

Meeting: Jubilee Park Committee
Date: Thursday 15th March 2018
Time: 7.30pm
Venue: Jubilee Park Pavilion

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

In attendance: Deborah Chappell – Admin Assistant

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DRAFT MINUTES

1. **To receive and accept apologies for the meeting.** Clerk gave her apologies
2. **To approve the Minutes of the meeting held 18th January 2018**
(No meeting February) Approved as written.
3. **Declaration of interests and consideration of dispensations.** None
4. **Action Report** Noted
5. **Presentation to the 2018 Annual Parish Meeting** Nigel Harding and Mike Parry unavailable. Steph Thrush to make the presentation.
6. **Committee Terms of Reference**
IT WAS AGREED the draft amendments to the Jubilee Park Committee Terms of Reference are approved as circulated, subject to deleting para 8 and moving para 10 to become number 8.
7. **Maintenance**
 - a) Acoustics (Update) (Nigel Harding) Defer to 17th May
 - b) Perimeter fencing - repairs
IT WAS AGREED to accept the replacement fence panel quotation no 2

Voting

Proposer Mike Stevenson

Secunder Steph Thrush

Carried unanimously

ACTION

- Write to the Bunbury Estate advising the acceptance of works
 - Request access to the Estate side of the fence if required by the contractor
 - In addition to the works we are carrying out to maintain the integrity of the fence, would it be possible for the Estate staff to inspect the fence and cut back the vegetation growing through the fence which potentially weakens the frame (photos to be attached)
- c) MUGA Fence (update) The suppliers are meeting on 26th March 2018 with the Clerk
 - d) Pirate Ship – consider replacement of steering wheel and handrail rope

IT WAS AGREED to accept the quotation for the replacement of 2 steering wheels at £57.93 plus VAT

Voting

Proposer Chair

KN

*Seconder Steph Thrush
Carried unanimously*

IT WAS AGREED to accept the quotation for the replacement of the rope only if the Park keeper cannot facilitate a repair using the spare hemp rope

Voting

Proposer Mike Stevenson

Seconder Chair

Carried unanimously

ACTION

- Park keeper to tighten the steering wheel unit periodically
- Park keeper to replace the rope with the rope underneath the unit

e) Consideration of additional litter bin at the end of Knight Road

IT WAS AGREED to use the RPC litter bin

ACTION

Request SCDC to empty the same

7(f) CCTV annual maintenance – the annual maintenance package offered at £220 plus VAT, is not required.

ACTION

- CCTV access code should be available in the Parish Office
- Park keeper to be tasked to clean the CCTV periodically
- Advise CCTV installer the package is not required

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Pavilion Boiler Works (Update) The new boiler has been fitter however the pressure continues to fall. The supplier has visited today to inspect the unit and advises the pre-existing valves need replacing.

ACTION

- Obtain a quote for replacement valves
- Park keeper and Village handyman to be trained on pressurising the system
- Clerk to investigate whether chlorination is required following any draining of the system to facilitate the valve replacement
- Display a notice in the changing rooms that the taps may take some time before hot water comes through

In addition, the meeting noted:

- the broken window in the pavilion rear wall and this has been reported to the Police as possible vandalism
- the vent holes in the plant room can be boarded up now and painted by the park keeper and village handyman
- The park keeper and village handyman are to inspect the guttering around the pavilion and repair as necessary
- Personnel Committee to consider a "repair " or "corrective" Maintenance regime

8. Play Area

a) Play Inspection Report – Progress Report (M Stevenson)

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IT WAS AGREED to proceed with the Playdale quotation 48393 of 7.3.18 subject to querying the requirement for two carriages on the zip wire

Voting
Proposed Chair
Seconded Nigel Harding
Carried unanimously

ACTION:

- Add to Personnel Committee Agenda training on play inspection equipment training and recording of inspections carried out.
- Mike Stevenson to draft a play inspection equipment maintenance plan.

b) Playground fencing – Work to start w/c Tuesday 20th March.

9. Bootcamp Correspondence

AGREED the Clerk and Steph Thrush should draft a letter of response after reviewing the 2017 agreement

10. Masterplan Implementation Report

- a) 5 Aside Football Pitch Contribution from the Masterplan (Bentwaters Base) has been received. Update to be fed in to the Annual Parish Meeting.
- b) Skate Park SCDC are supportive of the project and a skate park promotion day inviting perhaps 5 skate park designers and manufacturers to present their products.
- c) WMYFC Contract – renewal for 2018-2019 season

IT WAS AGREED TO renew the WMYFC 2017/18 contract for the 2018/19 season subject to revisions as follows:

- Key Policy to be updated to name the current key holders and
- Key Policy to designate key holders and require any changes to the designated names, to gain RPC's written permission *in advance* of any exchange of keys
- Invoice to be raised on the 1st May 2018
- Revise clause 7(b) - Storage in the changing room to be addressed as it is inhibiting easy access for the Park keeper to undertake his property and maintenance checks and constitutes a H&S risk for emergencies
- Charges to rise by £50 to £350 per annum invoiced 1.5.18 payable in two equal instalments if desired
- NO VAT
- Cover letter to focus on cleaning – draw attention to the housekeeping standards. Give notice that cleaning charges will be enforced in future

ACTION: Clerk to issue WMYFC with a revised contract

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11. Fireworks 2018

Working Party meeting held 22 January 2018 –an event will go ahead with amusements and additional food outlets for 2018, without a bar and bonfire. The Clerk is the temporary coordinator. Next WP Meeting 27th March.

12. Articles for the next Rendlesham Newsletter:

- Annual Parish Meeting for April edition.
- New fence photos for May edition.


13. Matters for the next meeting: (19 April cancelled). 17th May 2018.



14. Dates of 2018 meetings:

21 June 19 July 20 September 18 October
15 November 20 December

Meeting closed 9.29pm

SIGNED 

DATED 17/5/18