



EARLS BARTON SPORTS & LEISURE PROJECT MANAGEMENT TEAM

Minutes of the Meeting held on Wednesday 6th October 2021 at The Grange Sports Field

Present: Cllr Steve Hiscock – (EBPC)(Chair), Cllr Gemma Broadhead (EBPC), Bob Entwistle, Chris George (EBCC), Jonathan Groves (CS2), Matt Kennedy (EBCC), Rosie Smart (Clerk to EBPC).

1. Welcome and Apologies for Absence

Apologies were received from Cllr J Bond (EBPC), Cllr S Dodds (EBPC), Cllr S Glover (EBPC), Cllr V Gould (EBPC), A Owen (EBUFC), D Rust, Cllr Colin Wells (EBPC)

2. Meeting held 7th September 2021

(a) Approval of Minutes - It was agreed to approve the minutes.

(b) Matters Arising:

- **Design Team Contract Documents** – only matters outstanding are a final update from FHP and a decision on who warranties are to be made out to. Following a discussion, it was agreed that collateral warranties made out to the trust would be the best way forward. This will be approved at the meeting of EBPC on Monday. It was noted that there would be a slight uplift for FHP due to additional works carried out. A quote from Ecology by Design is still outstanding.
- **Boundary Conditions** -plan received Global Surveys. Everything has now been plotted correctly and information forwarded to Labosport.
- **Labosport Report** - completed report is expected this week.
- **Pre-Construction Programme** – link to the programme provided by JG. Only the plant/storage outstanding and being worked on.
- **Picket Fence** – work cannot be carried out until the ball-strike fencing is resolved.
- **Service Loadings** – awaiting information on the existing pavilion. FHP talking to DWH about maximum capacity and what it will include at peak times, what can be provided by DWH and what is available from Western Power. When all of the information is received, it will be collated to provide information for EBPC to make an informed decision on plant required.
- **North Northants Council meeting** – postponed until planning application determined.
- **Training nets** – Sport England have indicated that they would require a programme outlining the build and when the training nets could be installed before committing to carrying over the funding. JG to provide a gant chart. Concerns were expressed over the siting of the training nets at the end of the pavilion. Following discussion, it

was agreed that the plan be sent out to all Project Management Team members and Parish Councillors so that all views could be heard and considered to allow EBPC to make a decision.

- **Old practice nets** – on list for EBCC to remove when volunteer time allows.
- **Design Team Meeting** – Notes of last meeting shared by JG.
- **BREEAM meeting** – currently sitting at 56 points, with work being carried out to increase this to 58. This includes Ecology by Design providing a report demonstrating the minimisation of loss of biodiversity.
- **Groundwork carried out** – to be assessed by GMA
- **Drainage and Irrigation** – awaiting information from DWH. GMA to report.
- **Surveyor Report on Banks** – DWH carrying out work on banks. The bank by the access road has been constructed in the wrong position which impedes on access for larger vehicles. Information to be sent to DWH to rectify.
- **Updated Data and Drawings** – shared by JG
- **Building Regulation Report** – waiting for outstanding quotes.
- **Tree Report** – carried out.
- **Noise Management Report** – MK to speak to Richard Colson about requirements. It is thought that a Noise Management Plan is all that's required.
- **Confirmation of Operational Hours** – to be included in Noise Management Plan – above.
- **Regulatory Reform Order (Preliminary Fire Risk Assessment)** – RS to ask SG if he has approached CW.
- **Mick George Funding** – application unsuccessful
- **Future Role of Funding Co-ordinator** – SG to be asked to report at next meeting.
- **Alternative Funding** – GB reported on some funding she has identified and next steps required.
- **VAT** – RS confirmed that the VAT advisors have confirmed that VAT on consultant fees can be reclaimed whether project is Traditional or Design and Build.
- **Brief for Membership Secretary** – no progress reported by SG.
- **Solicitors Details** – to be sent to BE.
- **Signing of Lease Amendments** – carried out and lease returned to BE.

3. Liaison with Developers

- **Site meeting with DWH** – scheduled for Monday 25th October.

4. Advancement of Project

(a) Project Manager - update –

- **Budget** – a re-budget exercise will be carried out once the specification has been finalised.
- **Value Engineering Exercise** – no further significant savings identified at present.

(b) Design

- **Choice of bricks** – Red Mixture chosen as preferred option.
- **Room Data Sheet** – feedback needed by next week. JG to share link again.
- **Lighting** – lighting designs shared.
- **Landscape Drawing** – approval needed as soon as possible – CG to send to RS tomorrow for sharing with Project Management Team members and Councillors.
- **Street Furniture** – it was agreed to go back to landscapers for recommendations.
- **Boot Scraper and outdoor taps** – boot scrapers to be included at either end of the pavilion. Outdoor taps to be provided at either end of the pavilion and the mower store.

- **Signage** – welcome signs at entrances.

5. Funding

- (a) **Budget** – information sent to AO to update the budget.
- (b) **Funding Co-ordinator** – no report
- (c) **Sports Specific Funding (FA/ECB/etc)** – a meeting with The Football Foundation was to be held this week but has been postponed. New date to be confirmed.
- (d) **Other Funding** – RS still need to approach Cllr Mary Walters about being involved.

6. Governing Body

- (a) **EBS&CT** – a meeting was scheduled for Monday, but was not quorate so could not go ahead. A membership secretary is required asap. Next meeting scheduled for 6th December.
- (b) **Lease** – RS returned lease to BE.

7. Any Other Business – none raised.

Date of Next Meeting – Tuesday 2nd November 2021