

Minutes of Jubilee Field Working Group
Held Wednesday May 22, 2024, 1st Floor Village Community Centre
At 7.30pm.

1. **Election of Chairman** – Cllr. Sharp prepared to stand again. Cllr. Sharp proposed by Cllr. Alesi, seconded Chris Rhoades - agreed with 1 abstention.
2. **Election of Vice Chairman** – Cllr. Hotson proposed by Cllr. Sharp, seconded Cllr. Alesi - agreed with 1 abstention.
3. **Group Membership** – PR advised he was standing as a Borough Councillor to enable another councillor to come onto the group. MAA minute taker and non-voting member at present. PR advised some residents have expressed an interest to join the group but no names given and membership would need to be agreed by Full Council. EH questioned PR membership as a Borough Cllr. PR felt role no different to being a resident member but could remain as ex-officio. PR keen to allow another parish councillor to join the group. AS to check protocol with Clerk (RG).
4. **Present:** Cllr. Sharp (AS), Cllr. Alesi (MA), Cllr. Arger (MAA), Chris Rhodes (CR), Cllr. Riordan (PR), Lee Seal (LS), Cllr. Hotson (EH), Jackie Barker (JB) Guides, Hannah Pontet (HP) SMFC
5. **Apologies:** Nicola Stonebridge, Cllr. McLaughlan.
6. **Minutes of previous meeting:**
 - **Scorcha Skate School (SSS)** – SSS would provide regular workshops to increase the skills of the residents with regular sessions tuition and potential consultation on skate park improvements. Cllr. Ash and RG met them in March. They would provide drop-in sessions and regular sessions throughout the summer. They are suggesting Friday 6:00 to 8:00 PM, a family fun day on the 1st week of August on Surrenden Field and some mobile skateboarding units. They want to develop links with the youth club and the Girl Guides and use their sessions for consultation with Jubilee Field Project. Supported by all. Proposed AS, seconded PR to recommend agreement to full council. Agreed nom com.
 - **Girl Guides HoT** - Following discussion involving JB it was agreed each would cover their own legal fees, the lease would run for remaining period on the previous lease. EH felt there was no need for a Break Clause as the GG are a National Association. A site plan of a reasonable size was required and would be passed by GG via AS for the PC office asap. A fence would only in place when GG in residence which they would maintain. This raised mixed feelings on the appropriateness of more fencing on site. It was strongly felt Full Council had to discuss the HoT to gain agreement in principle. Hours of opening would remain the same and Full Council has previously given approval to 6 events a year. Commercial lets for hall hire only and sale of alcohol. Fee could be reviewed in arrears. GG legal team awaiting papers which would then go to the GG trustees. The yearly fee from March 25 would be set following the Land Agent valuation. LS suggested pay rent in advance and contributions at year end. AS to action report to Full Council June 3, 2024.
 - **SMFC HoT** – PR raised car parking. Sadly, club missed out by 1 goal this year but looking to next year if they succeeded the potential visitors could be in the several 100's. Lease for possible 15 years but to be checked. EH said the agent on behalf of the PC will possibly require 3 Break Clauses and review in 3 years - 1. Club no longer viable 2. Bad tenant 3. Move out. SMFC would require a Bond put up to pay balance of the lease for the 3 years. Fee to be set by Land agent. A proper site plan required. Club house design required. Usage Sports Club House. Lettings from money made via the kitchen will be taken into consideration with the Land agent but HP reported this was

unlikely. Opening 9am to 10pm. Licencing times different. Access for third party users not required. SMFC will be responsible for services. HP talked of a proposed pump station which goes under the kitchen sink which was not the pump under discussion. Main pump is external in grounds and takes the foul water away. HP thought the toilets would be in use from the pavilion, but this was strongly repudiated. Later confirmed club house plans show would have a toilet on site. Car parking on site still contentious. PR reports car parking survey highlighted already oversubscribed and residents raising concerns about street parking. EH raised discussion of SMFC speaking with National Rail for permission to run a minibus between station and pitch and asked how this was progressing. HP raised clubs' future progression could not be predetermined and but agreed parking continues to be an issue which needs to be considered for both now and the future. LS raised security concerns when alcohol on site. HP said from her experience shipping containers were solid and maintenance would be the club's responsibility. Land agent feedback required. AS to action further clarification.

- **H&S Folder** – MA confirmed new folder in pavilion kitchen.
- **Legionella Test Report** – completed by Smartwatertesting and certificate dated May 16, 2024. All clear.
- **Overflow Car Park Gate** – to be resolved. Needs adjustment.
- **External drain and bait** – AS reported bait has gone down. Will order a new drain cover £10 which will need to be minuted in full council for payment by the Financial Officer.
- **Shutter keys** – keys are working but there are no spares. PR suggested contacting the manufacturer and quote the key number. AS to action.
- **Planing of Room 1 door** – paint needs to be removed before able to judge if door needs planing. It is a replacement door following break in which might account for fit. Steve Fagg painter to remove paint and redo asap but if door needs planning would need a carpenter.

7. Budget:

- **Replacement x 4 heavy duty float switches** – due to float cables becoming brittle. Maclin quote £480 plus VAT. To Full Council.
- **New Boiler** – Difficulty in finding companies prepared to quote on the original quote on company who did Magnetic Shields. KA Strip quoted £15,000 plus VAT. PR gave background on the suitability of the specification. Unfortunately, other companies are not accepted the specification or just won't quote. PC needs to have at least 3 quotes under Standing Orders. MA to be sent specification to her contacts. HP suggested contacting the manufacturers Valient and Panasonic with the specification for their advice, costings and possible contactors. Will send list to AS for action. MCS registration required for grant application. Ofgem grant to be pursued – MAA/EH. LS may have details of past grants, will check.

8. Maintenance:

- **Changing Room Lights** – 3rd quote received from Birkby £520. Penton Services £912.82. Cartel £394. Proposed AS. Seconded PR for acceptance of quote from Cartel. Agreed nom com. To go to Full Council.
- **Internal painting:** Steve Fagg to do painting. May need carpenter to plan door. AS to action start date.
- **Summer Deep Clean** – Annual Deep Clean required for after painting. MA reported kitchen already done and took 24 hrs @ £20 an hour. Required for hygiene certificate. Cost £480. Look to 50% (£240) contribution. Proposed EH. Seconded AS. Agreed 1

abstention. Recommendation to Full Council £240. RG liaising with Pavilion/Bell Lane cleaning companies for quotes.

- **Summer Clear Out** – locker/study area to be cleared. Consider loft area for clearing. Give date for clear out and look to either a skip or lorry load. Dean has contact details of man with a lorry. HP suggested considering a PV grant which would be available for the loft area for a commercial space with electric boiler.

9. Bookings:

- **Five Star** – May 28/29, August 5/6, 27/28. AS raised communication between present User's not usually causing any conflict. SMYFC - presentation May 17, 2025. EH suggested looking at income streams. Hirers would be liable with Terms of References for main pitch with groundsman's final say. Should safeguard for SMFC usages. If the 3G goes ahead management company would have control. Deferred for future discussion.

10. SMYFC: nothing to report.

11. SMFC: Club house plan submitted to MBC.

12. Pavilion Risk Assessment:

- Need to clarify if weekly risk assessment necessary. Fire Alarm weekly. Clarify who doing what and whether weekly or annual check required.

13. AOB:

- Hedge cutting quotes to be actioned. AS. PC responsibility.
- LS - SMYFC assisting with seeding of top pitch. EH/AS advised would come under maintenance. Report for funding to go to Full Council for payment.
- Replacement hose required and bought by SMYFC £200. Report to go to Full Council for payment under maintenance.
- MA raised about drainage outside GG. PR to liaise with Alex for action to be taken asap. HP has Alex details and will forward to MA.

14. Date of next meeting: 3rd Monday of the month following on from Planning. Next meeting June 17, 2024. July meeting either July 8 or July 29 as third Monday already council meeting. Members to advise AS as to attendance/convenience. Minute taker would be required.

Meeting closed 21.44. Margaret Arger.