisations in the town. Cllr Glenna handed around a copy of the consultation document for information. A questionnaire was not included in the December newsletter. So far, BTC have only received responses from the Chamber of Commerce & the Muffin Club. Post meeting note: Town Clerk has agreed that a community consultation questionnaire may be included in the March newsletter.

Football Development Plan for Battle

On 4th December, BTC’s Environment Committee agreed the FDP, which set out BTC’s protection for football at Battle Rec for the next 21 years (as required by football funders).

Café

Cllr Glenna visited Olie J at the Pelham Hotel. His helpful information will assist the costing of the café's potential income and running costs.

Cllr Glenna has tried to contact Jon Emson at Sussex Coast College regarding a possible partnership with the Hospitality Department to develop the skills of young people via a Social Enterprise Project. Despite a 'phone call, an email and a visit to the college, there has been no response.

The café is likely to be managed by BTC.

The plan for the café has been designed by Keith Winton Designs (Annexe 1). Costs for the fit-out are being prepared with help from Keith Winton Designs.

Picnic area

BTC/BHP have provided Annette B with the costs of the Picnic area.

BHP fees for Annette B

Re BHP funding applications – if funds go into BHP/BLAP's account, then BHP will need to pay Annette's fees. However, if they go into BTC's account (held in EMR), then BTC can pay Annette's fees out of the allocated BHP funding.

BHP funding applications

BTC will provide appropriate covering letters for applications to smaller funders as needed.

4. Update from BHP

Lottery (Reaching Communities) funding application

As BTC will need to apply for funding, Cllr Glenna has responded to Jane Haddock's request to provide answers to the six questions that form Stage 1 of the application. The email bounced back, but has been forwarded by Carol H and Sue B.

Latest plans

- the plan has been amended to re-position the vehicular crossings. This may lead to extra costs being incurred.
- the resulting gradient of a slope needs to be checked in relation to disabled access.
- the area for the possible extension to the Cycle Skills Area is needed for vehicle parking for the Pumping Station.

Fund raising

BHP project group:

- has raised £17K, split between the Pathway & Cycle Skills Area. BHP will also be receiving £600 from the St Mary's Christmas Tree Festival;
- is progressing their applications to RDC's Community Fund and have received 17 letters of support that will accompany the bid;
- has identified that BTC needs to apply to the Lottery Reaching Communities Fund who have advised that they have been liaising with Heritage Lottery fund colleagues who may be interested in joint funding the pathway. The Lottery officer has asked Sue to organise a joint meeting between the two funds and BHP/BTC;
- raised the possibility of a Community event in the Spring of 2019 – ie: to provide an update on "Fit for Battle" and also to raise funds.

Construction & timing issues

The working group identified the following issues that will need addressing at the appropriate time:

- the management of the different contractors working on the Fit for Battle project;
- whether contractors would have access to do the work in “one hit” to reduce time & costs, including equipment hire? This information would need to be built into the tender process;
- the need for work information/update signs at all entrances to Battle Rec;
- the need for a letter to the Guiding Association & all Guide Hut users to make them aware of the impact of the work (eg: on Guide activities & car parking);
- whether Fit for Battle would be liable to pay the costs incurred by existing users of Battle Rec – ie: in hiring alternative locations for their activities;
- would the Pavilion work be completed before the work on the Pathway is started?
- would we go with the Contractor who can complete the work in the shortest time from the earliest date?
- the issue of heavy vehicle access, including cranes locating a modular build;
- would one project manager be able to oversee both Pavilion & Pathway projects?

5. Update from BBFC

BBFC:

- are recruiting a new youth coach, while continuing to run a weekly joint training session for secondary and primary school children at Claverham;
- plan to run Mini-soccer sessions for primary school girls & boys from early 2019 at Claverham;
- have started Walking football for men & women aged over 50 at the Battle Rec MUGA. So far 10/11 people have attended each week. Carol H is putting up a sign at the MUGA re Walking Football (as there is no MUGA booking process in place);
- have identified that Hastings Direct may provide funds for the Battle Rec defibrillator. (Hastings Direct have also pledged such support to the BHP).

6. Update from Step Up Sports

Annette B:

- updated the group regarding a conference call with FA Consultants, who advised that the FA are writing a football facility plan for every local authority in England. RDC have asked the FA to look at the Battle Rec Pavilion as a project. Only projects that are included in the plan will be funded by the Football Foundation (FF), and this will take up 90% of its overall funding capacity. We will know their decision by February 2019;
- took us through the key issues in her latest funding plans under each of the next four headings below. (Hard copies of the spreadsheets were available).

Community Football Pavilion

In the funding plan spreadsheet, Annette B:

- had included the costs of the Architect drawing up the plans and documentation for the new pavilion (£13,915);
- has therefore increased the bid to the Football Foundation accordingly;
- has included 3 smaller funders, as the FF usually require groups to have made an effort to lever in other funds, even if that results only in a rejection letter as evidence of trying.

As part of the case for a new pavilion, Sussex FA may require a building survey on the existing pavilion. If we secure Sussex FA/FF approval to make a bid, Annette B will need to submit the bid in April 2019. This bid must include feedback on the new pavilion from a Community Consultation exercise with local schools & football organisations, plus local residents. This is in addition to the consultation exercise BTC started for the pavilion – see para 1 above. Annette B would therefore need this feedback in March 2019.

The FF decision should be made by June 2019. This means that work on the new pavilion could start in August or September. BBFC are already looking into ground sharing for the 2019/20 season.

Annette asked that annual utility and R&M costs for the current pavilion be sent to her in preparation for the Business Plan.

Annette asked BTC to hold off on the pavilion tender exercise while she consulted with the FA to check whether the new football facility plan funding scheme was likely to have its own specific procurement framework, as it does with other National Football schemes. Annette to email today and copy Glenna and Colin in.

All the 12 issues listed on the Issues spreadsheet have now been completed.

Community Café

Nothing to add to the spreadsheets as Annette B awaits information from BTC – see para 8 below.

BHP

- the bid to the NFU Mutual Charitable Trust has been unsuccessful.
- the RDC bid will be made in January 2019 and may need to include the extra costs connected with the vehicular crossings issue – see para 4 above.

Autism Sussex has not replied to Sue B's contacts regarding the Sensory Garden (soft planting).

Cycle Skills Area

Sport England has joined up with Cycle England to source a UK-wide cycling facilities fund. BHP may therefore be able to make a bid for such funds. If unsuccessful, BHP will need to match fund any Sport England grant.

7. Media & Community Communication

Cllr Glenna F:

- handed out two versions of the Artist's impression of the 'new' Battle Rec, drawn up by Battle Baptist Church members Gill Scollay & Kay Gates. The background-only version can be adapted to use with different figures (eg: cyclists, footballers etc) placed as required in the picture. Glenna will ask Kay if she can add another figure to reflect the inclusivity of the plans;
- reported a letter of complaint about the new youth pitch that was published in the Battle Observer. BTC's reply addressing all the issues raised was published the following week.

8. Actions to progress the “Fit for Battle” project

BTC

1. Longevity of existing pavilion - to secure from the Architect the information needed for Football Funding purposes. (BTC awaits Sussex FA’s response regarding the need for the details of the report required eg: a building survey). **BTC** to provide the current running costs of the existing pavilion eg maintenance & utility costs.
2. Pavilion quotes – **BTC** will request quotes for both Traditional & Modular builds at Tender.
3. Apportioning specifications and costs for separate for the Café & Football changing areas to be able to apportion costs of each area for funding bid purposes – **BTC** will request this in the Tender.
4. Costs relating to demolition of Pavilion – **BTC** will request this in the Tender.
5. Potential project management of the build – cost needs to be ascertained by **BTC**.
6. Café - costs for the fit-out and running costs/income need to be prepared prior to bids to funders, so **BTC** needs to send this information to Annette asap.
7. Renewable license for BBFC – **Carol H** to send BBFC a copy of the agreed final version of the license;
8. Tender processes – once specifications drawn up, identify tender timetables and carry out the tender process for the:
 - Pavilion - separate tenders for the Café & Football areas;
On 4th December, BTC’s Environment Committee agreed the costs for the preparation of the tendering documentation for the new pavilion. **Annette B** to find out from the Football Foundation if they want to undertake the Tender process (including consultation over building regulations) – ie: to reduce cost & time & ensure FF standards are met.
 - Pathway & Cycle Skills Area
BHP have finalised their plan & received specifications ready for the tender process. **BTC** to action Tender process
- 9 Annette B’s fees re BBFC:
 - **Cllr Glenna and Cllr Jill** will talk with Carol H re the report to the BTC EC on 4th December – ie that BBFC had reneged on the Club’s agreement to pay the cost of drawing up the FDP for Battle. Colin P explained why this was not the case, but also did not want to jeopardise relations with BTC. Can the BTC EC be updated on the issue? The working group accepted that any BTC costs associated with the FDP would come out of existing BTC funds allocated to the Fit for Battle project;
 - **Carol H** to contact BBFC re the Architect’s design cost for the new pavilion.
Annette advised that this cost would be covered by Football Foundation funding.
- 10 BTC/Architect to provide the measurements of the storage area in the new pavilion.
Carol H to e-mail the measurements to BBFC.

11 Community consultation for the pavilion – **BTC** to consult local schools & football organisations, plus local residents (see Annette B action 1 below) & receive feedback for Annette B to use by March 2019.

12 Media & Community Communication – **Cllr Glenna** to:

- e-mail to the BRWG the letter of complaint & BTC's reply (published in the Battle Observer);
- ask Kay Gates to update the artist's impression of the 'new' Battle Rec with another figure to reflect the inclusivity of the plans;
- meet with Laura Cook (Battle Observer) and **Sue B** re Fit for Battle publicity.

BHP

1 Tender process – **Sue B** to assist BTC with this process.

2 Lottery Funding –

Sue B to set up a meeting with the Lottery (RC) & Lottery Heritage Funders and BTC.

3 RDC Communities Fund – **BHP** to make the application for the Pathway.

BBFC

1 Battle Rec defibrillator – **Annette B** is kindly applying for funds on behalf of BBFC.

Colin P to give Annette B the Hastings Direct contact.

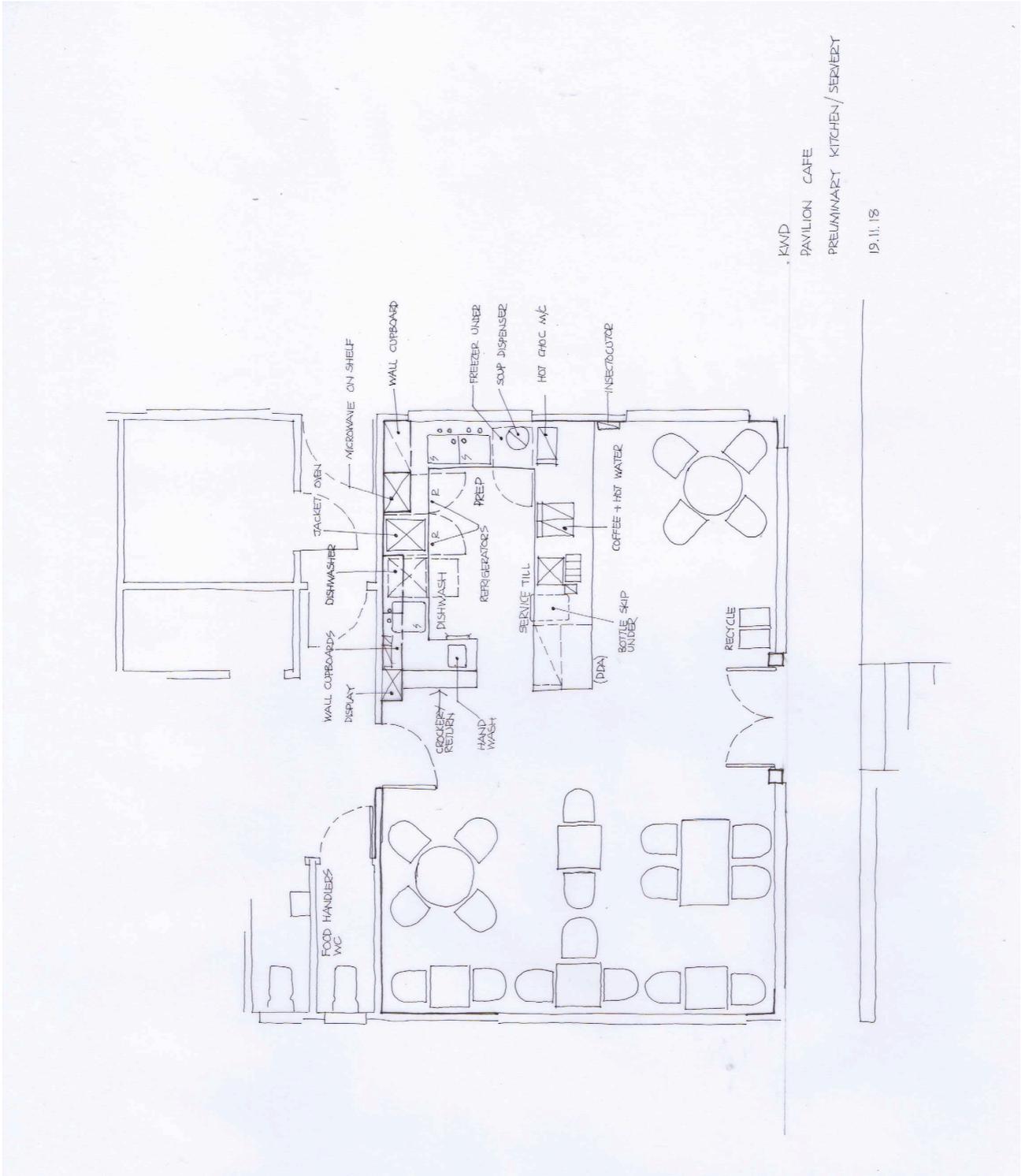
Step Up Sports

1 Community consultation for the pavilion – **Annette B** to provide Cllr Glenna with a list of local schools & football organisations for BTC to consult with.

9. Date of next meeting

Tuesday 12th February at 10.30 am at Battle Baptist Church (Manna House).

Annexe 1



KWD
PAVILION CAFE
PRELIMINARY KITCHEN / SERVICE
19.11.18

Key points:

- 1 The kitchen/ servery space is quite compact but the design clearly defines the segregated food prep/ cook, service, crockery and dish/ utensil washing as required under the Food Act and Environmental Health.
- 2 Space for food and drink refrigeration is tight but two undercounter refrigerators have been provided and one freezer. Ideally we would have liked to include a full height refrigerator but the windows in this area do restrict design.
- 3 Hand wash facilities have been located centrally and away from food contamination risk.
- 4 Two food prep sinks have been provided as required with utensil storage under
- 5 Food cook and re heat is focussed on the counter top jacket potato oven and a convection microwave oven; an electric soup dispenser has also been provided.
- 6 The return route for crockery and waste is indicated and includes a waste bin(s), utensil wash sink and commercial dishwasher. We have recommended the dishwasher to keep labour time down: a small commercial machine will be able to wash a load in 3 to 5 mins.
- 7 Wall cupboards have been provided for storage – the doors can be finished as blackboards to list menu and pricing
- 8 The servery counter is approx.. 3800mm long and should include a lower section for wheelchair bound access – the top can still be used for food display.
- 9 The servery does not include a refrigerated display as this would take quite a lot of space and is very expensive – chilled food such as readymade sandwiches can be kept in one of the refrigerators.
- 10 The three items of beverage equipment – filter coffee, hot water and hot chocolate are positioned to ease service for the person on the till. In the longer term I would recommend that an Espresso machine be considered as most Café users expect an Espresso based drink, which can be sold at a premium price.
- 11 I have shown a typical seating layout with 21 seats, which leaves space for circulation and buggies.
- 12 One of the toilets at the rear will have to be a segregated food handlers toilet under Environmental Health. The door should have a proper lock and a sign stating Staff Only
- 13 Space will need to be provided away from the kitchen/ servery for cleaning materials and equipment – maybe this could be shared with the Boiler Room?