

**MINUTES OF THE JUBILEE PARK COMMITTEE MEETING HELD IN BANSONS
ON THURSDAY 31ST MARCH 2016**

Present: J. Devonald (Vice Chairman)

Councillors: J. Bicknell* D. Birch* P. Bolden J. Browning
B. Freeman A. Kaye J. Reynolds J. Rushton
A. Wingfield

*Non committee members

Officers: J. Farr (Deputy Town Clerk)
A. McKenzie (Manager)
A. Laws (Admin Assistant)

Other: EFDC Cllr P. Keska
One member of the public
One member of the press

ACTION

123/15 Apologies for absence

No apologies were received.

124/15 Declarations of personal and or prejudicial interest

None received.

125/15 Public participation session with respect to items on the agenda

No member of the public wished to address the committee.

126/15 To agree the minutes of the meeting held on 2 March 2016

The minutes were reviewed and agreed as a true record and signed by the Chairman.

127/15 Clerk's Report

Ride on roller

A new ride-on roller had been received which would be used to prepare the cricket square for the forthcoming season.

A member of staff at Jubilee Park had lost his Alto card and a replacement would have to be ordered.

128/15 Finance report

- To note the finance report

The finance report up to 29 February 2016 was provided for Councillors information.

Cllr Reynolds asked for clarification on where the waste contract was shown in the accounts.

129/15 Patio renovation

- To receive an update on this project
- To agree the specification for this project
- To agree to delegate this project to an officer and/or councillor

A quote from the appointed contractor dated 9 March 2016 had been received. Councillors discussed the required specification for this project. It was reported that the contractor would be available to complete the project at the end of April.

Cllr Freeman proposed that Cllr Reynolds work with officers to oversee this project and to try to achieve completion by the end of April. This was seconded by Cllr Kaye.

Vote –
For – 8

AGREED

- Cllr Reynolds to work with officers to complete this project.

Cllr Kaye proposed that the project cost £10,500 to allow for funds for the children's play equipment and not to exceed £10,700. This was seconded by Cllr Browning.

Vote –
For – 8

AGREED

- The project not to exceed a cost of £10,700.

130/15 Car park

- To receive a report on the main sewerage drain and agree a course of action
Tree branches were found to have damaged the main drain from the building. A surveyor from the Council's Insurers had visited and inspected the drain and repairs were expected to be carried out shortly.

- To receive an update on the request to rent allocated parking spaces to a local business for weekday parking

The Council had received a request from a local business to rent spaces to their employees.

It was reported that Fields in Trust (FIT) had advised that an official request would need to be made to allow renting of car parking spaces. This would include the information requested –

- Has consultation has taken place with the users?
- Will the proposal have detrimental effect such as leaving the users without parking spaces?
- Will there be any benefit for the site, for example reinvestment of the rent?
- What proportion of the car park will be rented out?
- How the Council will control the use of the car park?

It may also be useful to confirm to FIT that any revenue raised would be used directly for the benefit of Jubilee Park.

It was reported that the Council's Insurers had no issue with spaces being rented to a third party.

Councillors considered –

- how the employees cars could be identified
- would on site repairs to the cars be permitted
- would the cars be permitted to remain on site overnight

Cllr Kaye proposed that a contract for renting the spaces be delegated to Jubilee Park Working Group and this was seconded by Cllr Wingfield.

Vote –
For – 8

AGREED

- The Jubilee Park Working Group to draft a Contract for renting car parking spaces

131/15 Events

- To receive a report on the proposed event to mark Queen Elizabeth II birthday celebrations
- To consider setting a budget for the event

The Manager reported that he had approached the sporting sections to hold mini events and taster sessions. However, booking a band would require a booking payment in advance and the committee was asked to agree a “start up” budget to allow the booking of bands and other activities.

It was suggested that an “open mike” session be a viable alternative to booking a band. Councillors also suggested that traditional games such as tug-of-war be included on the day.

132/15 National Cricket League

- To consider the cost per match

Expenses and income for each cricket match was reported. At the Jubilee Park committee meeting on 2 December Councillors received a presentation from a representative of Essex Cricket Board who recommended a fee per match. The committee agreed to the recommendation and this had been communicated to the NCL.

Two Councillors disputed this and insisted that no fee had been agreed and suggested that NCL be requested to pay more per match. It was suggested that the agreed fee be adhered to and expected that additional income would be received through the bar and café.

Cllr Kaye proposed that the fee for NCL matches be set at £100 per match and to review this fee after one year and this was seconded by Cllr Wingfield.

Vote –
For 5
Against – 3

AGREED

- To charge £100 per cricket match and to review this fee after one year.

133/15 Rugby

- To receive information on the availability of playing field area to accommodate teams to play or train

The manager advised that there was no spare capacity on the existing paying fields to accommodate any additional matches.

Councillors noted this information.

134/15 Signage

- To consider renovation of the highways sign at the junction of High St and Love Lane

It was suggested that the existing sign be renovated with a laminated sign.

Cllr Kaye proposed that the Town Council approach Essex County Council with a request for permission to do this. This was seconded by Cllr Reynolds.

Vote –
For – 8

AGREED

- The Council to approach ECC for permission to renovate the existing sign.

135/15 Meeting dates

- To consider meeting dates for 2016/17

Councillors were asked to consider changing the regular meeting dates from the first Wednesday in the month to another regular date.

Cllr Kaye proposed that the meetings be held on the third Thursday of every month and this was seconded by Cllr Browning.

Vote –
For 8

AGREED

- To hold Jubilee Park Committee meetings on the third Thursday of every month

The Deputy Clerk pointed out that some items on the agenda to be considered in private session should be discussed with the press and public present.

Cllr Reynolds proposed that all the agenda items be considered in private session and this was seconded by Cllr Bolden.

Vote –
For - 6
Against – 2

The meeting closed at 9.15 pm

Signed

Chair

Date

DRAFT