

Minutes of Jubilee Field Working Group
Held Monday 25 March 2024 in West Hall, Village Community Centre,
at 7.30pm.

1. Present: Cllr. Sharp – Chairman (AS), Cllr. Alesi (MA), Cllr. Castro (JC), Cllr. Hotson (EH), Cllr. McLaughlin (BM), Chris Rhodes (CR), Lee Seal (LS), Nicola Stonebridge (NS), Richard Griffiths (RG).

2. Apologies: Cllr. Arger, Cllr. Riordan,

3. Matters Arising: None.

4. Accounts: LS previously circulated by email.

£1,346.25 total in the combined accounts.

End of the month account 31.03.2024

It is estimated that after expenditures such as EON, Groundsman Dean and Josh for works carried out, there will be a balance 1.4.24 of about £800

5. Statement regarding The Football Stadia Improvement Fund Grant ref 120622

We recently received a “final payment” of £1,143.00 in relation to the grant the JFMC applied for, to complete the works undertaken on the main pitch.

As advised by the Football Foundation, the 'entity that procured the works were JFMC so the payment was to them. . . so the funds were due to them not the Club.'

As the site was returned to the parish council, and then as the bank account / funds have transferred, so can the payment.

With JFMC folding the grant terms and conditions have been transferred to Staplehurst Parish Council – in partnership with Staplehurst Monarchs FC.

6. Budget monitoring

RG presented the spread sheet and budget monitoring enabling us to forecast our income and expenditure. This will be updated and closely monitored by the RFO.

This includes the whole site: football clubs, skate park, hedge cutting etc

It was agreed that a close eye would need to be kept and any opportunities to save costs be taken.

7. Maintenance:

* **Audit** completed

* Josh Melville has successfully completed the jobs as requested. Cost £177.

* Light bulbs need replacement in disabled toilet and referee's room. Bulbs are in the attic area. RG sorting Tuesday with Paul – SPC caretaker.

* PIR sensor AS contacted Cartel electricals and will fit us in asap

* **Internal painting of doors** - Steve Fagg appointed and liaising with SMFC so as not to clash with fixtures £2800.50 for 30 doors, Quote included paint.

* RG obtained signage labels for some of the doors.

* **Shutter keys.** AS Spoken to contractor on Thursday – Dan Copping - due to them being a four way security key they have to order blank keys in they then have to be taken to a cobbler with a current key and be cut. Awaiting for them to give a price for the blanks. While we wait, NS will try a contact that may be able to 'slim down' the newly cut keys as the blanks turned out to be too 'thick'.

* **Pump lock and keys.** RG will call out a Locksmith to remove existing lock and for replacement lock and key. Cost not known.

* **Skate Park gate.** Office obtained quotations:

Youngs Timber Merchants (supply only) £315.89 + VAT

Tate & Tonbridge Fencing (supply & install) £652.00 + VAT

I Wallond Fencing (supply & install) £844.20 + VAT

Both NS and CR made suggestions about a) fixing if possible b) obtaining a like for like second hand gate.

Agreed to appoint Tate and Tonbridge if that was not possible.

* **Girl Guides lease report – RG** presented the report allowing GG to hire their facilities including hirers being able to sell alcohol at an event as per our hire agreement, as long as this is with appropriate permissions / paperwork. Agreed 7 / No 1 / Abstain 1

There was a discussion about the need for the GG to supply proof that the GG insurers cover such events.

There was a discussion about the area A (between the main pitch and the GG centre) and granting exclusive use to the GG. Agreed to give exclusive rights when GG are in session using the area, and to be open to the public the rest of the time. Agreed to fencing and gates that open wide, wooden not metal / mesh at both ends.

Discussion about the area B in front of the GG centre being 'roped off when in use by GG – rejected as too much of a communal area, likely to be used to access 3G from pavilion toilets and not safeguarding as such. Suggested a better solution would be an access gate through to main pitch from area A. Still have to finalise path from pavilion to 3G.

Discussion about movable bollards on the parking spaces that have GG motifs on was rejected as felt to be a health and safety risk / claims for vehicle damage. 8 No/ 1 Abstain

There was a discussion about varying the rental fee of £5 a year – deferred as just paid, little variation required at this stage. Review in 2 years.

Amendments:

1b. Rent review after two years based, upon review of the profit generated for the lease in the previous two years. Then a Rent review every five years based upon review of the profit generated for the lease in the previous five years

5. Not to assign transfer underlet or part with the possession of the demised premises or any part or parts thereof – need to change to allow hiring out to groups / clubs / individuals

9. Change to allow hiring out to:

Hirers of the Girl Guide Centre can provide alcohol but not store alcohol on site
Hirers of the Girl Guide Centre can provide and sell alcohol but not store alcohol on site

* Club hire

RG presented final drafts of the hire agreements for the football clubs.

A lot of work has been done to finalise details in a satisfactory format for all.

Amendments discussed:

Pavilion - Changing Rooms

31. Changing rooms will be cleaned prior to the beginning of each season & weekly by the SPC contractor. Subsequently, each Team is responsible for the care of the facility which should be left in a satisfactory condition. After use, the building should be left clean and also clear of debris

Changing rooms 1 and 2 have been allocated to SMFC to use and Referee changing 1 and 2 for matches. A £50 refundable deposit is required prior to the start of the season in case extra cleaning is required.

32. Before leaving the building every team should undertake to:-

- Remove all rubbish / litter and empty all bins.
- Sweep all mud from changing rooms, corridors, toilet areas, and shower areas.
- Ensure all toilets are flushed and leave in a tidy state
- Rinse all hand wash basins and leave in a tidy state
- Rinse out shower areas and leave in a tidy state
- Ensure changing rooms are cleaned before the next user / team uses them
- Pathways adjacent to building should be swept clear of mud.
- All rubbish should be removed from the changing rooms following use and the Club is responsible for any and all costs incurred for the removal of such rubbish/litter.
- Football boots; mud should be removed before entering the pavilion / changing room, the cleaning of boots inside the changing room facility is not allowed and showers /wash basins should not be used to clean boots.

Pavilion - refreshments

38. The consumption or sale of alcohol is only allowed on match days for the Staplehurst Monarchs FC matches (not training) the Under 23 Development team matches (not training) and the Ladies Team matches (not training)

It was agreed that moving toward the 3G use, and the need to divide the changing room areas for this, that going forward from July onwards changing rooms 1 and 2 would be allocated to SMFC as nearest to the main pitch, giving sufficient time for them to make the move as they use room 1 & 3 currently.

Ground Hire agreement - Agreed after discussions about cleaning

Pitch and Hire Agreement - amendments

Pitches

24. Use of the main grass pitch by Staplehurst Monarchs Youth FC under 16s and above will be negotiated and on the agreement of the groundsman. If SMYFC are using the floodlights they would contribute to the cost of using the floodlights.

25. To preserve the standard of grass pitches, training should be undertaken for the majority of the time off the goal mouths of the grass pitches, with some training crossways on the pitch and minimal training lengthways on pitch.

Pavilion - Changing Rooms

31. Changing rooms will be cleaned prior to the beginning of each season & weekly by the SPC contractor. Subsequently, each Team is responsible for the care of the facility which should be left in a satisfactory condition. After use, the building should be left clean and also clear of debris. Changing rooms 3 and 4 have been allocated to SMYFC to use. A £50 refundable deposit is required prior to the start of the season in case extra cleaning is required

32. Before leaving the building every team should undertake to:-

- Remove all rubbish / litter and empty all bins.
- Sweep all mud from changing rooms, corridors, toilet areas, and shower areas.
- Ensure all toilets are flushed and leave in a tidy state
- Rinse all hand wash basins and leave in a tidy state
- Rinse out shower areas and leave in a tidy state
- Ensure changing rooms are cleaned before the next user / team uses them
- Pathways adjacent to building should be swept clear of mud.
- All rubbish should be removed from the changing rooms following use and the Club is responsible for any and all costs incurred for the removal of such rubbish/litter.
- Football boots; mud should be removed before entering the pavilion / changing room, the cleaning of boots inside the changing room facility is not allowed and showers /wash basins should not be used to clean boots.

It was agreed that moving toward the 3G use, and the need to divide the changing room areas for this, that going forward from July onwards changing rooms 3 and 4 would be allocated to SMYFC, giving sufficient time for them to make the move as they use room 2 & 4 currently.

Pavilion Risk Assessment

Health & Safety – paperwork signed off and held in folder in kitchen.

Food qualification needs to be on wall.

Given the length of the meeting, this was deferred.

8. Handover action plan – on track for 1.4.24

9. Jubilee Field Site Management – expression of interest. External companies to check.

10. AOB.

- Overhead barrier - obtain a chain to fix to gate and stop it swinging to prevent causing damage / and injury. DF
- Hot water tank / boiler - air source heat pump report next meeting
- Skip in summer
- Long term plan - relocating container a long-term plan & hedge trimming for visual splay.
- NS – SMSFC – hope to go up next season. Required 3rd side of tarmac path and more seating. Suggestion of opposite current seating – not enough space. Prefer next to existing seating.
- Ticket booth – move from front of pavilion to next to turnstile / disabled gate. No objections raised.
- Clubhouse – NS concerned that councillor’s desire for it to be halfway down the pitch not suitable.

11. Date of next meeting: Monday April 15, 2024.

Meeting closed 10pm