

**MINUTES OF THE PARISH COUNCIL JUBILEE PARK MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 03 AUGUST AT 7PM IN THE COUNCIL CHAMBER STANHOPE AVENUE**

**PRESENT**

Councillors: B Chapman (Chairman), D Clarke, D Hill and J Nelstrop

Non Councillors: A Turner, C Leyland, M Hindes, S Bark, B Gordon (Substitute for K Barr), J Meller, J Stanhope and D Clayton

**IN ATTENDANCE**

A Bushell (Parish Clerk), C Bennett, D Robinson and S Elmer

**6481 CHAIRMAN'S REMARKS**

It was proposed, seconded and RESOLVED to allow Simon Elmer to address the Committee about his plans for the 1940's Festival.

Mr Elmer informed the meeting that the 1940's Festival Committee were in the process of planning the core events for the festival which would be taking place throughout the village during the weekend of 21-22 July 2012. He spoke about plans to have a display of military vehicles and traders in the park.

It was agreed that the Events Working Group would liaise with the 1940's Festival Committee to discuss the arrangements. This matter would also be put on the next Parish Council meeting agenda.

*Simon Elmer left the meeting at 7.15pm and did not return.*

The Chairman reported that the park had been full during the last 10 days, he commented that the gardens were looking excellent and the Park had taken an income of approximately £500 from the People's Pageant.

**6482 APOLOGIES FOR ABSENCE WITH REASON GIVEN**

Apologies were received and accepted from G Keegan and K Barr. A Turner had sent his apologies as he would be arriving late.

**6483 TO RECEIVE DECLARATIONS OF INTERESTS**

There were none at this stage of the meeting.

**6484 NOTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 29TH JUNE 2011 TO BE APPROVED AS THE MINUTES**

It was proposed, seconded and RESOLVED to accept the notes as being a true record of the meeting.

*A Turner arrived at 7.20pm.*

**6485 REPORTS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES**

There were no matters or actions reported.

**6486 TO RECEIVE AN UPDATE ON THE POOL WORKS**

The Committee was informed that a full set of documents relating to the pool works would be available for inspection, but nothing had changed from the specification provided at the last meeting.

Cllr Clarke told the meeting that the next step was to meet with ELDC to ensure that they would sign off the plans, which would then be presented to the Parish Council to approve at the Council meeting on 16<sup>th</sup> August. Once approved by the Parish Council the contracts could be signed and the work would start at the end of the season with the intention of it being completed by April.

The construction work would be planned to de-conflict with school times, events in the park and Maple Avenue residents.

Decisions still needed to be made on the colour of paving slabs, coping stones or tiles and it was proposed, seconded and RESOLVED to set up a working group to decide what would look best.

A question was asked about penalty clauses for contractor delays and it was stated that delays caused by the weather conditions were not applicable, but one months contingency had been planned.

## **6487 WORKING GROUPS**

### **a. To receive and agree the terms of reference for the working groups**

It was proposed, seconded and RESOLVED that Terms of Reference for all working groups would be submitted to the Clerk prior to the next meeting.

### **b. To receive reports from working groups**

## MARKETING

Cllr Nelstrop gave a comprehensive report which covered the following matters:

- Advertising to attract Children in the school holidays
- Junior FOJP logo from St Andrew's School
- Mini questionnaire to ascertain what people would like to see in the park
- Suggested that the Parish Council become a member of the Woodhall Spa Chamber of Trade & Tourism (WSCTT) and a member of the JPMC attends WSCTT meetings
- Chasing ELDC for a photographer for the day
- JPMC to have a small tent at 'The Picnic in the Park' on 28<sup>th</sup> August to promote and answer questions.

Members of the Management Committee were asked to let Cllr Nelstrop know if they would be available to man the stall

- An artist's impression of the pool would be made available to let the public know what the plans are for the new pool.
- All signs apart from the Bowls Club and Caravan field signs are in place.
- FOJP repainting the railings
- Diamond Jubilee celebrations in the park
- Cinema under the stars idea

*D Clayton, J Meller and J Stanhope arrived at 7.40pm.*

## FINANCE

A Turner reported that the working group was looking into a couple of issues with the tills and daily reporting. The working group would be working on putting daily / weekly reconciles in place and also setting up a purchase order system.

## EVENTS & LICENCING

The working group was looking into the feasibility of the Circus coming to Jubilee Park.

## HUMAN RESOURCES

The Chair thanked the three Duty Managers for their hard work and highlighted the importance of ensuring that the Duty Managers return to work at the Park next year.

#### OPERATIONS & INFRASTRUCTURE

A new 5mph sign needed to be purchased and installed on the entrance road.

Cllr Clarke reported that one of the conditions of the Caravan Site planning permission was to produce a Traffic Management Scheme to ensure that there was sufficient parking provision within the park, so it was agreed that the working group would work on this.

The meeting was informed that ELDC had not yet completed the caravan site work and a new electric point was required in field D due to damage. The Committee agreed that this needed repairing as soon as possible.

The Committee was reminded that a decision needed to be made about what is happening next year with the grounds maintenance.

#### CLUB LIAISON

C Leyland emphasised the importance of liaising with the Clubs within the park and the local schools once the Committee had decided what is happening with the grounds maintenance from next season.

#### NEW CAFÉ BUILDING

Members of the Working Group reported that they had been given contact information for two specialist leisure providers who might be able to provide help and support on funding which was available for leisure facilities. There was also on-going dialogue with Lincolnshire Co-op who may have the potential to help.

*It was RESOLVED to allow a member of the public to address the committee*

A member of the public raised concerns that the Management Committee should be communicating with the community to find out what residents of Woodhall Spa would like to see in place of the old café building, she urged the Committee to consult with the village and she raised concerns that plans to replace the café building were being done in a rush and were only focusing on replacing a café and not taking into consideration what other facilities may be needed in the village.

Members of the Committee agreed that the café had always been an important part of the park and the building that would replace it needed to be something that the community and park users wanted and needed. Members of the Working Group informed the meeting that they were investigating the idea of the new building having a community space, gym and café facility and would report to the Management Committee as plans developed.

The Committee was reminded that the Business Plan didn't require the café to be replaced for 2 years which gave time for proper consideration of all options and consultation. It was pointed out that more all year round use of the Park would have an impact on the type of building needed.

It was proposed, seconded and RESOLVED that as a public body it was necessary for the Parish Council to consult with the public and the clubs that used the park all year round to identify what the community needed. The Working Group would look at the footprint of the building and come up with proposals of what facilities the space could provide.

It was agreed that calling the new building ‘the Café’ was pre-empting its use, and could be misleading. For this reason it was proposed, seconded and RESOLVED to refer to it from now on as the Jubilee Park Pavillion.

Joe Stanhope had drafted a questionnaire which would be circulated to Committee Members for comments and possible use to help determine community needs.

#### **6488 MATTERS ARISING FROM DISCUSSIONS WITH THE BOWLS CLUB**

C Leyland reported that he had met with a member of the Bowls Club who had raised a number of issues relating to the lease. The Bowls Club would like to know what they will be responsible as they have a very small membership and are concerned about rising costs.

The Committee discussed the need for The Bowls Club to be cost neutral to the park and for the Club to be responsible for the maintenance of the Bowling Green.

It was proposed, seconded and RESOLVED to have an agenda item at the next Management Committee meeting to understand what areas the Bowls Club should be responsible for and what the income and expenditure is for the bowling green before taking the issue back to the Bowls Club.

*C Leyland left at 8.32pm and did not return.*

#### **6489 FRIENDS OF JUBILEE PARK (FOJP) REPORT**

It was reported that FOJP had donated money to Jubilee Park to purchase a marquee which would be stored at the pool and could be used for all events in the park and they were also looking into buying a smaller tent. FOJP had also donated funds to purchase an A3 photocopier and A4 printer for Jubilee Park.

FOJP requested that:

- The Management Committee produce a list of projects that FOJP can work towards financing.
- The Management Committee provide FOJP with a list of tasks and target dates so that they know where they fit in with the garden maintenance.

B Gordon asked if the Management Committee had investigated the idea of holding car boot sales. The Committee was informed that less than 6 events per year did not require a license. It was agreed that the Operations & Infrastructure working group would investigate the idea.

#### **6490 TO DECIDE ON THE PREFERRED MATERIAL FOR THE PUTTING GREEN REPLACEMENT FENCE**

The Committee was told that the fence was in such a poor state that it was not viable to refurbish it. Details were given of two material options for replacing the fence and it was proposed, seconded and RESOLVED that the Operations & Infrastructure working group would work with FOJP and bring back recommendations to the next meeting.

#### **6491 FINANCES**

##### **a. Petty cash system at swimming pool**

It was proposed, seconded and RESOLVED to set up a petty cash system of £100.

##### **b. Financial position**

G Keegan had sent to all members a current financial projection for the Park which showed that the park was currently on target to meet budget. These figures only

included actual figures up until the end of June, but the Committee was informed that July's figures also looked positive and things were heading in the right direction. A Turner informed the Committee that it was important to monitor account headings as some budgets were heading towards an over spend and others were significantly under budget.

The Finance Working Group was asked if when reporting on the financial position the committee could also be given an assessment of forward caravan bookings.

**c. To approve accounts to be paid**

It was proposed, seconded and RESOLVED to approve the following payments:

<b>Recipient</b>	<b>Details</b>	<b>Amount</b>
Barry Chapman / Vodafone	Mobile phone for caravan wardens office	£20.00
HMRC	PAYE & NIC – July 2011	£2,437.15
Stowlin Croftshaw	Swimming pool chemicals	£548.70
SJ P Leonard	Vertical Fish	£10.43
KA Office equipment	Stationery	£106.54
ASA Awards	Certificates	£102.24
ASA Awards	Certificates	£19.80
Seymour & Castle	Bollard Repair	£68.78
IQL UK	NPQL Standards renewal	£185.00
Cash	Petty Cash	£100.00
Stowlin Croftshaw	Swimming pool chemicals	£729.16
Northcliffe Media	Adverts	£481.80
NKDC	CRB checks	£230.40
Aquafun	Shop stock / swim accessories	£322.00
Biffa	Waste Collection	£461.81
KA Office Supplies	Printers & ink cartridges	£508.80

**d. Retrospective payments**

It was proposed, seconded and RESOLVED to approve the following payments:

<b>Recipient</b>	<b>Details</b>	<b>Amount</b>
Staff	Wages – July 2011	£15654.28
Southern Electric	Caravan Park	£1573.36
Southern Electric	Swimming Pool	£772.72
Harry's Home hardware	Black Waste Bins & Drain Rods	£184.96
Post Office	Stamps	£36.00
R.F Wells	Renewal Assessment NPLQ	£83.60
Woodhall Printers	Photocopy	£10.00
Ashers Swim Pool Centre	Repair/refit tow booms	£312.00
Cupit Print	Advertising	£18.00
CRS Business Systems	Thermal Rolls	£49.14
Siemens	Pool Chemicals	£352.80
Primary Times	Advertising	£313.20
ESPO	Stationery & Cleaning materials	£363.05
Michael Grace	Repair work in ladies changing room	£115.44
Take one Media	Distribution & Display of leaflets	£723.60
Biffa	Waste collection	£577.26
Stowlin Croftshaw	Pool Chemicals	£655.93
Talk Talk	Line rental/telephone & broadband	£122.52
HSBC Merchant service	Card machine charges for Caravan office	£25.23

ELDC	Rates	£308.00
Talk Talk	Line rental/telephone & broadband	£107.44
V Hallam	Work trousers	£20.00

**6492 TO CONSIDER ONLY USING SUPPLIERS THAT ARE VAT REGISTERED**

It was proposed, seconded and RESOLVED to use suppliers that are VAT registered whenever possible.

The Committee was informed that the supplier of the swimming accessories was not VAT registered and it was agreed that it might be beneficial to look into sourcing an alternative supplier next season, in the meantime it was proposed, seconded and RESOLVED to ask Aqua Fun to resubmit/send invoices without separating the VAT.

**6493 TO APPROVE FOR CARAVANS ON SEASONAL PITCHES TO HAVE SLABS AND BARK PLACED UNDER THEM AT THE EXPENSE TO EACH CARAVAN OWNER**

It was proposed, seconded and RESOLVED to allow owners of caravans on seasonal pitches to place slabs and bark under them, providing that they do the work at their own expense and also pay for any costs involved in making the ground good when they are no longer using their pitch.

**6494 TENNIS BUDDIES PROPOSAL**

The Clerk reported that ELDC had not supported the proposal for Tennis Buddies to build on the rally field and the proposal had been withdrawn.

**6495 TO APPROVE THE LINCOLNSHIRE LIMWOODS SITE GUIDE**

It was proposed, seconded and RESOLVED to approve the site guide.

**6496 TO DISCUSS THE NEED FOR A TENT LICENSE FOR THE RALLY FIELD**

It was proposed, seconded and RESOLVED that a meeting would be arranged with Michael Golby from ELDC to discuss the issue. In the meantime the on-line booking system would be changed to stop over bookings being placed. The system would be changed to allow 71 serviced pitches to be booked and 13 non serviced pitches.

**6497 TO INCREASE THE HOURS OF THE GAMES HUT ATTENDANT**

It was reported that a two week trial had taken place which involved the games hut being manned for seven days. The Games Hut Attendant worked Wednesday to Sunday, and volunteers manned the hut on a Monday & Tuesday. The Committee was informed that this had resulted in the income from the games hut increasing dramatically, so for this reason it was proposed, seconded and RESOLVED to increase the hours of the games hut attendant to 5 days a week during the school holidays.

**6498 TO DISCUSS THE ISSUE OF SIGNS ADVERTISING FACILITIES AT THE PETWOOD CARAVAN PARK BEING PLACED ON JUBILEE PARK PROPERTY**

It was proposed, seconded and RESOLVED that J Stanhope would ask Mr Booth to move his signs back into his property. If Mr Booth declined to do this then a letter would be sent from the Parish Clerk.

**6499 TO DISCUSS THE ISSUE WITH USERS OF THE CARAVAN SITE USING THE TOILET FACILITIES AT PETWOOD CARAVAN PARK**

The Committee was informed that the staff at Jubilee Park had done everything within their power to stop Jubilee Park caravan users using the neighbouring facilities. It was agreed that Petwood Caravan Park should be responsible for stopping users of the Jubilee Park site from using its facilities and for this reason it was proposed, seconded and RESOLVED that nothing further would be done.

#### **6500 TO CONSIDER APPLYING FOR A COMMUNITY WILDLIFE GRANT TO PLANT HEDGES AND TREES**

It was proposed, seconded and RESOLVED to defer this item until next year unless a landscaping plan came forward in time to meet the September deadline, and then the Clerk would complete the application.

#### **6501 JUBILEE PARK TENNIS CLUB**

##### **a. Request for cycle racks**

The Clerk was asked to contact the Lincolnshire Limewoods project to ask if cycle racks would be available for that location.

##### **b. To consider an application for a BBQ to be built at the Tennis club**

It was proposed, seconded and RESOLVED to approve the application for a brick BBQ to be built on the condition that it is only to be used by members of the Tennis Club and not open to the general public or used for any events not associated with the Tennis Club.

#### **6502 TO CONSIDER A BIOMASS HEATING PROPOSAL FROM STOURTON FORESTRY**

After a short discussion it was agreed that the proposal was worthy of further investigation. The need to investigate other renewable energy sources such as solar panels was also raised.

It was proposed, seconded and RESOLVED that this matter would be investigated by the Operations and Infrastructure working group with the assistance of J Meller and J Stanhope to see if the proposal is relevant / practical. The working group would report back at the next meeting.

#### **6503 DATE AND TIME OF THE NEXT MEETING**

It was agreed that the next meeting would be held at 7pm on Wednesday 14<sup>th</sup> September. Cllr Hill and A Turner gave their apologies as they would not be able to attend this meeting.

#### **6504 ITEMS FOR THE NEXT AGENDA**

- Grounds maintenance for next season
- Bowls club lease
- Biomass heating proposal
- Diamond Jubilee Event
- Co-opt new members
- 1940's festival

The Chair declared the meeting closed at 9.55pm.