

**Minutes of Jubilee Field Working Group**  
**Held Wednesday July 29, 2024, 1<sup>st</sup> Floor Village Community Centre**  
**At 7.30pm.**

1. **Present:** Cllr. Sharp (AS) Chairman, Cllr. Alesi (MA), Cllr. Arger (MAA), Chris Rhodes (CR), Lee Seal (LS), Cllr. Hotson (EH), Nicola Stonebridge SMFC
2. **Apologies:** Cllr. Riordan, Cllr. McLaughlan.
3. **Group Membership:** no change.
4. **Minutes of previous meeting:**
  - Referee buzzer being moved 30.07.24 by Cartel. £80.
5. **Matters Arising:**
  - AS looking at cleaning machine which will meet the needs of the pavilion.
  - Door painting done and looks good. However, red paint dust an issue.
  - Fire alarm glass still to be replaced this week. Fire check for extinguishers done but a replacement required for the pavilion. MA requesting one person who can do alarm and extinguishers next time.
  - Loft and pavilion clear out ongoing. AS has provided a loft pole and step ladder for safer access. Skip in place until no longer required.
  - SMFC still to clear loft.
  - Paint found and to be checked if could be used at the pavilion and back to loft.
  - Changing rooms have been swapped over.
  - Boiler – two quotes for air source heat pumps have been received with quotes between 15K and 37K. No grants are available. AS advised, there is a header tank for water pressure, a pump which has not worked for five years and a further two tanks, one doesn't work so only one tank is in use. Justin Birkby has kindly agreed, at no cost, to do a patch up which will need monitoring as to how long it last, as well as a quote for the existing system. Wait for JB quote and would need others. Not ready for a report to parish council.
  - Tree quotes required as overhanging trees have potential to cause roof damage. One quote £864 and a further quote awaited from Artestrey. Quote for cut edge erosion awaited RG. NS will send AS details on a further person to quote.
6. **Budget:**
  - Figures discussed. Clarify original total. NS asked where the Football Foundation monies were, and LS confirmed used to pay electricity bill in March.
7. **Maintenance:**
  - Groundsman – Dean has stated he was happy to continue but not beyond September 1. SPC have advertised and received 8 applicants. The recommendation will go to full council August 5.
  - Ground mower – Small oil fire at the weekend and needs a service. Insurance issue being discussed between Dean and parish office. Main pitch has been done but juniors still needed. Cut required before junior training starts August 5. SPC had not been made aware of pre-season games. Dean might be able to get a one-off cut before August 5. Main pitch needs lining.

- LS reported a lot of voluntary work had been carried out pre-season.
- Discussion followed regarding pre-season games and the fixture list. Juniors can vary. Agreed SMFC and SMYFC would send fixture list to parish office so any works required can be worked around the games. Improve communication.
- Deep Clean quote received £1855. Agreed at least one further quote required. Standard report to go to full council.? includes VAT.
- Overflow car park gate needs lifting. NS will deal.

#### **8. Bookings:**

- 25<sup>th</sup> August – charity game for McMillan in memory of Nigel Best. Bar and tanyo system will be in use. AS will send standard report form for NS to complete.
- Skate Jam tomorrow. MA running a tuck shop.
- NS reported training tomorrow 30/07 and a friendly evening 31/07. August 3/6 further games. August 10 first league game.

#### **9. Girl Guides:**

- Requested to advise parish office of events the same as the football clubs.
- CR/MA raised it is the Kathie Lamb Centre.
- Lease clause 9 – allow opening hours 9am to 10pm.
- EH – discussed the Under Lease where names need to change. Add new Users clause for letting. Could be done under a Deed of Variation with an Annual Licence Deed. May increase above the present £5. Site map agreed. Agreed document will go to full council August 5.

**10. Terms of Reference:** AS took the opportunity to stress ALL recommendations from JFWG working group has to go to full council with a standard report for agreement and no action should be taken until that agreement, or otherwise, was given.

#### **11. SMYFC:**

- Ground lease agreement signed.
- Key holder list to PC
- Changed rooms.
- 190 registered players should be 300 altogether. 24 Teams.
- Marden three teams came under SMYFC but will play on their ground at Collier Street.
- Hawkhurst have not been in contact.

#### **12. SMFC:**

- Ground lease agreement signed.
- Changing rooms swapped.
- Ticket office has been moved where it is thought to have been originally. AS will complete a standard report for retrospective agreement from PC.
- Planning application: called in by Borough Cllr. to planning committee at MBC. AS sort clarification on the facilities for disabled access, disabled toilet, kitchen, cold storage, electrical usage, tree cutting, and decking/large steps. NS reported internal plans still being drawn. Possible cold storage cellar. Contact needs to via group office email and AS.
- Previously had been able to offer refreshments for the junior teams but this not in the new Hire Agreement. Following discussion LS to put in a standard report requesting

this during the playing season and show how many times during last season refreshments were offered.

- HoT ongoing. EH advised waiting full details of club's requirement under the lease with a plan showing services etc.
- Require a letter from SPC as joint applicant to Football Foundation for SMFC to access funding. Email from Mark Hutchinson, Football Foundation, dated June 27 and follow up July 18 to RG. EH advised RG may need to call EPC meeting. 48K left in pot. Apply in parallel whilst awaiting planning application. NS to do standard report. EH expressed concern over NS work load.

### **13. Pavilion Risk Assessment:**

- Parish caretaker carrying out weekly checks. Speaking with electrician tomorrow as replacement some light bulbs not fitting.
- NS reported crack tile in shower room. Report to parish office plus to AS.
- Cover for outside drain to be checked as whether 4 or 6 inches. NS will advise AS.

### **14. AOB:**

- Replacement hose required and bought by SMYFC £200. Report has gone to Full Council for payment under maintenance but not yet received.
- 2 benches in the pavilion in Memory of Mandy Riordan's father. EH to discuss with PR. If they move out, then a cupboard could be put in for the clean machine. Label PC mops and buckets give thought to storage for next meeting.
- Storage in pavilion not suitable as no depth to existing cupboards and being used by club. Consider loft area.
- NS reported Shepherd Neame are looking to provide a mobile bar for match days starting August 10. NS to send standard report to PC.

**15. Action Plan:** see amended action plan email.

**Date of next meeting:** August 19, 2024, at the Pavilion, Jubilee Field.

**Meeting closed 21.35.** Margaret Arger.