

**Minutes of Jubilee Field Working Group  
Held Monday April 15, 2024, 1<sup>st</sup> Floor Village Community Centre  
At 7.30pm.**

1. Present: Cllr. Sharp – Chairman (AS), Cllr. Alesi (MA), Cllr. Arger (MAA), Cllr. Castro (JC), Dean Fuller (DF), Cllr. McLaughlin (BM), Chris Rhodes (CR), Cllr. Riordan (PR), Lee Seal (LS), Nicola Stonebridge (NS). Cllr. Hotson has resigned from the group.
2. Apologies: Cllr. Castro.
3. Minutes of previous meeting: PR reported doors needing planing to make sure they fit properly. A carpenter is required. AS to deal with this matter. Minutes approved – proposed MA seconded CR. Abstentions PR MAA.
4. Accounts: JFMC remaining funds 01.04.24       £322.84  
Eon final invoice       £662.54  
Shortfall SPC       £339.70  
04/24 pitch payment   £488.90 transferred to SPC 16/04  
March 2024 – cleaning and Dean fees settled.  
Final accounts to be completed. SMFC previous account to be closed and new bank details required for future payments. Juniors’ payment £575. SMFC £488.90 until August 1, 2024 when rates increase.  
Minuted agreement required by Full Council for account payments to be invoiced. AS to bring forward to Full Council either this coming Monday or in 3 weeks.
5. Budget: All agreed fit for purpose. New boiler RG/PR – looking at Charing who have the sort of heat source pump we are at looking to consider. Cost £15,000 approx. Possible grant available.
6. Maintenance: JF check list – MA/MAA 16.04.24.  
Padlock still required/chain done.  
Light bulb/electrics for disabled facilities still an issue. Josh Melville to be asked. Check starter sensor.  
Fire Check needed as switched off last Thursday. May need key removed. 2 keys on key ring.  
Keysafe in kitchen.  
AS took folder with paper trail from kitchen and said gave to PC office. Discuss with RG.  
Agreed all folders should be held in pavilion kitchen.  
Food hygiene certificate in place.  
Fire certificate due for renewal July/August.  
Personnel accident insurance in place for both SMFC and Juniors certificates sent to office.  
Paper trail for fire drills but not in the folder which has gone missing.  
PAT testing done and MA will deal with 2 new items 19.05.24. All rechecked July 2024. Log held by MA.  
Skatepark to be checked 16.04.24.  
Bins to be emptied.  
Electric cabinet to be cleared of all Junior gear asap.  
5 panels on fencing around the main pitch to be sorted. 1 panel has been replaced and the others to be repaired.  
Fire extinguishers done April 2024.  
Opening and closure procedures in the missing folder.

Skatepark gate needs adjustment rather than replacing.? who will deal.

Legionella certificate done 2023. TB done - RG dealing.

Kitchen better. Needs lock cover replaced. Agreed would wait until painting completed.

External drain down pipe still needs sorting. AS to sort and provide bait to remove present visitors.

Internal painting to be done after last official game of the season May 5, 2024. Steve dealing.

Shutter lock replaced. Still need to find someone to cut new keys. Locksmith might be able to provide. AS.

Pump lock and key replaced. Keys in the office.

7. Guide Lease: General discussion on increase in peppercorn rent. Increase has not been agreed. Clarify if paid in arrears with deputy clerk. Discussions followed on a proposal which is going to Full Council April 22 for a Land Agent assessment as to the full value of the Guide site. Following lengthy discussion, the consensus was this was not felt to be necessary as the primary aim is to provide leisure facilities for all. To be discussed at Full Council. The land would still be available for general usage and would only be fenced off when the Guides/Hire's required. Fencing of land and licence deferred. Full council to agree 6 events a year which allows the building to be hired out. No alcohol storage on site. Need financial budget to support decision making.  
JF alcohol licence has a yearly cost. In place and current. Deferred to next meeting.  
Agreed by all: Rent review after 1 year based upon review in April 2025 of the profit generated for the lease in the previous 2 years. Then rent reviews every 5 years based upon review of the profit generated for the lease in the previous 5 years.
8. Club Hire: JF alcohol licence has a yearly cost. In place and current. Deferred to next meeting.  
Agreed £50 cleaner refund for one off hirers of pavilion and NOT for SMFC or Juniors.
9. Ground Hire Agreement: Following discussion agreed remove sections 13/17/26.  
Section 29 Senior Section Matches the decision to cancel would be made by the referee and their decision is final. The groundsman can advise as well as for Junior matches. Section 35 - Refund of booking fee will be decided dependent upon the circumstances by JFWG for PC decision.
10. Pavilion Risk Assessment: defer to next meeting. AS to check with office.
11. Handover: SMFC/Junior Standing Orders to be cancelled and payments to be made directly to PC from May 1, 2024. Need account detail from Financial Officer. Every Full Council bills for JFWG will be required to be minuted for payment. Repeated as a working group JFWG has no delegated powers.
12. Skatepark: Scorsha Skatepark School felt very positive..Report to go to Full Council.
13. SMFC: 1. Email from Chairman John Stonebridge to confirm ' on behalf of the Junior section of Staplehurst Monarchs Football Club, we are happy with the arrangement with the Senior section to allow for usage of the main pitch at the Jubilee, for appropriate ages groups, when availability, weather and pitch conditions allow.  
I am aware this has been raised on a number of occasions and we as a football club have raised it for discussion internally in a management meeting. Everyone is satisfied with the opportunities for u16, u18s (both boys teams) and u18 girls to play some matches at the start

and end of the playing season when the ground is fit to accommodate.

The pitch is too big for younger groups however we have had a couple of u15 games played on the main pitch in previous seasons.

I trust this satisfactorily confirms there is no concern from the Junior Section and that it will draw a line under this particular question. on behalf of the Junior section of Staplehurst Monarchs Football Club, we are happy with the arrangement with the Senior section to allow for usage of the main pitch at the Jubilee, for appropriate ages groups, when availability, weather and pitch conditions allow.

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14. SMFC: Needs a letter for the FA showing security of tenure for the lease. On the original letter started tenure 2010 and concern over not time limited. Covered by lights agreement 2030 with which has a further 6 years.

NS – presented development plan amendment which is now closer to main stand. Drainage to be linked to existing drainage. NS to discuss with 3G contractor that there is no conflict with SMFC proposed drainage.

6 car parking spaces plus 1 staff and part of existing car park. Overflow parking area part of 3G planning application as does not having planning permission at present. Working group to support presentation to Full Council. NS views work a matter of urgency for next season. AS to provide report for Full Council with recommendation for 10-year lease for new club house development.

Need for SMFC application to be discussed at April 22, 2024 Full Council as an agenda item.

15. Jubilee Field Site Management: deferred and RG to clarify whether 3G or something else.
16. AOB: MA looking at quote from Alex (Field Water Installation) for drainage feedback on Guides southside. NS very unhappy SMFC development plan not at present on Agenda for Monday.
17. Day of next meeting: Wednesday May 22, 2024 @ 7.30pm 1<sup>st</sup> Floor, Village Community Centre. Apologise: Cllr.McLaren.