

Staplehurst Parish Council

Jubilee Field Management Group 2026

Terms of Reference

PURPOSE

1.

The purpose of the Jubilee Field Management Group the (Group) or Project Liaison Group is to;

- a) work with the Swale Community Leisure (SCL) and the Football Foundation to oversee the management of the Jubilee Field in line with schedule 9 of the Sport and Recreation Management Contract
- b) to receive from SCL monitoring reports in line with the schedule 5 of the Sport and Recreation Management Contract
- c) to consider new projects /services at the Jubilee Field
- d) to report to Council with recommendations and monitoring reports.
- e) to follow up with SCL any Council approved actions

2. REVIEW POINT

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3.

SCOPE OF ACTIVITIES

- (a) To take a whole site approach to oversee the management, maintenance and enhance the practical aspects of the Councils land / assets at the Jubilee Field including 3G pitch, grass pitches, pavilion, car park, skatepark, open space and ancillary facilities. (hedges, ditches etc)
- (b) To review the provisions of the SCL's services, including Health and Safety, ensuring value for money and the best possible delivery standards. This includes the recommending contract / service specifications to Council for approval and then recommending a preferred supplier to the Council.
- (c) For the avoidance of doubt, if the Group meets and is **not quorate** they can discuss issues and forward notes but **not make recommendations to Council**.
- (d) For the avoidance of doubt the Group can discuss, consider and make **recommendations to Council** but cannot make decisions.

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- (e) For the avoidance of doubt the Group **cannot** act until the Council has decided to approve the recommended action.
- (f) For the avoidance of doubt if actions are taken prior to a Council decision the **Council will not cover the cost of the work.**
- (g) To consider SCL reports from the User Group meetings organised by SCL with partners on the site – Staplehurst Monarchs FC CIC and Girl Guides Association Trust.
- (h) Liaison with Girl Guides Association Trust regarding Deed of Variation for the Kathie Lamb Centre and Annual Licence for land adjacent to the Kathie Lamb Centre
- (i) Liaison with Staplehurst Monarchs FC CIC and SCL regarding potential new clubhouse
- (j) Consider new projects / initiatives on the Jubilee Field

4. **MEMBERSHIP – quorate equates to 50% of the membership**

- (a) The Group shall consist of not more than five but not less than three Parish Councillors, appointed and ratified by the Council, plus two representatives from SCL
- (b) Each representative will have one vote; in the event of a tied vote the Chairman of the group will have the casting vote.
- (c) Nominated substitutions are allowed and can vote.
- (d) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies, procedures and Code of Conduct.
- (e) The membership of the Group may be reviewed at any time by the Council.

5. **CHAIR OF THE GROUP**

Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair, Vice-Chair and Secretary of the Group for the following year.

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MEETINGS and REPORTING

- 6.**
- i. The Group will agree a monthly meeting.
 - ii. The Group shall receive monthly reports from SCL on the performance of the services at Jubilee Field in line with schedule 5 of the Sport and Recreational Management Contract attached
 - iii. The Group will report to the next Council meeting by providing notes of their meetings.
 - iv. Where appropriate, the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

7. Council protocol

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. The Group has no greater powers than any other Council Group. It may therefore inform, advise and make recommendations to the Council but it has no power of decision or commitment.
- (b) The Group shall follow the Parish Council Standing Orders – Link after AGM
- (c) The Group shall follow the Parish Council Financial Regulations – link after AGM
- (d) The Group shall follow the Parish Council Code of Conduct – Link after AGM

These Terms of Reference supersede all previously agreed Terms of Reference for the Jubilee Field and was adopted by Staplehurst Parish Council on

Date24 August 2026.....Minutes2512/6.3.....