

**Minutes of Jubilee Field Working Group**  
**Held Monday 8<sup>th</sup> September 2025, Community Centre office at 7.30pm.**

**1. Present:** Cllr. Sharp (AS) Chairman, Cllr. Hotson (EH), Cllr. Alesi (MA), Paul Bowden-Brown (P B-B), Lee Sea (LS).

**2. Apologies:** Cllr. Arger (MAA), Cllr. Rhodes (CR).

**3. Minutes of previous meeting:** 18 August 2025 - Agreed

**4. Matters Arising:**

\* Old storage container removal – emptied, skip filled and collected. Container imminent to be removed, liaising with Dean. Consider any items by side of lean to that is metal and could go too.

\* Draft planning conditions have been received. see item 6

\* Keys List – LS will send updated list. PBB has located 2 keys, N Stonebridge's given to Dean, Ian Docker new manager has one. MA has one but it's a guide key which she will hand back tomorrow. Requests five new ones for those named on letter.

\* Audit - Gents toilets – 2 lights not working Paul sorting this week.

- Kitchen extractor fan never worked any chance can be fixed?

- Kettle – on report says poor condition – its new this season

- Cooker deemed poor - was new last season

- Kitchen utensils are mainly SMFC not SPC

**5. Budget:** 2024 – 2025 1<sup>st</sup> year managed by SPC Budget £38,000

No change since last meeting. Currently Expenditure £17,500 under expected. Income £14,200 (£1,200 more than expected).

**6. 3G:** Draft planning conditions have been received at last. Aiming for a 1<sup>st</sup> January start but need to allow developers time to provide a revised cost quotation (end of October?) and go to full council (November?) to approve (or refuse) revised development costs.

EH suggested that any chance to proceed quicker would be of benefit to all especially the Junior club who will have to use alternative pitches while work happens. Big concern from all about this for potentially Jan ~ Mar / April 2026

EH urged there to be a meeting arranged with PBB to get started on Heads of Terms with SMFCcio asap in an effort to ensure Heads of terms are achieved asap. Agreed.

PBB expressed the concern that the new management company may expect the senior team to only be using changing rooms and club house not the pavilion kitchen when they don't have a clubhouse. Assured that this would be communicated to any management company.

**7. Maintenance:**

\* Lawn mower – has had an onsite repair by Dean and Steve

\* Cut edge erosion – Quotation for £2,480 + VAT As per last meeting, all **agreed to go ahead to full council.**

\* Ditches & Hedges - Upper Medway Drainage Board have quoted for Headcorn Road ditch £1,189.20 60/40 with neighbour. As per last meeting agreed for **a letter to go to neighbour landowner for their contribution towards cost.**

\* Deep clean – In spite of our best efforts, only been able to get quotes from one company. They have given us 4 versions of works they can do.

Quote 2 : £800 for changing rooms and toilets, £200 floors, £200 for oven £200 kitchen, £100 inside fridge, freezer, cupboards= £1,500

EH asked if a deep clean every year was necessary. Generally agreed that a yearly effort to ensure the premises is up to standard was a good idea.

**Minutes of Jubilee Field Working Group**  
**Held Monday 8<sup>th</sup> September 2025, Community Centre office at 7.30pm.**

Noted that the weekly clean seems to be missing mopping the kitchen floor so requested the cleaner mops through from foyer area into kitchen when mopping floors.

MA confirmed that a deep clean of cupboards and fridges was not needed as she ensures this is done on a regular basis already. A deep clean of the oven would be good though. It was acknowledged that as it is the club mostly using the kitchen they would pay for the oven clean.

**Recommendation is that we submit the quotes to full council suggesting we use No.2**

£800 for changing rooms and toilets - SPC

£200 floors - SPC

£200 for oven - FC

£200 kitchen – not required

£100 inside fridge, freezer, cupboards – not required

~~£1,500~~

£1,200 - £1000 SPC + £200 FC – compared to last years cost = ?

\* Previous minutes stated cleaner was now stored in the cupboard – AS confirmed that it wasn't but it is now. Discussed the need to store junior equipment elsewhere – not in changing rooms. Should be in lean to and cupboards but Football reps said that there is not enough storage space. Did have a short discussion about containers for storage but where to situate it? Carpark seems obvious place, but SPC wants to move current one out of the carpark and not add a second one. Agreed needs more problem solving and not enough time in this meeting. Ideas at next meeting.

Noted purple rubbish bin is currently beside storage container in carpark.

**8. Groundsman Report** – 9v9 goals now been repaired by Dean and are upright, youth fc paid for materials. Grass is growing well.

**9. Bookings –**

Blue Light event by the Police. Happened, but a lot less people attended than was expected. Police indicated 600 people and was more like 20 – 50. It was felt that as a free but ticketed event numbers should have been communicated to us better. Believe their intention is to hold it in Maidstone next time.

**10. Girl Guides:**

Currently owe £50 for water bill. RFO is chasing.

Lease - Seem to have hit a block as Guides not content with the lease. SPC agreed to £5 annual rent, £5 additional deed of variation lease and 5% of external hires.

**11. SMYFC CIC – Monarchs Juniors Update:**

Busy Summer providing sport for kids in the community. 295 players + 25 mini Monarchs, 6-7 years old. We have 23 Junior Teams; 6 are girls teams, up tick following the success of the women in the Euro's. Two under 11 girl teams complete beginners. Club has paid for their shorts and socks and hand me downs provided them with shirts. Training sometimes on Surrenden field has helped rest the grass pitches, Tuesdays on the Primary School field.

Monarchs U11 Girls, managed by Darren Caister, qualified to play in a national 3v3 Finals Day at St. George's Park the home of English football at the end of August.

**Minutes of Jubilee Field Working Group  
Held Monday 8<sup>th</sup> September 2025, Community Centre office at 7.30pm.**

It was a great experience for the girls, taking part in a 'Train like a Lioness' session on Friday run by Lioness coaches, staying in the St. George's Hotel on site followed by the competition on Saturday afternoon. The girls qualified for the quarter finals after winning a number of matches and were very unlucky to miss going further following a goal conceded in the last few seconds to the eventual competition winners.

**12. SMFC CIC –**

Senior Team is doing well. Had a couple of players suffer injuries.

P B-B request to have four 18litre bins around the main pitch. **Agreed as part of site tidiness.**

Request to put 2 picnic tables outside pavilion entrance, kitchen side and four others (2 behind goal nearest pavilion and 2 near the spectator seating report to do.

**13. Pavilion Risk Weekly Assessment –** on going, see above notes.

**14. Action Plan –** AS to update.

**15. AOB**

**Maintenance –** to free up counter space for food prep, create a shelf for microwave – no cost to SPC – **Agreed**

PBB / MAI enquired about being able to install an extra freezer. PBB will do a report

**Date of next Meeting:** Monday 20<sup>th</sup> October 2025, 7.30pm. Village Community Centre.

**Meeting finished** 9.30pm

*A. Sharp.*