

**MINUTES OF THE JUBILEE PARK COMMITTEE MEETING HELD IN BANSONS  
ON WEDNESDAY 2<sup>ND</sup> SEPTEMBER 2015**

Present: P. Gode (Chairman)

Councillors: J. Bicknell\* P. Bolden J. Devonald  
B. Freeman N. Fletcher\* S. Jackman\*  
A. Kaye J. Reynolds A. Wingfield

\*Non committee members

Officers: A. Middlehurst (Town Clerk), J. Farr (Deputy Clerk),  
A McKenzie (Jubilee Park Manager),

Other: Two members of the public  
An EFDC Councillor  
A representative from the squash section

**ACTION**

**45/15 Apologies for absence**

Apologies were received from Cllr J. Rushton (holiday) and Cllr J. Browning (work commitments).

**46/15 Declarations of personal and or prejudicial interest**

Cllr B. Freeman declared a non-pecuniary interest in item 55/15 Proposal from the Tennis Section for a Croquet Lawn

**47/15 Public participation session with respect to items on the agenda**

Members of the public did not wish to address the committee.

**48/15 To agree the minutes of the meeting held on 5<sup>th</sup> August 2015**

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

**49/15 October Committee Meeting**

Due to an error on the published timetable of meetings the Clerk confirmed that the next meeting would be held on Wednesday 7<sup>th</sup> October as agreed the Committee would meet on first Wednesday of each month.

**50/15 Introduction to Sporting Section Representatives**

- To receive an introduction from the Squash Section and note any considerations for the next Committee meeting

Mr Fowles represented the squash club and reported to the committee that there were 60 members at present who played squash on Wednesdays and racquet ball on Mondays. There were no junior members at present. The courts had been maintained by the club on a self-sufficient basis through fund raising and grant funding. The club was happy to let the courts be used for other purposes when not in use (e.g. the stretch class due to start next week).

### **51/15 Cricket**

- To note that the Town Clerk is working with Essex County Cricket, Ongar Cricket Club and Fyfield Cricket Club towards long term sustainable options for Cricket within the Ongar area.

The Clerk reported that she had met with Essex County Cricket with regard to sustainable cricket and was hopeful that a full proposal would be brought to the Council in the near future.

- To agree an application be submitted to the Essex County Council Community Response fund for the shortfall of £1,120 for the renovation works

It was reported that while some funds were already in place, including a contribution by the cricket club, there was a shortfall in the money available for the necessary maintenance of the pitch to bring it up to the correct standard. The Clerk recommended that an application be made to Essex County Council Community Response Fund which was designed for time critical projects and was judged monthly so a response would be known in the next few weeks.

Cllr Kaye reported that he had approached several local businesses with regard to sponsorship of the cricket pitch but was unsuccessful.

### **AGREED**

The Clerk to make an application to Essex County Council Community Response Fund for £1,120.00

### **52/15 Finance Report**

- To note the finance report

Councillors noted the finance reports. Councillors requested that some items be reported in a different way at the next meeting. The Clerk reminded Councillors that this was a relatively new committee and that information could be altered as requested to suit councillors requirements.

### **53/15 Hire Arrangements**

- To consider an additional amendment to the hire agreement approved at the August meeting regarding themed events (draft attached)

The Clerk reported that the wrong draft had been included in the agenda pack in error. Councillors discussed whether to allow 21<sup>st</sup> birthday parties in the Pavilion and considered an increase in the amount of damage deposit that would be requested.

### **AGREED**

The Manager to investigate what damage deposit was charged by similar local halls and report back to the next committee meeting.

### **54/15 Dog Control**

- To consider the cost of the signage and consider any necessary action to deter dog fouling

Councillors discussed the possible impact of new signage on dog walkers clearing up after their dogs and whether the cost would be an effective use of funds available. It was suggested that generic signs could be used and that some signs could be erected on existing structures.

Cllr Kaye proposed that the Manager be given a budget of £500 to purchase signs and this was seconded by Cllr Freeman.

**AGREED**

The Manager be given a budget of £500 to purchase signs and decide on appropriate locations.

**Cllr Freeman left the meeting.**

**55/15 Proposal from the Tennis Section for a Croquet Lawn**

- To consider the advice from the Town Council's Solicitor

The Clerk reported that a draft license had been received today and Councillors were provided with a copy at the meeting. Councillors discussed whether a license was necessary and the Clerk advised that as the Tennis Club would be preparing and maintaining both the tennis courts and the croquet lawn a formal agreement should be put in place. Once the licence was agreed by the Jubilee Park committee the licence would be recommended to Finance Committee and then Full Council for ratification. The Council would need to inform the Tennis Club of any requirements for the work to be carried out (e.g. the contractor's PLI, method statement, site security etc.).

Cllr Devonald was able to confirm that the Tennis Club had Public Liability Insurance in place. Councillors were mindful that a delay would have an impact on the preparation of the croquet lawn which may mean that it would not be ready for use next summer.

The Clerk reported that she had been advised today that the legal costs would be £500 and that the Tennis Club had verbally agreed to meet the Council's costs but were unaware of the exact amount.

Cllr Kaye proposed that the committee set up a working party to consider the wording of the license and present their recommendation to the next committee meeting. Cllr Wingfield seconded this proposal.

Vote: 4 for and 2 against.

Cllr Gode asked for volunteers for the working party.

**AGREED**

To set up a working party to consider the wording of the licence and report back to the next committee.

The working party membership would be Cllrs Gode, Kaye, Devonald and Wingfield.

- To consider the proposal and make recommendation to the Finance Committee
- The committee was unable to make a recommendation to Finance committee at present.

**Cllr Freeman re-joined the meeting.**

**56/15 Advertising and Promotion**

- To receive an update on the signage for the site from ECC and agree any necessary expenditure

The Manager reported that Essex County Council had advised that new signage for Jubilee Park to be placed at the junction of High Street and Love Lane would cost approx. £1,000.00 and confirmed that the Town Council has no jurisdiction to place signs on the highway. Councillors discussed alternative options. The Clerk

recommended that help and advice be sought from Cllr McEwen, ECC Councillor, and that the committee revisit this item at the next scheduled meeting.

**AGREED**

The Manager to contact Cllr McEwen regarding signage for Jubilee Park.

**57/15 Business Plan**

- To receive the updated Business Plan and recommend to Full Council

The Clerk reported that the draft business plan formed part of the Council's overall plan specifying its aims and objectives for the coming financial year. A plan for the next 3 years was being drafted for the Council's attention in the near future.

Cllr Kaye proposed that the draft business plan be recommended to Full Council and this was seconded by Cllr Freeman.

**AGREED**

To recommend the draft committee business plan to Full Council.

**Health and Safety**

**58/15 To receive an update on the following items:-**

- Kitchen Shutter, Finger Guards, Darts Lighting, Sound Limiter System

The Manager reported that the Council's Health and Safety representative had visited Jubilee Pavilion on 27<sup>th</sup> August and an updated report and action plan would be received shortly. The present kitchen shutter was noted and a recommendation and any necessary action would be included in the report. It was recommended that a fire policy and actions be written including a plan of the building.

It was reported that the finger guards would be installed next week and the darts lighting had already been installed. The Manager had arranged for the sound limiter system to be recalibrated.

**59/15 Car Park Lighting**

- To consider the proposal from the contractor with regard to the external lighting for the car park

The Manager reported that the flood light on the building which overlooked the car park had been fitted with a 30 watt bulb. Comments were invited from Councillors as to the suitability of the bulb and the manager would arrange a larger watt bulb if necessary.

**60/15 To consider the following items deferred from the August Committee meeting:-**

- Removal of the metal frame by the old cricket practise area
- Condition of the service box by the training floodlights
- Door closer still missing from the Clubroom/Bar - Kitchen passageway
- Potholes in the car park

The Manager reported that the metal frame had been removed, the service box was the property of the rugby club who had agreed to repair the box at no charge to the Council and the door closer in the passageway had been replaced.

Councillors expressed concern regarding the poor condition of the car park and requested that 3 quotes be sought to repair the area at the entrance to the car park.

**AGREED**

The Manager to source three quotes to be sought for repairs to the car park and this item to be considered at a future committee meeting.

**61/15 Overflow Vehicle Parking Areas**

- To discuss a plan of action regarding the increased demand for parking at weekends throughout the football and rugby season.

Councillors expressed concern regarding the large amount of vehicles that used the car park especially at weekends. Historically cars had used the grassed area between the Love Lane building and the Scout Hut as an overflow parking area. It was suggested that the area be covered in suitable tiles and that 3 quotes be sought for this project. The Clerk recommended that the Council approach the Rural Community Council of Essex (RCCE) for advice and possible assistance with external funding. Councillors were concerned that visitors should be advised to use alternative car parks within the town and not to park in nearby residential roads.

**AGREED**

The Manager to request three quotes for this work and this item to be considered at a future committee meeting.

The Manager to request that sporting sections be asked to advise their members to use alternative car parks.

The meeting closed at 8.35 pm

**Signed**

**Chair**

**Date**