

Meeting: Jubilee Park Committee
Date: Thursday 23 May 2019
Time: 7.30pm
Venue: Jubilee Park Pavilion

Members: Mike Stevenson (Ex-Officio); Martyn Redfern;
James Carter; Wendy McKee;
Peter Wyartt;

Present: Mike Stevenson (Ex-Officio); Martyn Redfern;
James Carter; Wendy McKee;

In attendance: Heather Heelis –Parish Clerk

Minutes

In accordance with Standing Order No: 38 any matter relating to an employee shall not be considered until the Council or Committee has decided whether or not the public shall be excluded (See SO No: 67). Due to the nature of the business to be transacted the meeting, or parts of it, may be closed to the press and public.

Under Standing Order No. 1. c) Meetings will last no longer than 2 hours and 1. d) If the business of the meeting has not been concluded after 2 hours a resolution will be taken to continue to conclude or defer the business in hand. In any event the meeting will last no longer than 2 hours 30 minutes.

Election of Chairman – Mike Stevenson proposed James Carter. Martyn Redfern seconded. A vote was taken with 3 in favour and 1 abstention.

Election of Vice Chairman – Wendy offered. James seconded. **Agreed.**

1. **To receive and accept apologies for the meeting.**
Peter Wyartt - Absent
2. **To approve the Minutes of the meeting held 18 April 2019 (circulated)**
Agreed and signed.
3. **Declaration of interests and consideration of dispensations.**
None.
4. **Action Report (Attached)**
 - a) Utility meter readings – reminder to take readings following the meeting.
Action: Mike Stevenson offered to take a photo and send it into the office.
5. **Maintenance**
 - a) Acoustics (Update) (Nigel Harding) No update from Nigel. Wendy offered to take over the action and pursue the company for the outstanding works.
 - b) MUGA Fence Repair – Wendy McKee to liaise with the Admin Officer.
 - c) Information Board – Consideration of additional quotation
Agreed to purchase the metal option from Leander Architectural. Further confirmation is needed on whether the Council can add the symbols at a later stage or have them uncovered as eg when the skatepark is built. **Agreed** to have solid 4ft concrete footing, spanning the width of the information board. Possible location at the entrance to the park with specific play area signage in the play area (on a post not the fence). Final location to be agreed.

Action: Clerk to finalise the design.

Action: James Carter to ask Ray Herring for funding towards the sign.

- d) Sewer Pump Inspection – the Clerk reported that this was completed in May.
- e) Fence damage in the wildlife area – **agreed** to put anti-climb paint on the fence.
Agreed to delegate fence maintenance to the Clerk.
- f) Boot Camp tyres – **Agreed** to donate the tyres to the Deben community farm who will come and collect them.

6. 5-a-Side all weather football pitch

Tender documents are being prepared. **Agreed** to advertise on Facebook and ENEWS that the tender is on contract finders website.

7. Fireworks 2019

Agreed to keep this under the Jubilee Park Committee and not set up a separate working party at this time.

8. Jubilee Park Masterplan

- a) Skate park - The Clerk reported that the tender documents are being prepared. James Carter and Wendy McKee to join the skatepark working party with the Clerk.

Agreed to advertise on Facebook and ENEWS that the tender is on contract finders website.

9. Installation of a defibrillator at the Pavilion

Funding has been secured. **Action:** Clerk to arrange installation.

10. The Rendlesham Show

- a) Volunteers – Mike (Friday) James (Saturday all day and Friday evening).
Action : Clerk to ask Carole to add James Carter to the mailing list.

11. Play Inspections

Action: Ask if the price is fixed for a number of years and what the minimum years tie in is. What would be the increase for the 5-a-side and skatepark.

12. Articles for the next Rendlesham Newsletter

- a) Tenders – expressions of interest.

13. Matters for the next meeting

- a) Tree work – emergency work undertaken – noted.
- b) Strimmer – recommend Shtil.

14. Date of next meeting: 20 June

15. Dates of 2019 meetings:

18 July (Wendy McKee – apologies)	19 September	17 October
21 November	19 December	

Meeting closed 20:55

SIGNED

DATED

20.6.19