

**MINUTES OF THE JUBILEE PARK COMMITTEE MEETING HELD IN BANSONS
ON WEDNESDAY 2ND DECEMBER 2015**

Present: P. Gode (Chairman)

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

*Non committee members

Officers: A. Middlehurst (Town Clerk)
J. Farr (Deputy Clerk)

Other: Eight members of the public
A representative from the Junior Football section
A representative of Essex Cricket Board
One member of the press

ACTION

89/15 Apologies for absence

No apologies were received.

90/15 Declarations of personal and or prejudicial interest

Cllr Freeman declared a non-prejudicial interest in item 99/15 with regard to the Tennis Court and Croquet Lawn.

91/15 Public participation session with respect to items on the agenda

Mr Graham Smith, development manager at Essex Cricket Board, addressed the committee. Mr Smith explained the ECCB's interest in Jubilee Park as a venue for South East Asia Cricket League matches in the 2016 season. It was explained that games could be played at both weekends and mid-week. It was envisaged that the players and spectators would also use the club house facilities including the bar and café. It was explained that Essex Cricket Board also trained groundsman who may be able to use Jubilee Park as part of their training and so reduce the Council's costs for pitch maintenance. Cllr Browning stated that this was a fantastic opportunity for Jubilee Park.

92/15 To agree the minutes of the meeting held on 4th November 2015

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

93/15 Clerk's report

Ongar Academy Sports Consultation

The results of the consultation had been received but Ongar Academy requested that the results were kept confidential. Councillors were invited to make an appointment with the Clerk to view the results.

Daily Income

A breakdown of daily income on the bar and cafe was provided at the meeting.



Sports Section fees

To date the following sections had all submitted fees:-

Ongar Squash Club
Ongar Tennis Club
Ongar Town Football
Ongar United
Ongar Rugby Club

Health and Safety

The following risk assessments had been drafted and were being reviewed by the Council's health and safety contractor:-

- Working at Height
- Control of substances
- Lone Working
- Collection of Sharps (including glass)
- Stress
- Violence at Work

Cllr Reynolds asked for clarification on what period the section fees covered and whether VAT was included in these prices. This information would be clarified by the Clerk outside of the meeting.

94/15 Introduction to Sporting Section Representative

To receive a presentation from Mr Mark Preston, representative of the junior football teams and note any considerations for the committee meeting

It was reported that the number of children in the junior clubs had increased over the last few years with membership drawn from Ongar as well as neighbouring villages. The club felt that the fees charged by Ongar Social and Sports Club (OSSC) were excessive for the facilities offered which were inadequate. Mr Preston gave the costs of a comparable pitch nearby which were less than that charged by the Council for use of pitches at Jubilee Park. It was pointed out that players and supports made a financial contribution to Jubilee Park by using the café and bar. Mr Preston wished to know how the Council had set the fee structure.

95/15 Finance Report


- To note the finance report

Cllr Reynolds wished the Committee to note that he had calculated the financial loss to the Council by the end of the financial year was likely to be £90,000.

96/15 To receive draft financial plan for 2016/17 and make a recommendation to Finance committee

A draft financial plan for 2016/17 produced by Cllr Reynolds was attached along with figures produced by the Clerk for councillor's consideration. The committee was asked to consider the detail prior to making a recommendation to the Finance committee.

Cllr Reynolds stated that no budget needed to be set for Jubilee Park for 2016/17 as it was a business. Cllr Gode corrected this as the facility was a service run by the Council. The Clerk advised the committee that Cllr Reynolds' draft plan included several



inaccuracies and suggested that a Working Party be created to review the financial position line by line. The Clerk also suggested that the Council may wish to employ professional assistance to draft a plan.

Cllr Browning stated that the Town Council did not have a statutory duty to provide a sports facility. Councillors were reminded that the Council did not have a duty to provide other Council services e.g. the cemetery, play areas, street lighting etc.

Cllr Reynolds proposed that –

“Instead of making recommendations to Finance committee this committee requests the Chairman of Ongar Town Council convenes a “Special Full Council meeting” at the earliest opportunity which will be on Wednesday 9th December 2015. This will enable all members to take part in discussing the now apparent and serious financial problems. I further move that the “Extra Ordinary meeting” is to set up a Sub Committee which will examine all of the problems regarding Jubilee Park together with the issues raised at that meeting. The Sub Committee will be requested to make recommendations and provide interim reports at all future Full Council meetings.”

The Clerk advised that there was insufficient time to agree an agenda and publish the summons before the suggested meeting date. Additionally, the Clerk would be unavailable on that date and felt that such an important meeting should not take place without the Clerk / RFO being present. It was pointed out that councillors also may not be available at such short notice and that the next scheduled Jubilee Park committee meeting was on 6 January 2016.

Cllr Reynolds amended his earlier proposal so that the meeting would take place at the earliest possible convenient date within reason. Cllr Bolden seconded this proposal.

Vote –

For – 5

Against – 4

AGREED

- To hold an Extra Ordinary Full Council meeting at the earliest date possible

97/15 To note the successful funding application for the patio area

To note the Council's successful funding application to ECC CIF.

The Council had received confirmation that Essex County Council Communities Initiatives Fund had approved the Council's application for funding to improve the patio area. It was reported that the Clerk and the manager would work together to progress this project.

Cllr Browning wished his thanks to the staff recorded in the minutes.



98/15 To receive a report on additional users for the cricket pitch and to agree the fees to be charged for the 2016 season

The Council had received interest from the National Cricket League (a mix of 20/20 and traditional cricket) which had up to 40 teams. They would be interested in playing mid-April to mid-September on Sundays. They had also shown an interest in assisting to promote a youth section and play some promotional games i.e. against a Town Council XI or guest team.

Ongar Cricket Club currently play on a Saturday with a max of 8-10 home games per season.

The Committee were asked to consider allowing (at the Manager's discretion) that the pitch be used by NCL on a Saturday providing the OCC home games have priority. OCC confirmed that they were happy with this arrangement at a recent meeting with them, OTC and ECCB recently.

The recommended fees were suggested by ECCB.

Cllr Kaye proposed that the Council accepted the recommendation and this was seconded by Cllr Browning.

Vote –
For – 8
Against – 0
Abstention – 1

AGREED

- To set the pitch fees as per ECCB recommendation

Quotations for the annual maintenance works were provided for Councillor's consideration. These contractors were sourced through the ECCB.

Cllrs considered the attached quotes but were concerned that an increase in the number of matches next season would require additional maintenance. It was suggested that the Council explore the possibility of buying or renting a roller. The Clerk suggested that any short fall between pitch fees and maintenance costs would be made up for in the bar and café.

Cllr Freeman proposed that the decision to appoint a contractor was deferred. This was seconded by Cllr Reynolds.

Vote –
For – 6
Against – 2

AGREED

- To defer appointing a contractor to maintain the cricket square



99/15 Tennis Courts and Croquet lawn

To receive a recommendation from the Working Party

The Working Party met on Wednesday 2nd December and a verbal recommendation was provided at the meeting.

The working party recommended to the committee that -

- the Tennis Club be offered a 21 year lease
- the Croquet Club be offered a 21 year lease
- the Council informs Fields in Trust of the Heads of Terms of the lease
- that the land was for single use only
- that any contractors used were previously approved by the Council
- a copy of the club's constitutions be received by the Council

Cllr Gode proposed that the committee accepts the working party's recommendation and this was seconded by Cllr Kaye.

Vote –

For – 8

Against 0

Abstention - 1 (Cllr Freeman).

AGREED

- To accept the working party's recommendations

100/15 Card payment terminals

To consider providing facilities to allow card payments

The manager had received two quotations for the supply of terminals to provide a card payment service at Jubilee Park.

Cllr Browning proposed that the Council entered into a contract with Contractor B for a maximum of 2 years. This was seconded by Cllr Kaye.

Vote –

For – 7

Against – 2

AGREED

- The Council to employ Contractor B to provide a card payment terminal

101/15 Jubilee Park refurbishment

- To receive an update on the car park lighting

It was reported that this project had taken longer than expected due to time commitments and weather but that one column was now working. Councillors felt that a brighter bulb was required.

AGREED

- The Clerk to investigate a higher wattage bulb for this column.



- To receive an update on the car park repairs

It was reported that the manager had contacted another contractor but still needed to receive a total of 3 quotes.

AGREED

- To add this item to the next committee agenda
- To consider additional kitchen storage

The supplier who built the new kitchen visited the premises and provided quotes for various appliances.

Cllr Browning proposed that the café staff be consulted on what equipment was required before making a decision and this was seconded by Cllr Kaye.

Vote –
For – 8
Against – 0
Abstention – 1

AGREED

- To consult the café staff on what equipment was required.
- To consider the refurbishment of the garage

It was suggested that the garage be refurbished by Council staff over the winter months. This would involve bricking up one door with material costing approx. £300 including VAT. This would ensure the storage of outdoor equipment was more secure and would allow the items currently stored in the Chapel to be moved to the garage.

Cllr Kaye proposed that this work be carried out and this was seconded by Cllr Gode.

Vote –
For – 9

AGREED

- Council staff to carry out work to the garage
- To consider the provision of curtains in the main hall

Two quotes had been received to provide curtains in the main bar area of £1,108 and £903 plus the cost of the poles. The committee considered this project in August and it was agreed to defer the item for two months.

Cllr Freeman proposed that this project be deferred until the next financial year. This was seconded by Cllr Browning.

Vote –
For – 8
Abstention – 1



AGREED

- To defer this project until the next financial year.
- To receive quotes for the refurbishment of the urinals

The committee considered this project in August 2015 and it was agreed to defer the item for two months. Due to the excessive labour costs the manager had requested the committee's permission to take out the old urinals and purchase one stainless steel waterless urinal for the sum of £454 and ask a local plumber to install. The Community Payback Team volunteers were willing to repaint the facility requiring only the paint to be purchased.

Cllr Kaye proposed that this project be carried out and this was seconded by Cllr Browning.

Vote –
For – 8
Against – 1

AGREED

- The manager to organise for this project to be completed.

The meeting closed at 8.35 pm

Signed



Chair

Date

7-1-16