

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 (PFC) held in the Hollies Rear Hall, Loddon on the 16 April 2025 at 7.00pm

Representatives Present:

Chedgrave Parish Council (CPC): Debs Downer (DD)

Loddon Town Council (LTC): Jane Hale (JH)

Jubilee Hall Management Committee (JHMC):

Loddon United Football Club Adults (LUFCA):

Loddon United Football Club Juniors (LUFCAJ): Kevin Williams (KW)

Loddon Tennis Club (TC): Carolyn Frosdick (CF)

In Attendance: Emily Curtis (EC), Clerk, Kerry Sturman (KS), Responsible Finance Officer (RFO) and Cllr Julie Appleby

Absent: Jessie Powell (JP)

1. Welcome:

As the neither the Vice-Chairman nor Chairman was present, it was **resolved** to elect Cllr DD to chair the meeting. Nobody wished to record the meeting.

2. Apologies for absence:

Apologies were received and approved from Rick Summons (RS), Miles Wilson (MW), Andy Woodman (AW), Natalie Henry (NH), and Jo Sinfield (JS).

Cllr JH arrived and chaired the remainder of the meeting.

3. Declarations of Interest and Requests for Dispensations:

KW and JH 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 15 January 2025:

The Minutes of the meeting held on 15 January 2025 were approved as a correct record.

5. Matters Arising:

5.1 Tennis Court Floodlights

Boggis Electrical have informed us that the work to revise the tilt of the floodlights will be carried out week commencing 12 May 2025 at no cost to LTC. We are also investigating the cost of additional waterproof switches to enable each main floodlight on each column to be isolated. **Action:** Clerk.

5.2 Terms of Reference

PKF Littlejohn have confirmed the L & C PFC Committee currently does not operate as a Joint Committee. A remote meeting with Chedgrave Parish Council (CPC) Clerk, LTC Clerk and Norfolk Parish Training and Support was held on the 15 November 2024. The governance issue was explored and three solutions proposed. It was agreed to obtain expert advice on the three solutions from PKF Littlejohn and Community Action Norfolk

before adding to the respective Councils agendas. A report has been circulated and LTC and CPC will be discussing this matter at their May Council meetings. **Action:** LTC.

5.3 **Pedestrian Access for the Jubilee Hall**

LTC have received confirmation that the Parish Partnership Bid submitted by LTC in December 2024 has been successful. The total cost for the extension of the footpath is £10,640.00 (including removal of the hedge) and Norfolk County Council will be contributing £5,320.00.

5.4 **Jubilee Hall Consumer Unit in Changing Rooms**

The cover over the consumer unit was installed on the 10 April 2025. The key for LTC's lawnmower will be stored securely in there. KW gave the Clerk a key and the other key will be stored in the Changing Rooms external key safe so the Jubilee Hall has access if required. **Action:** KW.

6. **Public Forum:**

CF asked if the LUFC would be remembering Charlie Frosdick who recently passed away. He was a great supporter of the LUFC. Kevin confirmed that a match in his memory would be taking place. **Action:** LUFC.

7. **Finance Report:**

7.1 **Financial Statement**

The 2024/25-year accounts for the L & C PFC:

Income - £31,136.90

Expenditure - £32,399.49

Deficit - £1,262.59

7.2 **Memorial Bench for Colin Binfield**

The family have given their approval for the bench to be installed. The RFO circulated the quotes, and it was **resolved** to order a recycled plastic 1800mm bench with arms from Realise Futures at a cost of £532.99 incl delivery (excl VAT), plus £21 for the plaque.

Action: RFO to order bench.

The wording for the plaque was discussed and it was **resolved** to consult Colin's family.

Action: Clerk.

KW reported that the LUFC are considering holding a special football match with trophy in memory of Colin.

7.3 **Fertiliser and Drainage Costs for The Playing Field**

The total cost for 2024/25 fertiliser for the Playing Field was £1,171.

The total costs for the Verti-drain on the Playing Field and Old Hockey Field was £1,225.00 (excl VAT). The PFC has contributed £300. LTC has contributed £100. LUFC have sent a small grant application to CPC for £100. **Action:** RFO to invoice LUFC for the remainder of the bill (£825.00).

7.4 **2026/27 Pitch Fees**

In the financial year 2024/2025, the L & C PFC paid the following work to be carried out on the Playing Field pitches:

£1,171 in fertiliser costs

£300 drainage contribution

£200 for 2 additional grass cuts

£1,671 - total for L & C PFC

(Please note, this does not include pitch maintenance costs on the Old Hockey Field as this is LTC land and LTC agrees the pitch fee for the OHF separately.)

It was **resolved** to increase the 2026/27 pitch fees from £400 to £500 for LUFC Juniors and LUFC Adults respectively, subject to feedback from LUFC. **Action:** LUFC.

A discussion was had regarding the dog fouling on the Playing Field. LUFC has access to CCTV footage of the field and reports of dog fouling can be made to South Norfolk Council via <https://forms.southnorfolkandbroadland.gov.uk/pub/Nuisance.ofml>.

8. Loddon & Chedgrave Playing Field:

8.1 Requests to Hire the Field

None.

8.2 Grounds Maintenance/Fencing Issues

KW had nothing to report.

9. Jubilee Hall - Loddon:

9.1 Jubilee Hall – Loddon Update

The representative for the Jubilee Hall was not present. It was reported that the Jubilee Hall is searching for a new tenant for the social club.

Action: Clerk to invite the Jubilee Hall to appoint a new representative (and substitute representative) to the L & C PFC.

9.2 5-year Fixed Wiring Test

The JHMC received the results of their 5-year fixed wiring test in November 2022 and have confirmed that the remedial works have yet to be completed which may impact on the tennis court floodlights. **Action:** JHMC.

9.3 Shared use of the Jubilee Hall Changing Rooms

The original purpose of the Jubilee Hall changing rooms was to provide changing facilities to the sports clubs that operate on the Loddon & Chedgrave Playing Field. JH circulated a copy of the proposed lease. **Action:** JH to circulate an electronic copy of the proposed lease.

RB, Chairman of the Tennis Club has been given a key for the changing rooms, and this will be securely locked in the Clubhouse for members only to use.

The Community Payback team have agreed to carry out a deep clean and paint of the changing rooms and a meeting will be held with them on the 6 May 2025 at 10.00am to discuss the matter further. Both the LUFC and Jubilee Hall consented to these works going ahead. If the work is completed during the week, it would not impact on usage. **Action:** Clerk/Community Payback Team/Tennis Club/LUFC/Jubilee Hall.

9.4 JHMC Painting of the Storage Container

The PFC requested in September 2022 that the Jubilee Hall repair, remove or replace their storage container within 12 months. The JHMC have confirmed that they will paint the container with green anti-vandal paint when weather permits and install a sign. **Action:** Jubilee Hall.

10. Loddon United Football Club – Adults:

10.1 LUFC Adults Update

KW reported that the presentations are planned for Friday 19 May 2025. Membership is going well. Unfortunately, LUFC Adults have lost their sponsor, and it was suggested that they may wish to contact Hopkins Homes for sponsorship.

10.2 LUFC Adults AGM Minutes and Accounts

Both accounts and AGM minutes have been received for 2023/24. The 2024/25 AGM minutes/accounts will be due July 2025. **Action:** LUFC Adults.

11. Loddon United Football Club – Juniors:

11.1 LUFC Juniors Update

KW reported that their membership is going well. The 5 aside event will be held in June. The staging will be erected in June and surrounded by Heras fencing. A lot of reseeding and maintenance needs to be done to the pitches and the LUFC will provide some costings. **Action:** LUFC. LUFC to advise how much topsoil is required for the pitches. **Action:** RFO to get a quote. KW requested help on the day of the 5 a side event. **Action:** PFC Committee.

11.2 LUFC Juniors AGM Minutes and Finances

Thanks to KW for providing the minutes. The accounts are still outstanding. **Action:** KW to forward.

12. Loddon Tennis Club Subcommittee:

12.1 Loddon Tennis Club Update

CF reported that the Parkinsons sessions have been rebranded to Indoor Softball Tennis for inclusivity. These sessions are free until end of June 2025. The club has created a £15 indoor membership for the people that attend these sessions. Flyers advertising these sessions have been put on local notice boards and shared with local organisations. Sessions are being launched with the support of the SEN Leader at Loddon Junior School. Membership has stayed stable at 75 members. There has been a slight drop in junior membership. The club will be holding a quiz night on the 26 April 2025 in the Jubilee Hall. CF reported that the club are investigating setting up a club kit shop, and the initial cost is £150 for the club's kit webpage. A discussion was had regarding whether all companies charge a set up cost and KW offered to send CF details of the sportswear company that the LUFC use. **Action:** CF to explore other providers startup costs.

12.2 Tennis Club Becoming a Separate Entity

The Tennis Club is now considering becoming a separate entity. The accounts illustrate that the income that the club generates would cover the expenditure and necessary reserves. The club is investigating the pros and cons of setting up a Charitable Incorporated Organisation (CIO) and leasing the courts from the L & C PFC. **Action:** RFO to email copy of lease of to all parties with meeting invite.

12.3 Tennis Court Cleaning and Resurfacing

The courts will need resurfacing in the next 5 years. The courts were last surfaced circa 2009. The cost would be approximately £25,000 for both courts. The L & C PFC currently has £1,700 in the resurfacing reserves. There have been several falls in the last few weeks which could have been as a result of the court surface deteriorating. **Action:** Send meeting

invite to Chedgrave PC to discuss lease for tennis courts, tennis resurfacing and PFC governance.

13. Overflow Car Park Proposal and Parking Issues on George Lane

A lengthy discussion was had regarding the parking issues on George Lane when both the Jubilee Hall and LUFC have events/parking requirements.

The Clerk has contacted the schools and Chet Valley Medical Practice to ask if their car parks could be utilised, but they all declined.

The LUFC have previously requested permission to park cars in front of the containers/garage on the playing Field. LTC declined until more information was received, such as how the LUFC would manage this risk safely (i.e. barriers/stewards). **Action:** LUFC.

Should the Jubilee Hall wish to approach the L & C PFC about using the field for overflow car parking, they would also need to address the safety concerns.

After discussion, it was identified that the Hobart Sports Hall Car Park is the ideal location for car parking on match days. It was **resolved** to ask Hobart High School to attend an in person meeting to discuss the issue. **Action:** Clerk.

14. Correspondence:

Dog fouling incidents – discussed earlier in the meeting.

15. Items for Future Agendas:

- Car Parking on George Lane
- PFC Terms of Reference
- Lease for Tennis Courts
- Resurfacing of the Tennis Courts

16. 2025 Meeting Dates:

(All meetings are held in the Rear Hall of Hollies at 7.00pm unless advised otherwise)

16 July 2025

15 October 2025 (2026/27 Budget).

The meeting closed at 20.47pm.