

**Minutes of Jubilee Field Working Group  
Held Thursday 5 March 2026. Community Centre office  
At 7.30pm.**

**1. Present:** Cllr. Sharp (AS) Chairman, Cllr. Alesi (MA), Chris Rhodes (CR), R. Griffiths (RG) clerk, J. Barker (JB) Guides, P. Bowden-Brown (PB-B)SMFC CIC, L. Seal (LS) SMYFC,

**2. Apologies:** Cllr. Arger (MAA), Cllr. Hotson (EH).

**3. Minutes of previous meeting:** MA / CR proposed / seconded = Agreed unanimously.

**4. Matters Arising:** none

**5. Budget:** On track as per previous budget spread sheet.

**6. 3G:** RG gave an update on the 3G pitch.

The 6 week consultation phase ended on 16<sup>th</sup> February and the discharge of planning conditions has begun e.g. Police have responded that the safety of the site is ok. SPC will continue to chase the final conditions.

Swale Management have been liaising with RG and AS re the contract and them managing the site once built.

Before that:

- loft space of pavilion will be cleared by 30.3.26
- new doorway installed between changing room 2 and 3/ refs rooms, by SMFC CIC to comply with SCEFL regulations by July 2026
- Grass pitch goals (concreted in) Dean will move them. Take care to dismantle them so that we can reuse once 3G done. 9v9 lift out, 11v11 parts of them come out

Before the 31.3.26 (Sat 28 / Sun 29 tbc) ground will be 'broken' i.e. a ceremonial hole will be dug to signify we have begun building the 3G.

Further site meetings will take place in respect of the build programme with all parties (inc GG) with regular updates as work progresses. The Football Federation independent Project Manager will check 3G is being built compliant with the plans.

Car park – constructors will be based in a compound at the end of the skate park / rough car park not in the main car park.

Main Pitch – May end of season so work on drain can be done then.

Access – movement of topsoil across site.

Drainage beside KLC / GG – currently a soakaway gully but discussions have suggested that putting in a drainage drain instead would be better. Part of 3G installation work.

Key people on site – contractors in their compound as above stated. Dean will liaise between contractors and SPC. SPC will liaise with contractors. Plus SMFC contact.

Once built the site will be managed by Swale leisure who are keen to work with existing users

Key list - Please supply a comprehensive list, so that there is no need for Swale to change the locks. GG have 14 for their building - just need a list, Same for SMFC.

Refreshments – SPC discussed current set up and Swale are ok with it.

June 2026 – new annual contracts for SMFC to sign

July – FC have their opening July Tournament Launch – maybe a 3G pitch launch too?

JFWG will become JF Management Group to liaise with Swale and SPC. Quarterly report to SPC.

Bid consultant times – SMFC CIC – is usage times from 3 years ago negotiable? Swale management seem flexible with this.

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SMFC CIC - Email receive re rubber crumb usage. SPC had previously been assured that most recent legally approved specification will be installed but will go back and ask again.

**7. Maintenance:**

Extractor fan - Dean appointed to do await confirmation done.

Pavilion Gutters – front cleaned, rear not as its enclosed and a lot of detritus is congealed inside and impossible to extract. SPC decided to remove and replace with an open gutter - quotes being sought.

Lean to – SPC have discussed with Swale potential new storage for goals somewhere on the site nearer to the Junior pitches.

Tree Survey, hedge row cutting and ditch work – Once 3G built and up and running SPC will do this and Swale will manage the rest of the site.

Main Pitch Drainage – suspect there may be a blockage or collapse of a drain across centre of pitch towards Magnetic Shields so work at end of season May.

Bollard to skatepark - Struggling to find an appropriate model. Medway Valley Country Park suggested a pinch barrier £400 + installation, but concerns expressed that it might inconvenience wheelchairs, etc and not prevent the motorbike access. More research to be done on this.

RG left 8.30pm

**8. Bookings**

May 5Star requested to use Main Pitch - SMFC are meeting with them next week

**9. Girl Guides:**

GG lease is complete from SPC and with GG solicitors. JB said draft from GG solicitors received which she will read and send on.

**10. SMYFC CIC –**

17/3 Cup final T wells

21/3 Sat Men's teams Leisure

U18's at the top of their league

U15 Older Girls Team near the top of their division. Next season may have one more girls team = 7 total. Football 5Star have Mini Monarch 2 teams coming through

17/5 Presentation Day at Marden Hockey club due to 3G work

**11. SMFC CIC -**

1<sup>st</sup> Team got through to the Semi final, League Cup against Lords Wood.

Transition period for senior club as restructure of some areas to encourage both serious playing and leisure playing. Trying to improve the women's teams too. More details in the future.

**12. Pavilion Weekly Risk Assessment – on going.**

**13. Action Plan updated**

**14. AOB –** Keys for shutter - 1 in outside cupboard, 1 with SPC, 1 with AS. Did J Stonbirgdge return his to SPC? Any other spares? Trouble getting the blanks for them as company that installed them have not replied. PBB will look into blanks for more spare keys.

Check about Fridge in Pavilion – agreed at SPC and where

Issue of removing the old container on remains on hold until better weather.

**Date of next Meeting:** Thursday 9th April 2026, 7.30pm Community Centre

Meeting ended 8.50pm