

**MINUTES OF THE JUBILEE PARK COMMITTEE MEETING HELD IN BANSONS
ON WEDNESDAY 2nd MARCH 2016**

Present: J. Devonald (Vice Chairman)

Councillors: J. Browning B. Freeman N. Fletcher* A. Kaye
J. Reynolds J. Rushton A. Wingfield

*Non committee members

Officers: A. Middlehurst (Town Clerk)
A. McKenzie (Manager)

Other: Seven members of the public
One member of the press

ACTION

111/15 Apologies for absence

No apologies were received.

112/15 Declarations of personal and or prejudicial interest

None received.

113/15 Public participation session with respect to items on the agenda

No member of the public wished to address the committee.

114/15 To agree the minutes of the meeting held on 6th January 2016

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

115/15 Clerk's Report

Urinals refurbishment

The waterless urinal was now in situ. The on-going problems with the smell attributed to the open drain had now been eliminated with the waste pipe being sealed into the drain. Another area where the bad smell was coming from, was the badly fitting drain cover in the first cubicle. This had also been sealed shut eliminating any smell.

Shelf for the toastie machine

The shelf had been ordered from the original kitchen contractor.

Lamp Post damage by refuse lorry

The electrician working on the lamp posts would address this when the other three were wired in.

116/15 Introduction to Sporting Section Representatives

Two representatives gave an overview from the Mini Rugby Section. Additional pitches were urgently required due to the number of members. Improved parking and external lighting to allow winter midweek training were also highlighted as areas of concern.

117/15 Finance Report

The report was noted.

Cllr Reynolds raised a query which the Clerk agreed would be reviewed outside of the meeting as the information was not to hand. He also reported that the December figures needed to be distributed to Councillors.

118/15 Section Fees

The letter received from Ongar Juniors on 31st December 2015 was noted.

- To receive a verbal report on the current grass pitch fees and charges.

The Manager reported that the Council had agreed to hold all fees at the rate charged by Ongar Social and Sports Club for the first year of Council operation.

- To consider a review of the grass pitch fees and charges to commence in September 2016

The Clerk suggested that a review of fees and charges be referred to the Jubilee Park Working Group to review as Mr Durrant was co-opted to the Working Group and was previously the Treasurer of OSSC and would have insight into how the fees were calculated.

AGREED

- To refer this item to the Jubilee Park Working Group.

119/15 Patio Renovation

- To consider the quotations and agree to instruct a contractor to commence works

Councillors were reminded that Essex County Council Communities Initiatives Fund had approved the Council's application for funding to improve the patio area. A grant of £11,000 had been awarded.

The Committee reviewed the three quotes that were submitted to ECC. Cllr Browning proposed that Contractor C be engaged to complete the project and the Marshalls guarantee be purchased. Seconded by Cllr Kaye.

Cllr Freeman requested that the Clerk ensure that Marshalls products were used and that a plan for information was provided to Councillors.

AGREED

- Contractor C be engaged to complete the project. The Marshall guarantee be purchased at a cost of £50.00 per £5,000 of works.

120/15 Car Park

- To consider the cost and connection of electricity to the lighting columns in the car park deferred from the January meeting

The Manager reported that a quotation of £500 had been sourced to dig the required trenches by hand. In addition, the electrician required £225 to repair and connect each of the lamp posts.

Cllr Reynolds proposed that this item be deferred until funds were available.

Cllr Freeman proposed to defer this item but include it as a rolling agenda item until the funds were available. Seconded Cllr Browning.

Cllr Reynolds withdrew his original proposal.

AGREED

- To defer this item but include it as a rolling agenda item until the funds were available.
- To receive a report regarding the main/sewage drain and agree a course of action

The Manager reported that there had been two instances of the main drain blocking in recent weeks. The Contractor had suggested that the drain may be broken but without a camera survey this could not be confirmed.

Cllr Kaye suggested that the drain may be a shared drain and appropriate authority may assist financially with any repair.

Cllr Freeman suggested contacting the Council's insurance company to see if works were covered under the policy.

Discussion took place and Cllr Kaye proposed that the Clerk contact the appropriate authority for the main drain. If this is unsuccessful to contact the Council's insurance company. If that fails, instruct the contractor to undertake the full survey, report and DVD at a cost of £150. Seconded by Cllr Browning.

AGREED

- To that the Clerk contact the appropriate authority for the main drain. If this is unsuccessful, try the Council's insurance company. If that fails instruct the contractor to undertake the full survey, report and DVD at a cost of £150. Seconded Cllr Browning.
- To consider a request to rent allocated parking spaces to a local business for weekday parking funds from the Jubilee Park budget could be available.

Cllr Reynolds stated that he felt this proposal was thwarted with problems due to the potholes and how it could affect the Council's insurance.

Cllr Freeman questioned whether this proposal would breach any of the conditions in place as the area was registered with the Fields in Trust.

Cllr Browning felt this was a good opportunity to boost income for the Jubilee Pavilion which could assist with the car park improvements and should be fully investigated.

AGREED

- That the Clerk investigate this matter with the Fields in Trust, the Town Council's insurance company and report to the next meeting.

121/15 Health and Safety

- To receive an update on the action points

The recent action points had been reported under the Clerk's Report.

Water Testing

- To consider the purchase of a digital thermometer kit and reduce the preferred contractor responsibilities and make recommendation to the Finance Committee

The Manager reported that the current contract was coming to an end in March 2016. A meeting had taken place and a new contract had been negotiated that would reduce the cost to the Council provided the Jubilee Park Manager and Assistant Manager took on more of the routine water testing functions.

Cllr Browning asked if the staff would be covered under the Contractor's public liability or the Town Council's. The Clerk advised that it would be the Town Council's.

Cllr Kaye proposed to undertake a three year contract with the Contractor at a cost of £1,320 per year and also to purchase the digital thermometer kit. Seconded by Cllr Freeman.

AGREED

- To undertake a three year contract with the Contractor at a cost of £1,320 per year and also to purchase the digital thermometer kit.

122/15 Events

- To note that inflatables had been booked for Good Friday Family Fun Day at no cost to the Committee

The event was noted.

- To consider the recommendation from the Public Relations Committee on 11 Feb for the Council to consider holding an event to celebrate the Queen's 90th birthday possibly at Jubilee Pavilion.

48/15 HRH Queen Elizabeth II 90th birthday celebration on 11th June 2016

*It was **PROPOSED** by Cllr Feetham and seconded by Cllr Wingfield to refer this item to the Jubilee Park committee agenda.*

AGREED – Unanimous vote received.

Following discussion, Cllr Freeman proposed that the Manager arrange a sports day themed event to include cream tea, face painting and a jazz band. The sporting sections to be invited to assist in the arrangements. Seconded by Cllr Kaye.

The Clerk reported that if the event was registered with the Fields in Trust the Council may be entitled to some free equipment to enhance the event.

AGREED

- That the Manager arrange a sports day themed event to include cream tea, face painting and a jazz band. The sporting sections to be invited to assist in the arrangements.

The meeting closed at 8.15pm.

Signed

Chair

Date