

LODDON & CHEDGRAVE PLAYING FIELD COMMITTEE

C/O Loddon Parish Council: The Library Annexe,
Church Plain, Loddon, Norfolk, NR14 6EX
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Minutes of the Meeting of Loddon & Chedgrave Playing Field Committee held at the Library Annexe, Loddon on the 28 June 2022 at 7.00pm

Representatives Present: Colin Gould, Chairman (**CG**), Bob Demain (**BD**), Margaret Wallace (**MW**).

In Attendance: Colin Binfield (**CB**), Emily Curtis, Clerk (**EC**), Georgina Hirst, Responsible Finance Officer, (**GH**), and one member of the public.

Absent: None.

1. Elect Chairman

It was noted that this was the first meeting of the newly formed Loddon & Chedgrave Playing Field Committee, with new Terms of Reference that have been approved by both Loddon and Chedgrave Parish Councils. It was **resolved** to elect Colin Gould as Chairman.

2. Elect Vice-Chairman

It was **resolved** to elect Margaret Wallace as Vice-Chairman.

3. Apologies for absence

Apologies were received Miles Wilson (**MWi**), Jane Hale (**JH**) and Rick Summons (**RS**).

4. Representatives

Loddon Parish Council – Cllrs Margaret Wallace and Jane Hale.

Chedgrave Parish Council – Cllrs Colin Gould and Bob Demain.

Tennis Courts – deferred.

Jubilee Hall Management Committee – deferred. **Action:** Clerk to write to enquire who their representative is.

LUFC - deferred. **Action:** Clerk to write to enquire who their representative is.

5. Minutes of the meeting held on the 22 February 2022

The Minutes of the meeting held on 22 February 2022 were **approved** as a correct record and signed by the Chairman.

6. Matters Arising

- The PFC sign has been installed on the barrier, and another has been ordered for the other barrier. It may also be necessary to install a PFC sign near the Kitten's Lane entrance to the Playing Field.
- Thanks to Kevin Williams for fixing both upper bolts on both the vehicle access barriers. The Parish Warden will ensure these bolts are greased to prevent this issue occurring again.
- The Parish Warden has repaired the Tennis Court fencing after it was damaged when young people forced themselves through the netting to retrieve their football from the courts.
- The Parish Warden is reporting a high level of litter on the Playing Field and is regularly removing broken glass from the Tennis Courts.
- The Parish Warden has recently cleaned the CCTV cameras using a high-level pole cleaner.

7. **Public Forum:** None.
8. **Tennis Courts**
- 8.1 **Membership Scheme (known as Loddon Tennis Club)**
It was **resolved** to continue to offer pay and play and offer a membership scheme for the courts via the LTA ClubSpark website. **Action:** Clerk.
- 8.2 **Self-employed Coaches**
It was **resolved** to ratify the proposal from two self-employed coaches who wish to run coaching and cardio tennis. **Action:** Clerk.
- 8.3 **LTA Safeguarding Policy**
It was **resolved** to adopt the LTA Safeguarding Policy. **Action:** Clerk.
- 8.4 **LTA Inclusion Strategy**
It was **resolved** to adopt the LTA Inclusion Strategy. **Action:** Clerk.
- 8.5 **LTA Transgender Inclusion Strategy**
It was **resolved** to adopt the LTA Transgender Inclusion Strategy. **Action:** Clerk.
- 8.6 **Code of Conduct**
It was **resolved** to adopt the Code of Conduct. **Action:** Clerk.
- 8.7 **Enhanced DBS for Employees and Coaches**
Although the coaches have provided proof of their existing enhanced DBS, it is necessary for the PFC to carry out their own checks on employees and coaches involved with the tennis courts. It was **resolved** to organised enhanced DBS check for both the coach and Clerk. **Action:** Clerk.
- 8.8 **Aesthetic Improvements and Facilities at the Tennis Courts**
Various ideas were discussed, and it was **resolved** to put together a proposal with costings. If any equipment is required urgently, the Clerk should circulate via email to the Chairman for approval. **Action:** Clerk.
- 8.9 **Access to the Social Club and Toilets/Changing Rooms**
The Clerk has written to the LUFC and Jubilee Hall MC requesting a meeting to discuss access to the Social Club and Toilets/Changing Rooms. The LUFC replied offering access to the toilets. There has been no response from the Jubilee Hall MC. It was **resolved** to defer this item. **Action:** Clerk.
9. **Loddon & Chedgrave Playing Field**
- 9.1 **Jubilee Hall Car Park Hedge**
The hedge adjacent to the car park was recently adopted by the Playing Field Committee, and work was carried out by Tom's Trees at a cost of £450.
- 9.2 **Annual Cost of Tree Maintenance**
The tree work on the perimeter of the field completed by Target Trees. The additional costs were related to the belt of Saffron trees that had been inadvertently included in the quote.
- 9.3 **Events on the Loddon & Chedgrave Playing Field**

Several requests to use the Playing Field have been received. It was noted that the booking form for the recent LUFC 'five a side' event was received 2 hours prior to the event, and it was **resolved** to send the LUFC a letter advising that booking form, risk assessment and public liability insurance documents should be received two weeks before to give the Officers adequate time to assess if the event is safe to go ahead. **Action:** Clerk.

9.4 Storage Containers on the Loddon & Chedgrave Playing Field

The PFC paid for and installed the garage in 1987. The LUFC recently gave the Clerk and Parish Warden access. The garage contains the LPC ride on lawnmower, LUFC equipment and equipment used by a profit-making organisation that operates from the Playing Field.

There are two containers on the Playing Field adjacent to the garage; one is owned by the Jubilee Hall and the other the LUFC. The containers are in a poor state and aesthetically have not been maintained. It was **resolved** to write to both the LUFC and the Jubilee Hall MC advising that the PFC consider these to be temporary storage solutions and would prefer to see the containers removed within one year. **Action:** Clerk.

9.5 Perimeter Fencing Adjacent to Old Market Green

Due to health and safety concerns, the pollarded trees were removed earlier in the year which has left several of the properties adjacent to the Playing Field on Old Market Green exposed. It was **resolved** to obtain quotes to extend the protection to the properties from footfalls. **Action:** Parish Warden.

10. Governance

10.1 Terms of Reference

The Terms of Reference for this newly formed Committee were adopted by Loddon and Chedgrave Parish Councils at their May 2022 meetings.

10.2 Scheme of Delegation

The revised Scheme of Delegation was adopted by the PFC with a slight amendment; edit to incorporate that powers granted to the Clerk are taken in consultation with the Chairman (or Vice-chairman if the Chairman is unavailable). **Action:** Clerk.

10.3 Draft Hire Conditions and Booking Form for the Loddon & Chedgrave Playing Field

It was **resolved** to adopt the draft Hire Conditions and Booking Form. **Action:** Clerk.

11. Finance Report

11.1 Finance Statement to 31 March 2022

The financial statement to the 31 March 2022 reports that the balance of the Barclays account is: £13,195.70, and the balance of the savers account is: £10,471.34, total funds; £23,667.04.

11.2 Finance Statement to 31 May 2022

The financial statement to the 31 May 2022 reports that the balance of the Barclays account is: £13,683.71, and the balance of the savers account is: £10,471.34, total funds; £24,155.05.

11.3 Amendments to Budget 2022-2023

The RFO presented version 3 of the 2022-23 budget to the Committee, which included an increase to salaries budget to a change in an employee's salary spinal point.

11.4 LTA Registration of Loddon Tennis Club

It was **resolved** to increase the payment to the LTA by £100 to register Loddon Tennis Club with the LTA. **Action:** RFO.

12. Stakeholder Grant to the Jubilee Hall Management Committee Car Park

Both Loddon and Chedgrave Parish Councils met with the Jubilee Hall MC on the 28 April 2022 to discuss the solicitor's findings, which clarified that Chedgrave and Loddon Parish Councils are the owners of the land that the car park sits on, and that Jubilee Hall MC are responsible for management and upkeep of Car Park. It was **resolved** to budget £150.00 approx. in the 2023-2024 budget to offer to the Jubilee Hall MC towards their costs of maintaining their car park. **Action:** RFO.

13. Loddon United Football Club

It was **resolved** to defer these items as there was no LUFC representatives present at the meeting. **Action:** Clerk.

14. Correspondence: This has been previously circulated to the Committee via email.

15. Items For a Future Agenda

- An amendment to the Term of Reference specifying that there needs to be a minimum of one Cllr from each Council present for a meeting to be quorate
- An amendment to the Terms of reference to allow each organisation to appointment a substitute representative for the meeting if agreed by the organisation 3 clear days before a meeting.
- The deferred LUFC items
- Perimeter fencing quotes
- Tennis Court access to the Social Club and Toilets/Changing Rooms

16. Date of Next Meeting

The next meeting date is the 04 October 2022, 7.00pm. Location to be agreed.

The meeting ended at 21:21 hours.