

Fit for Battle Working Group

Tuesday 5th November 2019 at 10.30 am at Battle Baptist Church (Manna House)

Present

Battle Town Council – Cllr Glenna Favell (Convener)

Battle Health Pathway - Sue Burton

Battle Baptist Football Club – Kevin Terrell (Club Chair) & Andy Garlick (minutes)

Step Up Sports Consultancy - Annette Buswell

1. Apologies

Cllr Jill Gyngell (BTC). Gary Walsh (BBFC). Vikki Cook (BHP) not present.

2. Review from Step Up Sports

As the minutes of the 13th August had been agreed by e-mail, Cllr Glenna opened with Annette's review of the Fit for Battle project as a whole. **Annex A** continues to set out the ongoing issues this Working Group need to retain & review in our meeting minutes.

2.1 Battle Health Pathway

Annette took us through her spreadsheet setting out the latest funding plans for the Pathway & Pump Track (Cycle Skills Area). The key issues are set out below.

- The total estimated cost of the BHP project as a whole is £312,774.96.
- The funding secured to date (in purple on the spreadsheet) is £150,880.
- Re the **Lottery (Reaching Communities) Fund**:
 - though we applied to the Fund for funding for the Pathway back in August 2018, & met with the Fund in March 2019, we have not heard from them since then, except to request the results of the tenders in Aug 2019 in order to work the BHP bid;
 - **Cllr Glenna** to make a formal complaint to the LRCF using the set procedures. Annette to pull together a timeline;
 - this raises an issue that, if we are not now successful with progressing lottery bid, we need to find both the £46310 (lottery) funding and the current deficit in funding of £27,525.96. This would be a total shortfall of £73,835.96.
- Re **British Cycling**:
 - we have applied to BC for funding for the Pathway & Pump Track;
 - we need to discuss with BC whether to increase the bid to cover the £73,835.96 shortfall in LRCF funding, or the BHP may need to be done in phases as funding becomes available;
 - we have completed stage 1 of the bidding process & taken on board BC's recommendations, including:
 - the grading of the Pump Track (always in the BHP specification);

- the updating of the Pump Track Plan (**BTC** to send this to BC);
 - the grading of the Pathway so it is directional for cyclists & comprises easy & difficult loops;
 - BTC exploring if the Pump Track can be floodlit (BTC are first exploring if the MUGA can be floodlit via further consultation with RDC).
- we are now due to meet with BC on site again on 28th November; key discussion points:
 1. Update on match funding to date and raise the potential shortfall with lottery/ask for suggestions for other cycling funding sources;
 2. Update on progress in stage 2 including cycling plan and bid;
 3. Ask BC for design examples.
 - the plan is for the Battle Local Action Plan to pay for the preparation of the stage 2 documents for BC;
 - BC require us to develop:
 - a Cycle Safety Design (eg zebra markings on the Pathway), which has been agreed in principle by BTC's Environment Committee;
 - an Activation Scheme Plan which promotes community use of the BHP & increases the involvement of voluntary organisations (eg pre-schools with balance bikes). **Sue** to talk to St Mary's & Asten Fields (& Caterpillar?) pre-schools about their potential use & loan of bikes.
 - Annette suggested that the group consider applying for external revenue funding for a part time cycling and walking activator, to ensure the local community is engaged in using the facility.
 - The BC Panel meets every 3 months, but we may miss the December panel. It is more likely that a bid would be submitted around March 2020. BC can take up to 3 months to make a decision.
- Re **RDC Community Grant** funding, in January 2020 (once the outcomes of contacts with the LRCF & BC are known), **Sue** to make RDC aware that the deadline for spending the Community Grant will not be met and request that the grant offer is extended beyond March 2020.
 - Re **other funding**, Sue reported that:
 - BHP have themselves raised £22,406 – ie meeting their target of 10% of the original cost of the BHP project;
 - we need to identify the cost of independently quality assuring the construction of the Pathway, & include that cost in funding applications;
 - for the Soft Works:
 - Rother Environmental Group has awarded £882;
 - The Horticultural Society has given £200;
 - Sussex Lund have yet to decide on our application for £6,506K. **Sue** to chase up Sussex Lund.

2.2 Pavilion

Annette took us through her spreadsheet setting out the latest funding plans for the Pavilion. The key issues are set out below.

- The estimated cost of the new pavilion is £447,886 (to be confirmed at Tender).
- BTC can start the **Tender process** once RDC have agreed the revised Pavilion plans, which now incorporate:
 - the Clubroom and Community Refreshment Area (CRA, combining the previously separate Clubroom & Café);
 - two external changes to the pavilion (resulting from the CRA) – ie access to the east of the build by the Wet Room, & the removal of the south-facing windows.
- Re the **CRA, Annette** to write a proposal on how the clubroom and CRA might be used over say the first year, for BTC including suggestions that the:
 - merged Clubroom & Refreshment Area can be separated by a screen;
 - a refreshment operation can start up on a part time basis, where the public can buy a drink at weekends, & then develop & grow from there. (This would require the re-instatement of the kitchenette in the plans for use by hirers.)
- Re **Solar Panels, Cllr Glenna** to explore the possibility of the pavilion roof incorporating solar panels with the Architect & Richard Watson (Energise Sussex).
- Re an **overview of funding**, the following bids are planned:
 - £192K from the Football Foundation;
 - £70K from the LRFCF;
 - £50K from RDC CIL;
 - £50K from Sport England;
 - Football Stadia funds may be available if BBFC Firsts are promoted to Step 7 County football (the team has a 100% record in all competitions so far). However, the bid to the Graham Kirkham Foundation was unsuccessful.
- **Annette** to submit bids from February 2020 – ie once the Tender process has been completed & the price has been agreed.
- Re the **Football Foundation**:
 - although the FF could only fund the Clubroom, Sport England could potentially fund the clubroom/ CRA as a whole;
 - Stuart Lamb has advised that the FF and partners have now decided to focus most of their next three years of funding on pitches, so funding for the pavilion depends on **exceptionally strong football-related outcomes** arising from the new pavilion – ie how will the new pavilion increase pitch use & local participation;
 - Annette handed out the **National Football Facilities Strategy Measurement Framework** setting out 5 key national outcomes, which any funding applications need to evidence;

- To help BTC & BBFC provide evidence to meet these criteria, Annette handed out an **Action Plan/Checklist** of outcome indicators & deliverables that could be provided as evidence. These include issues such as the bookings process & issues relating to inclusiveness & disability. These are not issues that BBFC can address alone – BBFC will need help from Brighton Football Club & Sussex FA;
 - **Kevin, Gary & Andy** to meet to review & input to the Action Plan/Checklist & respond to Anette by 19th November;
 - with the **increase in the usage of the grass pitches**, Annette had updated the relevant workbooks of the FF's Grantsheet application spreadsheet using information from Andy. This shows an increase in usage of the adult & youth pitches at Battle Rec based on existing football (adult, Veterans & Walking Football teams) plus the development of Disability, Youth, & Girls/Women's football;
 - Cllr Glenna was concerned about over-use compared with the advice given by the FA Pitch Improvement Inspection team back in May. Andy reassured Cllr Glenna that usage is always dependent upon BTC agreement, the month of use (less in the Winter months), & the weather on the weekend (which may lead to matches being prioritised);
 - **BTC** to review the Pitch usage worksheets, & review & input to the Action Plan/Checklist & respond to Anette by 19th November;
 - Andy noted that all of the documents that Annette provides to support FF funding always acknowledges BTC's over-arching view that Battle Rec is a public recreation ground for all, including football.
- Re **Demolition**:
 - could take place from November 2020 to March 2021;
 - Demolition costs are to be included in the Tender & the following costs have yet to be identified: additional architect project management/QA costs.
 - Re **Storage** in the new pavilion:
 - **BTC** to clarify with the Battle Bonfire Boys, what storage is available in "their" shed;
 - **BTC** to find out the sqm of the Battle Tennis Club storage needs;
 - **Sue** to quantify BHP square metre storage needs (though they aim to ask local users to bring in their own equipment).
 - **BBFC** to state the square metres they would need for their own equipment.
 - Everyone to provide the Sqm needs to Annette by end November.
 - Storage to be discussed at the December meeting.
 - Re **Communications**, **BBFC** to write an article for the Battle Observer promoting, & publicising the involvement with, the Fit for Battle project.

3. Actions to progress the "Fit for Battle" project

Previous actions carried forward are highlighted in yellow. New actions already included in the above minutes are also repeated here (un-highlighted).

BTC

1. Specification & costs for the Community & Refreshments Area, plus Football changing areas (as identified by Annette) to be apportioned separately for funding bid purposes – **BTC** to request this in the Tender.
2. Costs relating to demolition of Pavilion – **BTC** to request this in the Tender.
3. Potential **architect** project management of the build – **BTC** to ascertain costs.
4. Tender processes – **BTC** to identify the tender timetables, & carry out the tender process for the Pavilion.
5. **This is underway.** Community consultation for the pavilion – **BTC** to:
 - give feedback from organisations & individuals to **Annette** to use to support funding bids;
 - conduct a survey with the current & non-football users of Battle Rec, and sports clubs within Battle generally, to gauge their use & hire of the clubroom in the new pavilion, for meetings or other purposes, such as coach education.
6. BHP/Lottery Reaching Communities Fund – **Cllr Glenna** to make a formal complaint to LRCF.
7. BHP/British Cycling – **Town Clerk** to send BC the updated Pump Track Plan.
8. Pavilion/Solar Panels - **BTC** to explore the possibility of the pavilion roof incorporating solar panels with the Architect & Richard Watson (Energise Sussex).
9. Pavilion/Pitch Usage & National Football Facilities Strategy Measurement Framework criteria – **BTC** to review the Pitch usage worksheets, & review & input to the Action Plan/Checklist & respond to Anette by 19th November.
10. Pavilion/Storage - **BTC** to clarify with the Battel Bonfire Boys, what storage is available in “their” shed; & find out Battle Tennis Club storage needs.

BHP

1. British Cycling:
 - **BHP** to advise Annette on the Cycling Development Plan (comprising a marketing plan identifying how an increase in cycling participation can be achieved & measured).
 - **Sue and BTC** to meet with BC on site again on 28th November &:
 - ask BC for Design examples to devise a Cycle Safety Design for BC;
 - let BC know about the complaint to the LRCF;
 - ask BC for advice on where funding can come from if they can't cover the shortfall in LRCF funding?

- **Sue** to talk to St Mary's & Asten Fields (& Caterpillar?) pre-schools about their use & loan of bikes, to inform the Activation Scheme Plan required by BC.
2. RDC CIL - **Sue** to contact RDC to enquire whether the deadline for spending the Community grant could be extended beyond March 2020.
 3. Sussex Lund - **Sue** to chase.
 4. Pavilion/Storage - **Sue** to quantify BHP square metre storage needs.

Step Up Sports

1. BHP/British Cycling - **Annette** to devise the Cycling Development Plan.
2. Pavilion/Community Refreshments Area: **Annette** to write a proposal on how the clubroom and CRA might be used over say the first year, for BTC including suggestions that the:
 - merged Clubroom & Refreshment Area can be separated by a screen;
 - a refreshment operation can start up on a part time basis, where the public can buy a drink at weekends, & then develop & grow from there.
3. Pavilion - **Annette** to submit bids from February 2020 – ie once the Tender process has been completed & the price has been agreed.

BBFC

1. Pavilion/National Football Facilities Strategy Measurement Framework criteria - **Kevin, Gary & Andy** to meet to review & input to the Action Plan/Checklist & respond to Anette by 19th November.
2. Communications - **BBFC** to write an article for the Battle Observer promoting, & publicising the involvement with, the Fit for Battle project.

4. Date of next meeting

Tuesday 10th December at 10.30 am at Battle Baptist Church (Manna House).
(The next BTC Environment Committee meets on 3rd December)

Construction & timing issues

The ongoing issues the Fit for Battle Working Group need to retain & review as a Standing Items in the meeting minutes.

- a. the management of the different contractors working on the Fit for Battle project.
- b. 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.
- c. the need for work information/update signs at all entrances to Battle Rec.
- d. 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). This depends on answers to the tendering questions, including the impact on access to Battle Rec during the work-period.
- e. 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.
- f. would the Pavilion work be completed before the work on the Pathway is started? This depends on the timing of available funding.
- g. would we go with the Contractor who can complete the work in the shortest time from the earliest date?
- h. the issue of heavy vehicle access, including cranes locating a modular build.
- i. would one project manager be able to oversee both Pavilion & Pathway projects?
- j. The Clark & Kent quote for work to build the Cycle Skills Area/Pump Track was valid for 6 months (to October 2019).