



Rendlesham Parish Council

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Meeting: Jubilee Park Committee
Date: Thursday 18th January 2018
Time: 7.30pm
Venue: Jubilee Park Pavilion

Present: Kay Nash (Chairman); Steph Thrush: (Vice Chairman); Mike Stevenson (Vice Chairman ex-officio)

In attendance: Deborah Chappell – Admin Assistant

MINUTES

1. **To receive and accept apologies for the meeting**
Clerk; Nigel Harding; Mike Parry
2. **To approve the Minutes of the meeting held 16th November 2017** (no meeting December) (Accepted).
3. **Declaration of interests and consideration of dispensations** None.
4. **Action Report** (Accepted).
5. **Finance Report** (Accepted – subject to the updates that monies are still to be transferred down from ring fenced reserves).
6. **Pavilion Boiler Works**
It was noted that work is due to commence on the replacement boiler on 29 January 2018. Mike Stevenson to attend the contractors on site to advise the heating is only working intermittently.

ACTION: make the contractors aware the fan convector above the entrance door is currently working intermittently. This might incur further charges.

IT WAS RESOLVED

- to ask the contractors to address the issue with the convector heater in the main room and ensure the heating is fully working
- to authorise JPC representative to initiate repair work to the heaters if needed to a maximum of £500 further charges to include parts and labour ex VAT.

Proposed Kay Nash
Seconded Steph Thrush
Carried unanimously

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7. **Maintenance**

- a) Acoustics (Update) (Nigel Harding) Defer to next meeting
- b) Perimeter fencing – The Bunbury Estate Office reports two breaches of the perimeter fence requesting vandal proof reinstatement of the fence by RPC. The fence has since been repaired on a temporary by the Park keeper.

ACTION 3 Quotes to be sought for replacement of the two panels like for like chain link same colour fence.
Advise the Estate.

ACTION: The Estate Office has also requested a copy deed. Clarify which deed

- c) MUGA Fence – the manufacturers and installers have both visited site and refute any liability.
- d) Pirate Ship – replacement of steering wheel and handrail rope – the manufacturer and installer will visit site on 19th January 2018. Councillor Stevenson agreed to attend together with the representative, agree a costed plan of action.
- e) Consideration of additional litter bin at the end of Knight Road
The meeting noted the absence of litter bins at the end of Knight Road of the Park.
ACTION: Investigate who empties the bin in the play area currently and determine how and when any bin sited at Knights Road entrance would be emptied

8. **Play Area**

- a) Play Inspection Report – the meeting considered outcomes and actions arising from the Clerk's summary report
ACTION: Cllr Stevenson to action inventory of parts for Playdale
Cllr Stevenson to attend Sovereign visit.
- b) Playground fencing – The meeting noted the work is scheduled for March with Kiwi Fencing when the weather is better for installing the replacement fence.

ACTION: Park keeper to undertake **daily** checks to ensure no health and safety risk pending the replacement, checking for debris and broken pieces.

9. **Masterplan Implementation Report**

- a) 5 Aside Football Pitch – the meeting noted the outcome of the full Council meeting regarding funding.
- b) Skate Park (Clerk's Report noted and good progress being made. Thanks to the Clerk and Cllr Harding for their work.

IT WAS AGREED TO Make a recommendation to the March Full Council meeting that the theme of the Annual Parish Meeting (16th April) is progress on the implementation of the JP Masterplan

10. **Fireworks**

- a) 2018 Firework Display
 - i) To set up 2018 Working Party. The first meeting scheduled for Monday 22nd January.

ACTION:

Minutes for all Working party meetings to be circulated to all Councillors

- ii) To resolve to book Kimbolton for the 2018 Firework Display

IT WAS RESOLVED to book Kimbolton for the 2018 Firework Display on 4th November on terms and conditions to be decided by the Working Party.

Proposed Michael Stevenson

Seconded Steph Thrush

Carried unanimously

ACTION: Delegate the booking to the Working Party

- iii) **IT WAS RESOLVED** to delegate the £3k budget from the JPC 2018/19 budget to the Clerk/Working Party for the 2018 firework display and to ring-fence the income £2308 income from the 2017 display for future firework events.
- iv) To consider a bonfire for the 2018 display. For reasons of health and safety, property safety, manpower, space, potential threats to wildlife, monitoring and surveillance, and potential long term damage to the Park **IT WAS RESOLVED NOT** to have a bonfire at the 2018 firework display.

11. Articles for the next Rendlesham Newsletter

Article in the April newsletter advertising the Annual Parish Meeting with a view to the May newsletter containing an article updating the village on the progress of the Masterplan with diagrams explaining to the village and those not attending the APM of the Master plan where we are now and where we shall be in 12 months.

ACTION: Clerk to compile an article for the newsletter regarding progress to the Jubilee Park Masterplan.

12. Matters for the next meeting:

- a) Review of the Jubilee Park Committee Terms of Reference.

13. Dates of 2018 meetings:

15 February	15 March	19 April	17 May
21 June	19 July	20 September	18 October
15 November	20 December		

Meeting closed 9pm

SIGNED



DATED

15/3/18