

Jubilee Community Centre Site Business Plan Working Party

Terms of Reference

Date: 04 February 2026

Version: 1

Review Date: May 2026

1. Purpose

The purpose of the Jubilee Community Centre Site – Business Plan Working Party is to:

- Review and discuss current and potential future uses of the Jubilee Community Centre site.
- Consider development and maintenance of facilities, including the JCC building, 3G pitch, skate park, John Doyle Memorial Boat, accessible picnic bench, adult gym equipment, and potential splash park.
- Engage with relevant stakeholders, site users, and external advisors to inform practical, safe, and sustainable proposals.
- Explore opportunities to enhance community benefit, accessibility, and financial sustainability.
- Provide recommendations to Full Council regarding development priorities, funding, and project management.

2. Scope

The working party will:

- Assess the current Jubilee Community Centre site and facilities.
- Consider ongoing or planned projects, including:
 - JCC Building – usage, refurbishment, or improvements.
 - 3G Pitch – progress with Football Foundation and future requirements.
 - Skate Park – following Full Council funding allocation; review location, design, and implementation
 - John Doyle Memorial Boat – location and associated considerations.
 - Accessible Picnic Bench – location and accessibility.
 - Adult Gym Equipment – maintenance, flooring, and potential expansion.
 - Splash Park – initial feasibility and potential for development.
- Gather input from stakeholders and users where appropriate.
- Make recommendations to Full Council on priorities, next steps, and business planning.

Note: The working party has no decision-making authority and does not manage budgets.

3. Membership

The working party will consist of:

- **Chair:** Cllr Lewis
- **Members:**
 - Cllr Brewer
 - Cllr C Pyatt
 - Cllr Lane
 - Cllr Lewis
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- Representatives of relevant site users and external advisors may be invited to contribute where appropriate.

Membership expectations:

- Members are expected to attend meetings regularly and actively contribute.
- Members should assist in liaising with relevant stakeholders or site users to gather input.
- Absences should be communicated in advance to the Chair.

4. Roles and Responsibilities

Chair:

- Facilitate meetings and ensure discussions remain focused on objectives.
- Record decisions, actions, and recommendations, and present findings to Full Council.

Members:

- Provide input based on knowledge, experience, and expertise.
- Contribute to discussions and assist in documenting feedback from stakeholders and site users.
- Support practical, safe, and inclusive recommendations.

5. Meetings

- **Frequency:** Monthly or as required
- **Format:** In-person
- **Quorum:** Minimum of 3 members
- **Agenda:** Prepared by the Chair and circulated in advance
- **Notes / Records:** Maintained by the Chair or agreed member and circulated to all members and the Town Clerk

6. Reporting

- The working party reports directly to Full Council.
- Reports will include findings, observations, stakeholder feedback, and recommendations for site development, business planning, and prioritisation.

- All reports must be approved by the working party prior to submission to Full Council.

7. Confidentiality

- Members must maintain confidentiality regarding discussions, papers, and sensitive information.
- Information should only be shared outside the working party where authorised by Full Council.
- Breach of confidentiality may result in removal from the working party.

8. Duration

- The working party will operate from 04 February 2026 until completion of its objectives or as determined by Full Council.

9. Review of Terms of Reference

- These Terms of Reference will be reviewed in May 2026.
- Any amendments must be approved by Full Council.