Jubilee Field Management Group meeting

8th October 2026

Minutes

1. **Present / Introductions**

Cllrs Sharp, Melville, Alesi, Arger plus Dave Harcourt (SCL) Ben Ryder (SCL) and the Clerk.

Apologies – Cllr Chris Rhodes

2. **Terms of Reference – circulated**

Group discussed and acknowledged Terms of Reference.

3. **Election of Chairman**

Following a debate – Melville proposed and Arger seconded Cllr Sharp to be Chairman of the group – agreed unanimously.

4. **3G Pitch opening event update**
   (28th October 2026, 2pm at 3G pitch)

Add Michael Ward CHAFC to invite list – done

Event will be

- Skate Jam from 10 – 3pm
- Football coaching 2pm – 4pm – plus inflatables
- Formal opening 2pm
- Speeches MBC Mayor, SPC Chairman and SCL Chairman
- Balloon Arch @£250 plus VAT – RG chase up
- Photos – SCL
- PA system SCL
- Gazebos – one form SCL and one from SPC (in walk way around pitch)
- Reception for dignitaries – use Guide Hall? (RG)
- SPC cover cost of light refreshments
- Posters – BR to double check

5. **Outstanding items or SNAGs - discuss**

3G Pitch construction

- BNG planting November 2026
- Pump alarm – indicates service required? SCL reported to Slatters

Site issues

- Shutter keys – more being ordered but looking to replace locking systems
- Site Padlocks – replaced
- Key list to be held by SCL – SPC need to sign for keys
- CCTV – BR forward information to RG to clarify - timer emergency lights also required.
- Needing to pressure wash the path – several times per week
- Scrap on site – previous scrap operator has declined to finalise the work new scrap operator on site tomorrow to remove scrap £400 – liaising with DF. Agreed under Delegated Authority in consultation with the Chairman.
- Water on pitch – due to water tension in a 3G pitch, good level of fill – brushed each week so working well
- Car park

Emergency gate – some footballers still parking in front of the Emergency Gate use

Polite note on cars, educate club managers and review signage / lines - SCL

Car park over flow now being used most evenings – monitor lighting in overflow car park

- SMFC CIC request for a Boardroom.

Following a debate, agreed not enough space and SMFC CIC could use small meeting room at Girl Guides.

Cllr Melville proposed, and Cllr Arger seconded not to approve SMFC CIC Boardroom request – agreed unanimously

Clerk raised the issue of the potential SMFC CIC Club house – currently have planning permission – see link below

24/502042/FULL | Erection of a club house with decking area, 1no. 50 person covered seating stand and 1no. 50 person covered standing area, including repositioning of existing 50 person covered standing area and ticket booth. | Jubilee Playing Fields Headcorn Road Staplehurst Tonbridge Kent TN12 0BU

However, SMFC CIC seeking a larger clubhouse and aim to submit a new planning application – will circulate current Heads of Terms which could role forward into any new Clubhouse.

Catering on site

Current catering on site is by SMFC CIC using pavilion kitchen – matches and evenings if 3G pitch busy – very much an opportunity for SMFC CIC.

IF SMFC CIC do not want to use Kitchen then opportunity for SCL – vending.

6. Various roles and groups

RG explained that the oversight of the Jubilee Field is shown in Schedule 9, Liaison procedure in the draft Sport and Recreation Management Contract (summarised below)

SCHEDULE 9 REGULAR LIAISON BETWEEN THE COUNCIL AND CONTRACTOR;

THE OPERATOR SHALL REGULARLY LIAISE WITH THE COUNCIL, IN LINE WITH;

a) **Parish Councillor and Council Client Officer** - Regular liaison / reporting between contractor (SCL) and the Council's nominated Parish Councillor and Client Officer.

The Group agreed to nominated Cllr Sharp, the Clerk is the Client Officer

b) **Project Laison Group** – shall be organised by the Council and include the operator, Kent FA, site partners. It shall meet up to three times per year.

The Group agreed seeking meeting in December 2026

c) **Jubilee Field Management Group** - shall be organised by the Council and the operator will report to this group on a monthly basis. This is the key reporting and monitoring group.

The Group agreed 2nd Thursday of every month 2pm

d) **Financial monitoring** - The operator shall use an open book approach so the Council's Responsible Financial Officer can liaise with the operator's Financial Officer as required.

Council RFO discuss with DH of SCL

e) **Quarterly reporting to Council** - The operator shall report quarterly to Jubilee Field Management Group and on to the Council on performance and any issues that arise.

1st Contract quarter is Sept, Oct and November so report in December to this group and onto next Council meeting

2nd Contract quarter is Dec, Jan and Feb so report in March to this group and onto next Council meeting

3rd Contract quarter is March, April and May so report in June to this group and onto next Council meeting

4th Contract quarter June, July and August so report in September to this group and onto next Council meeting

f) Annual Report – The operator will provide an Annual Contract Report, **(Contract Year is September to August)** before the end of December each year cover key performance and general issues.

Report to this group and onto next Council meeting.

g) **User Group** – The operator shall organise a quarterly user group of site partners and invite a Parish Councillor

The Group agreed to nominate Cllr Alesi as Council representative – SCL seeking meeting end of October 2026

7. **Example SCL contract report – for discussion**

BR led the discussion:

SCL only operating for a month, a really good start.

Focus has been on the bookings of SMFC as the Football Foundation partner club.

Fitted in other bookings around SMFC CIC

Really good usage (Monday – Thursday midweek) – having to turn away groups

Looking to grow day time usage, holiday programme, 5 a-side league and informal usage.

Clerk asked to clarify SCL staffing issues for the site

DH – Strategic oversight

BR – Initially manging bookings but then hand over to Lauren King

Lauren King – Head of Operations overseeing day to day working on site regularly

Connie Buckland – Facility Manager – day to day working of site

Dean Fuller – Service Contract as Jubilee Field Caretaker Groundsman. On site every day opening closing general work

Following a debate acknowledged that Cllr Alesi role / knowledge of site (Girl Guides, SMFC CIC catering) also been extremely helpful.

8. **Date of next meeting – 12.11.2026, 2pm at Parish Office**