

**Minutes of Jubilee Field Working Group
Held Wednesday August 12, 2026, Youth Club
At 7.30pm.**

- 1. Present:** Cllr. Sharp (AS) Chairman, Cllr. Alesi (MA), Paul Bowden-Brown (PB-B), Cllr. Arger (MAr), Lee Seal (LS), Karen Miekle (KM) – GG.
- 2. Apologies:** J. Barker (JB) – GG, Cllr. Rhodes (CR), Cllr. Melville (JM)
- 3. Minutes of previous meeting:** agreed.
- 4. Matters Arising:** none.
- 5. 3G:** Progressing well. Handover due September 1, 2026. Contractors finishing up with tarmac of car park August 24, 2026. Panels in fence removed to allow access and new gates. Area at rear of pitch harrowed for wildflower meadow should not go past opening. Planting will be October/November. Fencing belongs to SMFC. P B-B to sort out fencing posts etc.
- 7. Maintenance:** Deep Clean done. Gates, to rear of site, with agreed contractor but have not been able to make contact so have gone to another company who quoted and waiting on them for a date. Goals on order August 24, 2026. Skip full and SMFC to arrange to be removed. Items of paint, tiles and Xmas lights left for SLC. Neither GG or SMFC were keen due to vandalism risk. Soak away done. Proof will be when it rains. Electrical works have resolved some issues but the entrance heating still to be resolved and booked for August 26, 2026. Boiler sorted. Container removal has been slow but the last bit to be removed September 5, 2026. Gutter with Dean for sorting. If another skip required SPC will arrange. Partition wall completed. Flooring done and skirting board to be sorted. Horizontal rails to be sorted by Dean on Friday but some confusion from SMFC due to tools needed. Will need to be resolved before Tuesday game. Lights in gent's toilet fixed yesterday and still working this morning. Lights to main pavilion planned for next week and MA liaising. Path beside GG building to be completed to specification to the existing gate. August 24, 2026 at 2pm there is 3G training to which all are invited. LS asked about a container/storage and advised not possible at present. AS said was for future discussion and a list of equipment for storage was needed to judge size of storage area required. P.B-B raised area to path, spectator area and whose responsibility for clarification. P B-B reported CCTV in place in the pavilion to protect staff, referees etc and the passwords have been given to the office. Working and can go back 30 days. Signage to go up. SPC concerns regarding GDP legislation which AS will clarify. Tape keeping people off one of the Skate Park areas which is due repair under a recent inspection.
- 8. Groundsman Report:** – none.
- 9. Bookings:** – Skate Jam – August 19, 2026. Girl Guides start back after AGM September 7, 2026.
- 10. Girl Guides:** Lease with Girl Guide legal department.
- 11. SMYFC CIC** – LS reported 27 teams. Under 11,12/15 won fair Play Awards at Kent Girls and Ladies Awards AGM.

12. SMFC CIC – 1st Team won Fair Play Award and received Roy Vinter Trophy. Changes underway but early days. Issue of keys and security to kitchen discussed. SLC involved in discussion.

13. Pavilion Risk Weekly Assessment – on going.

14. Action Plan – on going.

15. AOB – P B-B sought clarification over IT shared to GG. Booster fitted recently. 50/50 split at present between pavilion and KLC. No issues reported. JFWG will cease and change into JF Steering Group (JFSG) and a female representative will be required from the SMFC which is condition from Football Federation. Tuesday/Thursday training evenings to be discussed for variation on original agreement (P B-B)

Date of next Meeting: September 16, 2026, 7.30pm. Village Community Centre and date to be offered to SLC (Swale Leisure Centre).

PLEASE SEE ATTACHED INFORMATION FOLLOWING ON FROM THE MEETING:

Metal barrier surrounding pitch.

Dean will be reinstalling the horizontal bars on Friday 14.8.26 ready for the match on Tuesday 18.8.26

The football club wish to move the metal barrier closer to the main pitch goal end. Please liaise with SPC about where this will be positioned and when you would like to move it.

Keys - please do not change the shutter keys.

You can submit a suggestion to SPC with costs, but keys and locks are managed by SPC currently in consultation with Swale until they take over.

The grass areas surrounding the main pitch where spectators stand.

Please refer to point 12 of the lease / contract which states the football club maintain this area.

Tuesday SCEFL matches - A planning condition that there was to be no 3G use at the same time. This is a planning condition and Swale and SPC have to comply with it. It was added at request of the football club as a SCEFL requirement. The football club would need to notify MBC if this is not the case, for MBC to decide if the condition could be removed.

CCTV the clerk has sent this to the football club already:

- this is more complex but it's necessary to clarify the way forward.

1. The Parish Council as the owner of the pavilion and land is the Data controller / owner of the data.
2. The Parish Council currently processes the external CCTV data
3. SMFC CIC have kindly donated internal CCTV in the pavilion and one camera on the back of the pavilion.
4. When SCL take over the management of the site 1st September 2026 they will become the data processor of all CCTV at Jubilee Field
5. However, SMFC CIC have 4 matches between now and 31st August 2026. Therefore, suggest being pragmatic, that SMFC CIC are the data processors for the internal CCTV cameras and the one camera on the back of the pavilion.
6. But to be clear, once SCL take over the management of the Jubilee Field SMFC CIC should not have access to the data without a request to SCL.