

Minutes of Jubilee Field Working Group
Held Monday March 4, 2024 – West Hall, 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. Hotson (EH), Cllr. McLaughlin (BM), Chris Rhodes (CR), Cllr. Riordan (PR), Lee Seal (LS), Nicola Stonebridge (NS), Richard Griffiths (RG).
2. **Apologies:** None.
3. **Matters Arising:** None,
4. **Accounts:** LS previously circulated by email. Stadium Fund £1,143.59. CA £695.54. End of the month account 31.03.2024 £1,271.05. Monies owed to Homeleigh for paint.
Due to the weather Junior fixtures had had to play elsewhere incurring added expense. Issue of Pitch Fee refund raised and to be discussed under AOB.
PR requested for the next meeting the Budget figure from SPC be made available so financial decisions of expenditure can be clearly made.
5. **Update on Surrender of Lease:** RG confirmed lease surrendered and lodged with Land Registry.
6. **Maintenance:** Josh Melville has successfully completed the jobs as requested. Cost Approx. £171.46. Agreed payment non-com.
Items outstanding – PIR sensor and a small carpentry job. AS to contact Cartel Electricals. Light bulbs need replacement in disabled toilet and referee's room. Bulbs are in the attic area.
Internal painting discussed. PR has asked for three quotes: Steve Fagg £2800.50 for 30 doors, Mark Johnson £4000 for 30 doors. Aaron Heasman yet to quote. Following discussion, it was agreed to make a formal request to full council for agreement to approach Steve Fagg at £2800.50. Quote included paint. RG to obtain signage labels for some of the doors.
Shutter keys still an issue. Difficulty in find anyone to cut spare keys and cost unclear. AS to speak with contractor again. 3 keys required and a list of key holders to be kept.
Pump lock and key discussed. Agreed non-com to recommend to full council locksmith be requested to remove existing lock and for replacement lock and key. Cost not known.
Skate Park gate awaiting quotes as requested by SPC financial officer.
Health & Safety – paperwork signed off and held in folder in kitchen. Pavilion Risk Assessment for next meeting.
Girl Guide Lease report: following discussion agreed to defer to next meeting. RG highlighted 1. Under lease GG can hire out their facility. 2. Alcohol licence. 3. Insurance premium.
Football 5 Star/pitch and pavilion discussed. Pavilion needs to be left clean and tidy. If not 5 Star will be charged for the cleaner. Agreed non-com. (RG)

Other matters postponed to next meeting.

7. SMFC Presentation: NS clarified this plan was an add on to previous proposals.

EH raised issues regarding the change in the siting of the club house. The proposal required better plan and drawings, building plan to scale, plan for all utilities from pavilion to club house, details of pipes and excavations, plan to show entrance and car park, rights of access.

EH also raised issue of the 3G site and the possible proposal of having one management who would manage ground maintenance not SPC. Would be a lease income stream for SPC. SMFC proposal would need to cover value of land, rights of services and parking rights. Club house would have membership and possible additional services providing a rental/catering stream. Much greater planning detail required.

PR raised collaboration with 3G, separate meter for water and electricity and planning agreement especially as SPC own the land. Likely to be a management group to run the pavilion which would hopefully be in place before the 3G.

RG clarified SPC and planning committee permission. Denise at a previous meeting had advised of a standard FA lease with legal costs etc. A new facility needs to consider additional parking. The 3G project is undertaking a traffic survey/parking assessment. The new clubhouse needs a similar approach as the question is where will the extra parking spaces be?

PR raised previous planning application for flood lighting having 50 car parking space. Increase in Business Tax a possible factor.

RG advised Financial Officer discussing with MBC rate relief which is at present on Bell Lane toilets being transferred to JF.

EH advised SPC would appoint a Land Agent. New lease would be paid for by SPC.

NS sought general agreement from the JFWG to the plan going forward in principle. It was agreed the JFWG were happy to see the project progress and for the plans to be brought back to the next meeting with much more detail. RG confirmed no vote was required.

8. Handover Action Plan Update: RG confirmed Trustees sorted, Girl Guide lease for next meeting, he has received an email for Guide Association legal team which he will forward to CR/MA, accounts in hand for handover April 1, 2024, structural survey, H&S, fire risk assessment done. Order of equipment NS/RG. Hot water tank for next meeting. Management structure sorted. Miscellaneous issue with skip not required at present and relocating container a long-term plan as was hedge cutting for visual display.

PR viewing air source heat pump at Charing and there might be a grant to apply for.

9. AOB:

Junior match fee refund for month agreed non-com.

Response on Stadium Fund awaited RG.

PR advised Alessa Russo has given a signed picture to be framed and passed to SM's.

Possible grant from Community Resilient Fund which the junior club/guides might find useful. Final date 24/03/24.

BM sort clarification that women players had their own changing rooms. NS confirmed yes.

MA padlock changed on Saturday. Issue with guides having a master key. RG/DF. Overhead barrier needs a chain to hold to gate and stop it swinging causing damage and injury. DF

EH raised rut in field visible from Headcorn Road. DF advised caused by Bicycle. Also raised issue of lease premium and catering with contractor.

RG raised Pitch Power and a review for maintenance of pitches/drainage as a capital project with funding available.

PR raised again need for budget figures being available for next meeting for potential expenditure. He will be in Ireland for the next meeting and asked whether a zoom meeting would be possible. AS.

MAA gave apologies for next meeting and a secretary will be required.

Date of next meeting March 25, 2024.

Meeting closed 21.34.