



EARLS BARTON SPORTS & LEISURE PROJECT MANAGEMENT TEAM

Minutes of the Meeting held on Tuesday 3rd August 2021 at The Grange Sports Field

Present: Cllr Steve Glover – (EBPC)(Chair), Cllr Jayne Bond (EBPC), Cllr Gemma Broadhead (EBPC), Bob Entwistle, Chris George (EBCC), Cllr Vicky Gould (EBPC), Jonathan Groves (CS2), Cllr Steve Hiscock (EBPC), Matt Kennedy (EBCC), Antony Owen (EBUFC), Rosie Smart (Clerk to EBPC).

1. Welcome and Apologies for Absence

Apologies were received from Cllr S Dodds (EBPC), Cllr S Glover (EBPC), B Entwistle, R Mair (EBCC), D Rust, Cllr Colin Wells (EBPC)

2. Approval of the Minutes of the Meetings held 6th July 2021

It was agreed to approve the minutes.

Matters Arising:

- Noise Management Plan – submitted. Currently waiting for an updated quote, plan of action and timeline from Richard Colson to deal with the planning conditions.
- Design Team Contract Documents – CS2 awaiting response from E&W Law. Also waiting for updated pavilion drawings to feed into the updated brief which will lead to draft appointments.
- Boundary Conditions – awaiting response from Richard Colson
- Labosport Report – waiting for updated map from DWH with cricket square marked to send to Labosport. Planner to confirm that football fencing is not required on the report as part of original planning permission.
- Neighbours – RS liaising.
- Pre-Construction Programme – a Design Team meeting was held. Need updated drawings and package to update the programme. Geotech report (foundations) due on 4th August.
- Marquee – repaired and returned to site.
- Picket Fence – need confirmation on the ball-strike fencing before repairing. Consideration should be given to making panels removable on the western side to allow for maintenance access to the ball-strike fencing.
- Covers storage area – EBCC are exploring options, but it is envisaged that they can be stored on the outfield off-season.
- Grounds maintenance and winter storage of ball-strike netting – additional storage is needed and being looked into. MK suggested that a grounds maintenance

committee of the EBS&CT could be set up. It was agreed that this should be considered if the expertise is available.

- Service Loadings – sending the loadings to DWH is in hand, including future proofing of the facility.
- Recommendations for consultants with quotes – some appointments have been made. Quotes are being sought for:
 - Landscaping design and installation – separate maintenance plan to be responsibility of EBPC to be considered.
 - Principal designer – identified
 - Main contractor – not yet identified
 - Ecology – quote received.
 - Pitch Inspector – awaiting quotes
 - Archaeology – awaiting quotes
 - 3G pitch – no response to enquiries made. However, Football Foundation (FF) will require an approved contractor. FF and looking towards a January funding submission and will then appoint a PM and framework inspector.
 - BREEAM Security Assessment – desktop appraisal being sought.
- Budget Tracker – shared with committee
- North Northants Council meeting – meeting arranged with NNC Ward Councillors on 9th August.
- Publicity – RS arranging page on EBPC website and publicity in Barton Today.
- Irrigation – EBCC confirmed no stand pipe has been installed and may not be needed if DWH install the tank and pump system which may make it possible to use ‘grey’ water.
- Training nets – EBCC waiting for final quote for Sport England funding.
- Old practice nets – EBCC to deal
- Value Engineering meeting – JG advised that there are no notes from the meeting to share. However, a report will be produced for the next Design Team meeting. RS also be sent an invitation to the meeting.
- BREEAM meeting – notes from meeting shared. What we need to achieve is achievable. CS2 to look into alternative to BREEAM to satisfy planning conditions.
- Football Foundation meeting – notes from meeting shared. A positive meeting. FF would anticipate a submission in January for a full sized 3G, at which point a Project Manager would be appointed. Would prefer the leaseholder to be the applicant. This may have VAT implications, which SG/RS will raise at the VAT meeting. May also be possible to have a Stewardship Agreement created to satisfy FF’s requirements. To be discussed further at the next meeting with FF on 13th August.

3. Liaison with Developers

A meeting with DWH was held on Thursday 29th June, attended by AO and MK. Notes of the meeting circulated. In summary, the following points were discussed:

- **Topographical Survey**

DWH to instruct a surveyor to attend site to review the bank/road position and mark the cricket square onto it for the fencing report.

- **Fine Turf Pitch Remediation / Pitch Analysis**

- Fine Turf believe that most of the problems experienced on the pitches can be resolved with an irrigation/drainage system, which they propose to install and contribute to the water bill for a number of years. We would need an independent report confirming this before agreeing.
- Work to be carried out on other areas, including the area between Northampton Rd and cricket outfield and area by Elizabeth Way.

- Unkempt banking and boundary areas to be brought to specification.
- Management regime for hedgerow alongside footpath to be passed to management company.
- The bank that impinges the road to be reviewed by surveyor and drawing forwarded to CG. If there is an issue, they will make good.

- **Boundary Conditions**

DWH offered to pay £2-3000 to engage Richard Colson to satisfy the boundary conditions in particular and others that need addressing due to the crossover of responsibility. They are unable to assist with any mitigation costs.

- **Collection of Fencing/Contribution towards Planning**

Collection of fencing has now been completed and the refund of the planning fees has been received.

- **Handover**

DWH would like to handover in September, but the maintenance work carried out by Fine Turf would need to be approved before this could be considered.

GMA attended a site meeting for a fleeting look at the grounds and will provide an overview. A full report through CS2 would be budgeted at £1800.00

4. Advancement of Project

(a) Project Manager - update –

- In addition to the points raised in matters arising, JG advised that some savings had been identified against the assumed costs. These approximate figures include:
 - Roof – £20,000
 - Reduced floor area and overhang - £100,000+
 - Foundations - £20,000
 - Access road - £30,000
 - Car park - £17,000
 - Removal of kerbs - £17,000

The savings in the access road and car park would result from using a different road system, the same as that used in the car park at Delapre Abbey. AO/RS will also be attending a meeting with Community on 10th August to discuss access.

- Updated data with drawings and spreadsheets to be shared once up to date.
- The BREEAM report is currently being worked through.
- Building Regulation reports required.
- CG presented the new plans for the pavilion.

5. Funding

(a) **Funding Co-ordinator** – DR wanted clarification of the budget for the outdoor gym in order to complete Mick George application. It was agreed that we set the budget at £100,000. RS to send the costings from Wootton to JG to put together a specification for quotes. GB and RS agreed to look into further funding opportunities. RS to also ask Cllr Mary Walters if she would like to be involved. Ideas for fundraising to be shared via email.

(b) **Sports Specific Funding (FA/ECB/etc)** – covered in matters arising.

(c) **Other Funding** – meeting with NNC Councillors to be held 9th August.

(d) **VAT Implications** – zoom meeting to be held with VAT advisor on 4th August.

6. Governing Body

(a) **EBS&CT** – the AGM was postponed due to not being quorate. The business, including the approval of the annual report, was carried out at a later meeting. Membership

needs to be addressed and a Membership Secretary appointed. Details of roles required to be produced.

- (b) **Lease** – the solicitors can't register the lease so details of an alternative solicitor to be sent to BE. EBPC to cover the legal costs.

7. Any Other Business – none raised.

Date of Next Meeting – Tuesday 7th September 2021