

Meeting: Jubilee Park Committee
Date: Thursday 17 October 2019
Time: 7.30pm
Venue: Jubilee Park Pavilion

Members: James Carter (Chair); Mike Stevenson; Mike Parry; Doug Burness; Peter Wyartt; Victoria Proctor

Present: James Carter (Chair); Mike Stevenson; Doug Burness; Peter Wyartt; Victoria Proctor

In attendance: Administration Officer
Russel McKee – 1st Rendlesham Scouts
Michelle Lovell – 1st Rendlesham Scouts

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.

1. **To receive and accept apologies**
Mike Parry.
2. **To approve the Minutes of the meeting held 19 and 23 September 2019**
 - a) 19 September 2019 – **Approved** with the amendment of 5. d) the work to be carried out by a contractor to the heights agreed with residents. 5.e) the hedging along the perimeter path would not be cut back 1m but just trimmed where needed. **Action:** Community Payback to carry out the work following Peter Wyartt's feedback.
 - b) 23 September – **Approved.**
3. **Declaration of interests and consideration of dispensations.**
None.
10. **Scouts Fundraising Event 2020 (update)**
Scouts requested hosting a fundraiser event at Jubilee Park. Russell McKee explained that the event would consist of a hog roast, baseball and possibly a bar and live music. 7-10pm were the suggested times, similar to the Otley event. It was noted that there were 120 young people in the 1st Rendlesham Scouts and that it was important to avoid The Rendlesham Show and other local events. It was hoped that the proposed date would be available soon.

It was noted that the Parish Council could give advice on the licences.
4. **Action Report**
To be circulated.



5. Maintenance

a) Acoustics (Update) (M. Stevenson)

Mike Stevenson reported that it may be difficult to resurrect the matter with the previous company given the time that had passed. He presented an alternative acoustic system which proposed 6-7 circular discs that hang horizontally from the ceiling at £125 per unit excl VAT.

It was **agreed** to install 4 of the discs, sizes to be determined. Budget up to £800. Colour to match the chairs.

Action: Mike Stevenson to provide details for the order.

Action: Clerk to place the order.

Action: When the order arrives Clerk to organise fitting of the discs.

b) MUGA Fencing Repairs (P.Wyartt)

Peter Wyartt had not been able to progress this further but would pursue.

The Clerk reported that there had been no further correspondence from Heras.

c) Car Park Hedge (Clerk)

The Clerk had met with SCL to obtain a quote which was due in the next couple of days. It was agreed to delegate to the Clerk to organise the work to be carried out.

Action: Clerk to proceed to place the order.

d) Perimeter Path Hedge (Clerk)

Peter Wyartt recommended cutting back by the fencing and burning the waste. He recommended cutting back 3ft from the residents' fencing.

It was **agreed** to cut back a shoulder width from the fences. It was further **agreed** to use Community Payback.

It was **agreed** that the waste material would be shredded and spread as usual.

Roger to oversee the Community Payback work.

6. Masterplan Implementation Report (Clerk)

a) Five -aside football.

The Clerk gave an update. The questions had been sent to the preferred contractor and the proposals discussed. A different, more suitable surface that did not require fencing had been suggested called Matchplay 2.

Action: Clerk to pass the answers to the questions to Mike Stevenson when received.

7. Fireworks 2019 (Clerk)

Noted Peter Wyartt would not be available to help on the night.

The Clerk gave an update. All was in hand, however, volunteers were needed on the night. Mike Parry would be the MC for the night. Kay Nash would be setting up the PA system.

8. Grassed area - Treatment for Football Playing Surface (P.Wyartt)

Peter Wyartt reported that he had forwarded the information to the admin office.



It was **agreed** to undertake the treatment at a cost of 750 + vat. **Agreed** to arrange for the w/c 4 November.

Action: Peter Wyartt to place the order.

Action: Clerk to notify the football club.

9. **Wifi for CCTV (Clerk)**
Ongoing.

11. **Sprint Track Signage (P.Wyartt)**
Peter Wyartt reported that his contact had not come through.

It was **agreed** to place the order as per the quote at £127.98 + VAT.

12. **New Community Pay Back Service**
Draft Service Level Agreement for approval
Agreed to renew the contract.

13. **WMYFC – contract**
Martyn Redfern has recommended a couple of minor amendments to the existing document as opposed to drawing up a new contract. **Agreed.**

Action: Clerk to amend the agreement and issue.

It was **agreed** to emphasise to all users that spaces for Disabled Parking should be kept free.

14. **2020 – 2021 Budget**
James Carter proposed an increase to the Park Keeper's hours from 15 to 20 hours per week from 1 April 2020. **Agreed.**

The draft budget was agreed at £39,479.

15. **Articles for the next Rendlesham Newsletter:**
Fireworks

16. **Matters for the next meeting:**
a) The Rendlesham Show

17. **Dates of remaining 2019 meetings:**
Saturday 9 November, 10am – Consideration of Skatepark tenders
Ordinary meetings: 21 November 9 December

Meeting closed at 21:00

SIGNED



DATED

9.12.19