

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Town Council, The Old School,
Church Plain, Loddon, Norfolk, NR14 6EX
www.loddontowncouncil.gov.uk

Minutes of the Meeting of Loddon & Chedgrave Playing Field Committee held in the Hollies Rear Hall, Loddon on the 17 April 2024 at 7.00pm

Representatives Present:

Chedgrave Parish Council (CPC): Jo Sinfield (**JS**), Andy Woodman (**AW**)

Loddon Town Council (LTC): Colin Binfield (**CB**), Jane Hale (**JH**)

Jubilee Hall Management Committee (JHMC):

Loddon United Football Club Adults (LUFCA): Rick Summons (**RS**), Miles Wilson (**MW**)

Loddon United Football Club Juniors (LUF CJ): Kevin Williams (**KW**)

Tennis Club (TC): Tennis Club Subcommittee Vice Chairman, Carolyn Frosdick (**CF**) was in attendance.

In Attendance: Emily Curtis, Clerk (**EC**), Anne Barnes, Locum Responsible Finance Officer, (**AB**), and one member of the public.

Absent: None.

1. Welcome:

Cllr CB welcomed everyone to the meeting.

2. Apologies for absence:

Apologies were received from Jessie Powell (**JP**), Paul Solomon (**PS**), Rik Balfour (**RB**). Rick Summons (**RS**) had advised he would be arriving late.

3. Declarations of Interest and Requests for Dispensations:

KW, JS and CB are Trustees of the Jubilee Hall and declared an interest in any matters connected with the Jubilee Hall.

4. Minutes of the meeting held on the 17 January 2024:

The Minutes of the meeting held on 17 January 2024 were **approved** as a correct record.

5. Matters Arising:

5.1 Ride on Lawnmower

The electrical fault with the mower has been fixed. MW reported that the lawnmower has a puncture. **Action:** Parish Warden.

5.2 Ball Stop Fencing

The order for the fencing has been placed and we are waiting for the installation date. **Action:** Clerk to let LUFC know when an installation date has been received.

5.3 Memorial Bench on the Playing Field

Due to difficulties getting the bench delivered the parishioner has sadly decided against installing the bench.

5.4 Tennis Court Floodlights

LTC needs to obtain Secretary of State approval for the loan from Norfolk LTA. The request was submitted on the 1 March 2024, and we should receive a decision within 12 weeks.

5.5 Terms of Reference

The revised Terms of Reference have been signed by LTC's and CPC's Chairmen. **Action:** Clerk to obtain LTC's signed paper version.

5.6 Weed and Feed of the Playing Field

Loddon Garden & DIY are proceeding with the agreed treatments.

5.7 CCTV at the Tennis Courts

The CCTV has been installed on the tennis courts and at present, only Council staff have access.

6. Public Forum:

None.

7. Reports from Representatives:

The Chairman invited the representatives to give a verbal report on items not on the agenda.

7.1 JHMC

No representative represent.

7.2 LUFC Adults

The Adults have had a reasonable season. The Vets have done very well.

The LUFC has relaunched the sponsorship boards and a monthly draw to improve the club's income.

The LUFC kindly offered to reseed LTC's MUGA area.

Jane Hale arrived.

7.3 LUFC Juniors

Five teams are competing in the Cup Finals. Fixtures are coming towards the end. There is a players presentation on the 17 May 2024 at the Jubilee Hall.

LUFC requested to hire LTC's dustbins and barriers for the upcoming five a side event.

Action: Parish Warden.

KW requested volunteers to assist the upcoming five a side event.

KW will submit the forms to hire the Playing Field for the five a side event. **Action:** LUFC.

Two new goals have been purchased for the Old Hockey Field and will be put in a compound with Heras fencing. The LUFC will send a photo.

Parking issues continue and AW reported that LTC are attempting to obtain additional land to provide overflow car parking.

7.4 CPC

None.

7.5 LTC

None.

7.6 Tennis Club Subcommittee

Sadly, Paul Solomon (Head Tennis Coach) resigned on the 16 April 2024 and his last working day will be the 26 April 2024. It was noted that his passion, dedication and drive

has built the club into what it is today, and he will be missed. A collection took place and ideas for a leaving gift were discussed. The date for the presentation was not set. **Action:** PFC.

The Tennis Club must ensure the continuity of the coaching, particularly for the juniors, and it was **resolved** to release a statement thanking Paul Solomon and to reassure parents that the Subcommittee would be urgently seeking a coaching solution. **Action:** Clerk.

8. Finance Report:

8.1 Financial Statement to 31 March 2024

The RFO informed the Committee that the financial statement for 2023/24 will not be ready until the accounts have been closed on 14 April 24 and the final statements are prepared. **Action:** RFO to circulate once completed.

8.2 Payments for Approval

After review, two payments were approved:

BT Broadband	£36.44
TPI Security - CCTV	£627.00

8.3 2025- 2026 Pitch Hire Contributions

The pitch hire contributions from the LUFC for the Loddon & Chedgrave Playing Field have been held at £800 Per annum for 2023-24 and 2024-25. Should the Committee wish to increase these fees, a decision will need to be made at the July 2024 PFC meeting so that they can be added to the 2025-26 budget and notice can be given to the LUFC. **Action:** PFC.

8.4 Grant Applications

Deferred.

8.5 L & C PFC Bank Accounts

It was **resolved** to close the four PFC bank accounts and the balances transferred to Loddon Town Council's bank accounts. **Action:** RFO.

The current balances in the accounts at 31st March 2024 are:

Unity Trust current account	£26,466.12
Unity Trust Instant Access	£512.10
Barclays Business Premium	<u>£10,620.56</u>
SUB-TOTAL	£37,598.78
Less TPI Invoice	<u>-627.00</u>
TOTAL	£36,971.78.

9. Safeguarding:

Loddon Tennis Club have appointed a new Welfare Officer and DBS applications have submitted for the remaining Subcommittee members and volunteer coaches.

10. Loddon & Chedgrave Playing Field:

10.1 Requests to Hire the Field

No new requests had been received prior to the meeting.

KW has revised the request to hire the field for the LUFC 5 a-side event on the 15/16 and 22/23 June 2024. **Action:** LUFC to return completed booking form and deposit.

The Events Committee have completed the booking form for the Chet Valley Summer Fete which is due to be held on the 6 July 2024.

10.2 Pedestrian Access for the Jubilee Hall

A meeting was held (Jubilee Hall Management Committee Chairman and L & C PFC Chairman in attendance) to discuss the proposal to create a pedestrian access off for the Jubilee Hall off George Lane. It is necessary for thirteen metres of the Jubilee Hall hedge adjacent to the car park to be removed in order to receive quotes. The hedging does reduce the visibility splay and it would be advisable to remove it on Health and Safety grounds. The NCC Parish Partnership Bid does not need to be submitted until Dember 2024. **Action:** JHMC to discuss proposal and inform the PFC of their decision.

10.3 Overflow Car Park

LTC are in discussion with Saffron as they would like to purchase or lease the land adjacent to Crossways Terrace so that an overflow car park can be installed to ease the parking issues.

11. Loddon Tennis Club Subcommittee:

11.1 Tennis Club Subcommittee Meeting Minutes

Item deferred.

11.2 Planning Meeting

Item deferred.

11.3 Tennis Club Subcommittee Representative Roles

It was **resolved** to appoint Carolyn Frosdick as the Tennis Club Representative.

11.4 Tennis Court Fencing

The Subcommittee have used stainless steel cable ties to repair the fencing however a repair to the tensioner is required. **Action:** Tennis Club Subcommittee.

12. Loddon United Football Club - Adults:

12.1 2024/2025 Pitch agreement

The 2024-25 draft pitch agreement has been circulated and RS has sent his amendments. The draft pitch agreement was agreed. **Action:** Rick Summons to sign the agreement.

12.2 Substitute Representative

It was resolved at the January 2024 meeting to appoint Miles Wilson as the substitute representative for the LUFC Adults.

13. Loddon United Football Club – Juniors:

13.1 2024/2025 Pitch agreement

The 2024-25 draft pitch agreement has been circulated. With some amendments, the draft pitch agreement was agreed. **Action:** Kevin Williams to sign the agreement.

13.2 Substitute Representative for the Juniors

It was **resolved** to appoint Tom Baylis as the LUFC Junior Substitute Representative.

13.3 LUFC Storage Container

The PFC requested in September 2022 that the LUFC repair, remove or replace their storage container within 12 months. KW reported that the storage container will be replaced with a green container this summer. **Action:** LUFC.

14. Jubilee Hall Management Committee:

14.1 5-year Fixed Wiring Test

The JHMC received the results of their 5-year fixed wiring test in November 2022. The Clerk has sent the new Trustees the report. There were outstanding issues with the floodlights that may need resolving. Item deferred.

14.2 Shared use of the Jubilee Hall Changing Rooms

The original purpose of the Jubilee Hall changing rooms was to provide facilities to the sports clubs that operate on the Loddon & Chedgrave Playing Field. The LUFC have an exclusive agreement with the LUFC which expires in May 2024. The JHMC will reconsider this arrangement and it is hoped that access to the changing rooms/toilets could be had by all clubs that operate on the PFC land. **Action:** JHMC.

14.3 JHMC Storage Container

The PFC requested in September 2022 that the Jubilee Hall repair, remove or replace their storage container within 12 months. The JHMC plan to paint it with green anti-vandal paint it in the summer. **Action:** JHMC.

15. Correspondence:

None.

16. Items for Future Agendas:

- Ball Stop fencing
- To consider pitch hire fees for budget 2025-26
- Tennis Club Substitute Representative

17. 2024 Meeting Dates:

All meetings to be held on a Wednesday, 7.00pm in the Rear Hall of Hollies unless advised otherwise.

- 17 July 2024 (AGM)
- 16 October 2024 (2025 - 26 Budget)

The meeting closed at 20.18pm