

Minutes of Jubilee Field Working Group
Held Thursday November 27, 2025, Community Centre office
At 7.30pm.

1. Present: Paul Bowden-Brown (P B-B), Cllr. Sharp (AS) Chairman, Cllr. Alesi (MA), Cllr. Rhodes (CR), Cllr. Hotson (EH), Cllr. Arger (MAA), Lee Seal (LS), J. Barker (JB) – GG.

2. Apologies:

3. Minutes of previous meeting: agreed

4. Matters Arising: AS raised the replacement of the extractor fan which goes to the outside of the building. Following discussion Dean Fuller £215 quote accepted - confirmed the fan handles room air only. It is classified as general/background ventilation and does not require a commercial kitchen-rated unit. A modern domestic/kitchen-grade 100 mm extractor fan is entirely suitable.

Like-for-like replacement with a higher-quality 100 mm bathroom/kitchen extractor fan:

- Preferred model: Vent-Axia ACM100 (90 m³/h, mixed-flow, grease-resistant).

Direct drop-in replacement using the existing wiring, duct, and wall hole. Same manufacturer as existing fan (model is no longer in use). Product has good reviews in terms of noise, effectiveness & longevity. Supply & Labour (remove existing / provide & fit).

Issue of removing the old container on hold until better weather.

Lights - getting quote for the outside lights - maybe just the sensors. In addition, the timers in the changing room / corridor. Cartel have been asked to assess the problem.

5. Budget: Figures available. LS raised lean-to building ownership. SPC had given permission originally via the JFMG. P B-B has accepted the clubs' responsibility for the lean-to and has had DF carry out some general maintenance. P B-B sort clarification as to why Pitch Maintenance was so high when SMFC are paying the bill. AS to seek clarification. JB raised GG pay less for their Legionella Test. Will pass details to RG.

6. 3G: – planning permission granted. Due to process being followed by SPC.

7. Maintenance: Erosion – aiming for next week. Deep Clean done. However, due to areas not being cleared P B-B unhappy room 1 not done. Discussion followed about which areas were cleared for the Deep Clean following and the reasons why. Alternative storage offered in lean-to, cupboards and loft area. EH raised budget for cleaning being high but JB felt cleaning was justified and even more so in the future when other users would be making use of the facilities under the 3G. EH acknowledged lack of companies prepared to tender. LS advised lean-to reorganised and changing room cleared.

Ditches and Maintenance - Upper Medway Drainage Board have quoted for Headcorn Road/Sweetlands Lane ditch and a letter to go to landowner for their contribution towards £1,189.20. Letter forwarded to Cllrs.

8. Groundsman Report: – Main pitch being managed SMFC CIC and looking good. Mower service booked for December. Pin needed temporary repair so service may throw up a cost. Site meeting carried out to check water drainage but appears likely work previously carried out has worked. AS requested, P B-B to provide specification on what work he thinks would be required plus quote on centre area of the main pitch. Overflow car park gate was backed into a couple of weeks ago. Caretaker to check out and if new gate required P B-B said would cover insurance replacement. Parking issue raised over parking blocking emergency access area and poor parking and agreed to put bollards out to protect disabled access. Tannoy system needs repair so public notices could be given out. P B-B to liaise with JM.

9. Bookings: – none.

9. Girl Guides: JB advised their solicitor has not heard from SPC solicitor. EH requested urgent action. SPC have been advised papers had been sent. AS will pursue. Even when received there is a whole other process to be followed. Defib on KLC the responsibility of SMFC CIC which will be checked as a service and copy check document to SPC asap. MA does a regular check.

10. SMYFC CIC – LS reported going well. 22 teams and new under 8s girls' team.

11. SMFC CIC - P B-B reports loss of players due to gap in under 18s and need to build under 18s for next year. Thanked for Remembrance Day participation. Catering appreciated.

12. Pavilion Risk Weekly Assessment – on going.

13. Action Plan – AS to update.

14. AOB – AS - fridge discussed but SPC minutes to clarify if agreed or not. P B-B asked regarding Heads of Terms. Not wanting land agent involved because of high cost as not required by Football Foundation. AS will check with RG. Raised meter issue regarding lights for new club house electrics would or would not provide necessary power under 3G plans.

Date of next Meeting: January 8, 2026, 7.30pm. Village Community Centre.