



To: Cllr. Favell, Cllr. Gyngell, Kevin Terrell

Proposal: **Fit for Battle Pavillion project Community Consultation**

1 The Battle Recreation Ground (the Rec.), is a focal point for residents to enjoy outdoor activities, and Battle Town Council, in partnership with local organisations, is continually upgrading the leisure offer for residents. Recent developments include a 1km pathway around the Rec, which includes a flat loop of pathway to encourage beginner walkers, cyclists and runners, and a new cycle skills area.

The Council now wish to move on with stage 2 of their plan to complete the required facilities on the Rec with the development of a new Pavillion to replace the existing building, offering changing and toilet provision for football teams and other sports users, a clubroom for both local organisations' meetings, and for other activities such as a junior chess club/coaching courses, and a cafe for users of the Rec's facilities. The Pavillion will also provide storage below the changing area for a store of bikes for the pathway for public use and football goals etc.

Prior to formally approaching the local council, and external funding bodies, the council wants to consult with local people, using an anonymous questionnaire.

2. Purpose of consultation(**Why**): The Council wants to find out from the local residents, and users of the ground, if they feel there is a need for such facilities. They also want to know how they, or their friends and families, would use them, and if they feel there would be any barriers to accessing the facilities . They also want to get views on people's perceptions of the benefits of the facilities in terms of health, wellbeing and community cohesion, and gather any further suggestions to improve on the current ideas. The consultation will also enable the Council to identify potential local outcomes which would link to the local and district councils' own strategic outcomes for the area, and also to the national outcomes of the external funders.

3. **Who** should be consulted, and about what

3.1. **Who**:

- * Residents of Battle;
- * Communities close to the site eg local residents, Guides, allotment users;
- * Local users already using the site regularly;
- * Sports clubs, clubs and organisations;
- * Schools, including special needs schools, nurseries, playgroups
- * GP surgeries;

4 **How** will the Council consult?

4.1 **How**: A short questionnaire will be designed, including demographic information, to go out to all residents via the annual report in hard copy, and an online questionnaire (downloadable) on the Council website. During the consultation period, completed questionnaires will be returned to the Council (methods described below). A flyer will also be designed to be used via email with the questionnaire, to be sent out to other clubs and organisations mentioned above, specifically to

look at use of the clubroom for meetings. This specific information will be needed to build up a vision for one of the funders. An article will also be produced for the local press about the proposed new facilities.

Please note that the flyer/ questionnaire will include a short summary of the vision for the new facilities at the top of the page.

6. Methodology:

Due to Covid regulations, no workshops or events are planned. The consultation will be undertaken as follows:

- * a page within the Council's annual report, which goes to every household and which could be torn off/ photocopied or photographed and either emailed back to the Council, or dropped into the council letter box at The Almonry on the High Street;
- * an online flyer explaining the vision for the proposed facilities and the consultation including the questionnaire, will be posted up on the council web site for a period of time, with the questionnaire being able to be downloaded.
- * the flyer/survey can go out on social media (Facebook/Instagram) via local partners such as Battle Town Football Club, Battle Local Action Planning Group, Battle Guides etc.
- * The flyer/survey can be emailed to local sports clubs
- * an article will be produced with the flyer/ questionnaire for the local press.

7 Time scale TBC

Preparation time: 8 - 12 Feb 2020

Consultation to run: 1-21 March

Questionnaires to be provided by BTC on email or hard copy to SUSC by 26 March

Draft Consultation report by: 12 April

Final Consultation Report by: 19 April

(timelines might be shorter depending on the returns)

8 SUSC **Costs** to cover consultation

- * 7 hours of consultancy time from Step up Sports Consultancy in managing the consultation, collecting emailed and hard copy surveys, analysing the data and preparing a draft and Final report - £315. This will also include preparing an online flyer and questionnaire, an article for the press, and making contact with key organisations/ sports clubs to further distribute the questionnaire via social media.

9 Responsibilities for the Consultation:

SUSC:

Design a flyer for online use

Design a questionnaire for online use, and for the hard copy annual report

Ensure the flyer and questionnaire is emailed to public emails for sports clubs, and key partners to disseminate further

Prepare a draft article for local press

Analyse the resulting responses

Provide a draft and final report for BTC for use in funding applications

BTC:

Ensure the questionnaire is printed on the back page of the annual report

Upload flyer and questionnaire to the BTC Website for the period of the consultation, as a downloadable word document

Sign off the article on the survey to the press

Email to SUSC, after the closing date of the survey, any completed questionnaires that may be emailed to BTC.

Provide all hard copy surveys that may be posted to BTC to SUSC

Receive the draft and final analysis and report

Note: as the deadline for the questionnaire is Friday 12 February, your urgent agreement to go ahead will be required in order to meet this.

Kind regards

Annette Buswell
Step up Sport Consultancy Ltd.