



Rendlesham Parish Council

Emma Harrington – Jubilee Park Clerk
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Meeting: Jubilee Park Committee

Date: Monday 4th June 2024

Time: 7:30pm

Venue: Pavilion Jubilee Park

Members: Nickie Delacamp (ND) (Chair), Mike Parry (MP) Mike Stephenson (MS),

Dave Moore (DM), Gareth Moir (GM) & Emma Harrington (EH)

1.) Welcome by the Chair -meeting not recorded.

2.) To RECEIVE apologies for absence – Dave Waring (ex-officio) and Gareth Moir

3.) Minutes of the last meeting

To **APPROVE** the Minutes of the Meeting of the Council held on **Monday 11th March 2024** (previously circulated) as a true and accurate record.

Amendment needed to previous minutes to state MP didn't agree to talk to Roger – as stated in item 7 Pavilion Maintenance Plan.

4.) Action Plan (Nickie Delacamp)

a) Agreed to create a working group – away from the committee to prioritise work for the next 6 months– ND to confirm when. 4 areas highlighted to start.

1. Diarise maintenance of all Jubilee Park assets.
2. Perimeter Maintenance - Cutting back and clearing - take back to pathway edge. (imminent)
3. Implement a winter maintenance plan (September to March).
4. ND to liaise Locum Clerk – to formulate a plan with Park Keeper

b.) **Agreed** for E.T.C Surfacing to conduct 'One Off' clean and repair to 5 aside Pitch for £750.00 + VAT. Proposed by MS and Seconded by DM. **Action** EH to diarise

c) Skate Park – entered in the next stage of Lottery application.

Jubilee Park Committee

5.) Car Park Update - Dave Moore (DM)

- a) Same options as previously documented in item 4 of March 11th Minutes – re-resurfacing tarmac quotes to be obtained.
- b) **Action ND** to contact Persimmons for surfacing supplier recommendations.
- c) **Action MP** to contact Vic Brand from Rendlesham Park Estates and pass contact details to DM to contact.
- d) Valka Fitz Patrick approached to provide quote. **DM to action.**

6.) Queens Canopy Update Nickie Delacamp (EH Provided update)

- a) Communication sent to existing tree sponsors devolving responsibility of replacement.
- b) Trees surveyed and replaced; work completed by local contractor with support from Park Keeper
- c) Park Keeper to water with recently serviced water bowser.
- d) Surplus trees were planted on periphery of the park by Park Keeper.

7.) MUGA Court Clean Update Mike Parry (MP)

- a) **Agreed** for E.T.C Surfacing to conduct 'One Off' clean to MUGA Court for £650.00 + VAT proposed by MP seconded by DM. **Action EH to diarise.**

8.) Pavilion Update (ND)

- a) Storage Container emptied by deadline - Storage area in Pavilion has been allocated.
- b) WKFC to set container on base shed base in car park. WKFC to confirm when.
- c) Fire Risk Assessment complete. Maintenance Plan for building and grounds to be reinstated into Park Keeper duties – **Action ND to discuss with Locum Clerk**
- d) DM proposed to provide help to organise and store equipment after the Rendlesham Store – **Action DM to organise.** Seconded by MP & ND

9.) Community Coffee Shop & Rendlesham Radio Station Portacabin (DM)

- a. Contract for Community Coffee Shop agreed, completed, and signed by trustee. 2 copies of contract await signature from Locum Clerk.
- b. Contract for Rendlesham Community Radio – awaiting signatures and agreed to charge electricity. DM proposed quarterly in arrears – **MS to action.**
- c. Insurances in place for both parties

10.) Public Forum

- a.) No public in attendance

Closed 8:40pm

Next Meeting 2nd September 2024 – 7:30 at The Pavilion
